



TOWN OF MANSFIELD, CONNECTICUT
REQUEST FOR QUALIFICATIONS (RFQ)

Legal Services Relating to the Town of Mansfield Human Resources and Labor Relations Program

SUBMISSION DEADLINE: Friday, April 5, 2013 by 12:00 p.m.

SUBMISSION CONTACT AND ADDRESS:

Ms. Maria Capriola
Assistant Town Manager
Town of Mansfield
4 South Eagleville Road
Mansfield, Connecticut 06268-2599
(860) 429-3336 x5
HR@mansfieldct.org

Proposals will be accepted in electronic or print format.

Purpose

The Town of Mansfield is seeking submittals to provide legal services for the Town of Mansfield relating to its Human Resources and Labor Relations Program.

Project Description

Legal Counsel will serve in an advisory capacity to the Town Manager and Assistant Town Manager on human resources and labor relations issues. Sample work conducted by legal counsel will include: reviewing proposals prepared by staff for negotiations with labor unions; reviewing personnel policies prepared by staff to ensure compliance with relevant state and federal laws; advising staff on complex labor matters such as termination cases and personnel investigations; and representing the Town in human resources and labor relations legal proceedings.

Background

The Town of Mansfield, Connecticut has a population of 26,524 (roughly 14,000 year-round) and is located in the northeastern corner of the state, approximately 25 miles east of Hartford. The Town operates under the council-manager form of government, with a nine-member elected town council functioning as the legislative and policymaking body, and an appointed town manager serving as the chief executive officer of the municipal corporation.

The Town Manager is responsible for the establishment and maintenance of the comprehensive human resources program of the Town, in accordance with merit principles per Charter section C601, relevant state and federal requirements, and best practices. The Town Manager's Office is responsible for administering the Human Resources program for the town. Components of the Human Resources program include but are not limited to: classification and compensation; employee benefits administration; employee training and development; labor relations; policy development and

compliance; recruitment and retention of employees; and risk management. Specific rules and regulations governing the human resources program are set forth in the Personnel Rules, collective bargaining agreements, and other personnel policies of the Town, as amended.

The Town has approximately 150 regular employees. Three labor unions represent the following employees: professional/technical employees (appx. 42 employees); public works (appx. 20 employees), and firefighters (appx. 25 employees). The remaining employees 60 +/- employees are unaffiliated (non-union).

Additionally, the Town provides employee benefits and risk management services to the Mansfield Public Schools, Regional School District #19, the Eastern Highlands Health District, and the Mansfield Downtown Partnership.

Scope of Services

The Town Manager invites submittals from appropriately qualified firms to provide legal counsel to the Town of Mansfield regarding its human resources and labor relations program.

The Town of Mansfield objectives are to:

- Enhance organizational development program activities to build capacity within the organization and support employees in achieving their professional goals;
- Update personnel policies to promote a culture of ethical behavior, fair and equitable treatment of employees, and compliance with state and federal regulations;
- Participate fully in shaping the current and future strategic direction of the Town employment practices and the Human Resources program.

Duties are likely to include:

- Advising and assisting the Town in cases of employment discrimination, wrongful discharge, wage and hour disputes, workers' compensation, unemployment compensation, OSHA, FMLA, and immigration;
- Drafting, reviewing and editing documents such as proposals, agreements, reports, plans, and correspondence;
- Representation at hearings, informational meetings or in administrative proceedings, mediations, arbitration hearings and litigation pursuant to claims and allegations stemming from or related to the objectives and services described above;
- Review, analysis, investigation and research to carry out the above services; and
- Being available upon the reasonable request of the Town of Mansfield for consultation as necessary.

Summary

The firm should submit by email or hard copy: a letter of interest containing general information on the firm; the firm's brochure; resumes for key personnel and information regarding the consultant's experience conducting similar business; references; and rates for work performed. Submissions should be directed to Ms. Maria Capriola, Assistant Town Manager, not later than **Friday, April 5, 2013 at 12:00 p.m.** (Please submit three copies if utilizing traditional mail.)

The Town intends to "short-list" firms responding to this RFQ and to interview one or more firms to accurately assess their qualifications. The Town will negotiate a scope of services and a fee proposal with the selected firm. The Town will evaluate and select the firm based on qualifications, experience and performance with similar projects, references, ability to provide timely services, awareness of project issues, opportunities and constraints, and estimated fees and expenses. The selected firm must be able to meet all municipal, state and federal affirmative action and equal employment opportunity practices and guidelines.

The Town does not expressly state or imply any obligation to reimburse responding firms for any expenses incurred in preparing submissions in response to this request. The Town reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the town and to waive all formalities in the bidding.

The Town of Mansfield is proud to be an equal employment opportunity employer.

Please address any questions related to this RFQ to Maria Capriola, Assistant Town Manager, at (860) 429-3336 x5 or via email at HR@mansfieldct.org.