

**Lynn Retirement Board
Request for Proposal to Provide Legal Services**

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The Lynn Retirement Board is seeking a law firm or attorney with experience representing Massachusetts public pension boards or systems to provide legal services.

The Lynn Retirement Board ("Board") administers the pension system serving the City of Lynn. The Board manages approximately \$300 million in assets and employs a staff of two in its office located in Lynn City Hall, 3 City Hall Square, Room 106, Lynn, Massachusetts 01901.

To be considered, the attorney or law firm must possess knowledge and proficiency with MGL Chapter 32, PERAC Regulations CMR 840, and knowledge of Chapter 152, dealing with workers' compensation, and its relationship with section 16 of Chapter 32.

Attorneys/law firms must submit a proposal to be considered. The information submitted in the proposal, including experience, qualifications, and a fee schedule, will be reviewed for the purpose of selecting a firm to provide legal representation. Please refer to the instructions on the following page. Favorable fees will be a factor in the selection process; however, the attorney's/firm's experience, qualifications, resources, and level of proposed services will be key factors in determining the attorney/firm to represent the Board.

It is anticipated that the Board will select one attorney/firm that will serve for a seven-year period on an as needed basis. The Board will act as the qualifications-based selection committee. The selection committee will evaluate the proposals as highly advantageous, advantageous, not advantageous, or unacceptable based on the evaluation criteria and will state reasons for the rating. The selection committee will then develop a composite rating. A short list of attorneys/ firms to be interviewed will be selected from the composite rating list, however the Board may decide to not conduct interviews. After the interview process, if any, the Board will designate its choice of attorney/firm. The Board will ultimately negotiate an arrangement for services with the selected attorney/firm.

The Board reserves the right to reject proposals or parts thereof. The Board also reserves the right to waive any irregularities, inconsistencies, and bidding provisions or to take whatever other action that is in the retirement system's best interest as determined by the Board.

The selected attorney/firm must file all disclosures as required by the Public Employee Retirement Administration Commission (PERAC) as part of the RFP process. These disclosures include disclosure of conflict of interest, disclosure of compensation received, disclosure of compensation paid, and a vendor certification of good faith.

Your original proposal and six copies, along with separately sealed envelope containing fee information, should be submitted on or before 4:00 pm on February 23, 2017 in one sealed package or envelope. The proposal should be marked "Legal Services RFP" and delivered to the attention of Gary B. Brenner, Executive Director, Lynn Contributory Retirement System, 3 City Hall Square, Room 106, Lynn, Massachusetts 01901.

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the submission date. Thank you in advance for your consideration of this request. Please do not hesitate to contact **Gary B. Brenner, Executive Director**; at **(781) 586-6896** should you have questions.

Instructions for Submitting a Proposal

A. The proposal may cover any areas which you deem to be relevant. The Legal Services RFP should not exceed twelve (12) pages and should minimally include the following information:

- Provide a summary of related legal experience including a list of current or former Massachusetts public retirement board or system clients. Said list should include the commencement date and end date of representation with each client.
- Provide the name and brief biographical sketches of attorneys who will be generally responsible for providing related legal services including, but not limited to, years in the practice of law, education, and other relevant background information.
- Describe the firm's policy on staffing for deposition, trial work, and rate increases, if applicable.
- Describe any potential conflicts of interest, whether past or pending, which exist with the Lynn Retirement Board or its members.

B. The separate information relative to fees should:

- List your hourly fees.
- List charges, if any, for telephone calls, file review, copying, facsimile, transmission, messenger service, etc.
- Describe the attorney or firm's billing procedure, i.e. monthly, bi-monthly or otherwise.
- List those items for which the firm will expect reimbursement including, but not limited to travel related costs.

Submit the original proposal and six copies to:

**Gary B. Brenner, Executive Director,
Lynn Contributory Retirement System
3 City Hall Square, Room 106, Lynn, Massachusetts 01901**

The proposal should be marked "Legal Services RFP". Your submission must include the fee information in a separately marked envelope.

Proposals are due on or before 4:00pm on February 23, 2017.