

Town of Bolton, Connecticut

Request for Proposals (RFP): Bond Counsel Services

Start date: October 2, 2026

Questions Due: October 9, 2026 by 4:00 pm

Question Responses Posted: October 14, 2026

Proposal Submission Deadline: October 23, 2026 by 10:00 am

1. Introduction and Scope of Services

The Town of Bolton Connecticut is seeking proposals from qualified law firms and/or qualified individual attorneys wishing to provide legal services to the Town of Bolton in the capacity of Bond Counsel.

The selected respondent will provide services for a period of one year beginning on an agreed upon date following the Board of Selectmen approval. Proposals shall include language for an extension of the contract for one year at a time upon mutual agreement.

The Town does anticipate a near-term need for bonding related to:

- A new roof at the Bolton Center School.
- BAN conversion/refinancing for a fire engine.
- Ongoing, general municipal finance and borrowing counsel as required by the Town.

2. Submission Requirements

To be considered, responses must include all the following information, at a minimum:

- **Firm Profile:** Name of Firm, primary contact information, and a brief description of the firm's municipal finance practice.
- **Personnel & Qualifications:** Identification, credentials, and resumes of all personnel who will be assigned to this account.
- **Relevant Project Experience:** Explicitly detail the firm's experience with new Bond issuance, as well as structuring, renewing, and converting Bond Anticipation Notes (BANs) into long term bonds under Connecticut State Statutes.
- **Municipal References:** Three (3) to five (5) references from Connecticut municipalities for whom the firm or attorney has provided bond counsel services within the past five years.
- **Fee Schedule:** A comprehensive fee schedule detailing all applicable charges, including:
 - Hourly rates for general consultation

- Flat or formula-based fees for BAN extensions/renewals
- Structural issuance fees (per bond series or note sale)
- Any other fees that may apply

3. Submission Instructions & Deadlines

Deadline: The Town of Bolton Connecticut will accept proposals during Town Hall business hours at 222 Bolton Center Road, Bolton CT 06043 until 10:00 am on October 23, 2026. Any bids received after 10:00 am on October 23, 2026, will automatically be disqualified.

Inclement Weather / Closure Policy: If the Town Hall is closed on October 23, 2026, the bid due date will be extended to the next business day at 10:00 am when it is open.

Format: All bids must be sealed and clearly marked “Bond Counsel Bid”. Each bid shall include:

- One (1) original paper copy
- Seven (7) printed duplicates
- One (1) electronic copy in PDF format included on a thumb drive

Delivery Address:

James Rupert, Town Administrator
Town of Bolton
222 Bolton Center Road
Bolton, CT 06043

4. Questions and Clarifications

Any questions regarding this RFP must be submitted via email to HR@boltonct.gov and must be received no later than 4:00 pm on October 9, 2026.

The Town’s official responses to all received questions will be posted publicly on the Town website no later than October 14, 2026.

5. Evaluation Criteria

The Town of Bolton will evaluate proposals based on a combination of the following factors:

1. Experience and technical competence in Connecticut municipal finance law, specifically regarding BAN-to-Bond refinancing structures, and new issue Bonds.
2. Qualifications and depth of the specific attorneys assigned to the Town.

3. Clarity, competitiveness, and predictability of the proposed Fee Schedule for both hourly and transactional issuance work.
4. Feedback and satisfaction reported by municipal references.

6. Town's Rights and Reservations

The Town of Bolton reserves the right to reject any and all bids or portions thereof, and to choose the option that works best for the sole needs and interests of the Town.