



TOWN OF LITCHFIELD, CONNECTICUT
REQUEST FOR QUALIFICATIONS (RFQ)
LAND USE ATTORNEY LEGAL SERVICES

SUBMISSION DEADLINE: Wednesday, July 8, 2026

SUBMISSION CONTACT INFORMATION:

Denise Raap
First Selectman
Town of Litchfield 74 West Street, P.O. Box 488
Litchfield, CT 06759
860-567-7550
nyarrish@townoflitchfieldct.gov

Proposals will be accepted in electronic format only, preferably in a PDF version.

Purpose

The Town of Litchfield (“the Town”) is seeking submittals from qualified firms to provide Land Use Attorney legal services. The selected attorney or firm will work with the Town’s land use boards, commissions, and staff on a range of matters related to planning, zoning, and other development-related legal issues.

Description of Engagement

The Land Use Attorney shall provide legal advice and representation to the following entities: Planning and Zoning Commission, Zoning Board of Appeals, Milton HDC and Town Staff on a variety of issues related to topics such as but not limited to land use, zoning, code enforcement, public works easements and the Freedom of Information Act. Experience and expertise in the area of legislation related to affordable and multifamily housing is required.

Scope of Services

The Town invites submittals from qualified firms to provide Land Use Attorney legal counsel services. Duties are expected to include, but are not limited to:

- Represent the Town in actions, suits or proceedings brought by or against it or any of its land use department, including its staff, agencies, boards and commissions.
- Serve as the legal advisor to the Planning and Zoning Commission, Zoning Board of Appeals, and Milton HDC in all land use matters affecting the Town, provide written opinions on any question of law involving the respective powers and duties of the land use departments, boards and commissions.



- Prepare land use regulation amendments and decision_resolutions for consideration by the respective boards and commissions.
- Prepare or approve forms of contracts or other instruments to which the Town is a party or in which it has an interest with respect to land use regulation matters.
- Advise the Town, and its land use officers, boards and commissions to appeal from orders, decisions and judgements and to advise the Town and its land use officers, boards and commissions to compromise or settle any claims against the Town.
- Draft, review and edit documents such as proposals, agreements, reports, plans and correspondence.
- Advise as necessary, the Board of Selectmen and the Town Attorney on the status of any land use litigation and appeals.

Submittal Requirements

Interested firms must submit the following in electronic format (PDF preferred):

- Letter of interest summarizing qualifications and relevant experience
- Firm brochure (if available)
- Resumes for key personnel
- Description of experience with similar municipal or land use legal work
- Specific experience with affordable housing matters
- List of references
- Rate schedule for services

Submissions should be directed to:

Denise Raap, First Selectman
nyarrish@townoflitchfieldct.gov

Deadline for Submission: Wednesday, July 8, 2026

Evaluation and Selection

The Town intends to “short-list” firms responding to this RFQ and conduct interviews with selected respondents. Evaluation will be based on:

- Qualifications and experience with similar engagements
- Knowledge of municipal and land use law
- Demonstrated experience with affordable housing legal issues
- Ability to provide timely and effective legal services
- Fee structure and cost-effectiveness
- References



The selected firm will be required to maintain professional liability insurance coverage of at least \$1 million. It must comply with all municipal, state, and federal affirmative action and equal employment opportunity guidelines.

Disclaimers

The Town does not express or imply any obligation to reimburse responding firms for expenses incurred in preparing submissions. The Town reserves the right to:

- Reject any or all submissions
- Select a firm in a manner deemed in the Town's best interest
- Waive any informalities or irregularities