



Request for Qualifications and Quotes (RFQ) for Legal Services

Issued by: Lamoille FiberNet Communications Union District (CUD)

Issue Date: 11/1/2024

Submission Deadline: 12/10/2024

Interviews (if necessary): TBD

Final Selection: January or February 2025 Governing Board Meeting – Date to be determined

Overview

Lamoille FiberNet CUD (LFCUD) is seeking letters of qualifications from law firms or individual attorneys to provide legal services on an as-needed basis to our CUD. We anticipate a two-year agreement. The selected firm or individual will provide guidance primarily on governance and compliance issues, driven largely by Vermont law. We anticipate needing advice relating to interlocal municipal agreements, Vermont public records and public meetings, state and federal grant compliance, including procurement and contracting, Board governance, and other matters essential to our operation.

Responses and Deadline: Interested parties shall submit responses in accordance with this RFQ as detailed below. Responses must be submitted as PDF attachments via email to director@Lamoillefiber.net by 5:00 PM on Monday December 10, 2024.

Reservation of Rights. Lamoille FiberNet reserves the right to cancel this RFQ, in whole or in part, at any time. Lamoille FiberNet reserves the right to reject any or all Proposals in its sole discretion. All Proposals shall become the property of Lamoille FiberNet.

Communications and Questions: Please direct all questions regarding this request for proposals to Lisa Birmingham, Executive Director at 802-272-2725 or 802-851-0087 or director@lamoillefiber.net. Please do not contact Board members or Officers other than the Executive Director.

Background

Established in July 2020, Lamoille FiberNet is a Communications Union District (CUD) that includes all 10 towns in Lamoille County and is registered with the Vermont Secretary of State. A CUD is a municipal entity formed by two or more towns to collaboratively develop broadband infrastructure. For more information on CUDs, please consult Title 30, Chapter 82 of the Vermont State Statutes regarding Communications Union Districts.

LFCUD has partnered with Consolidated Communications Enterprise Inc. (“CCI”) and has a long-term (20-year) agreement with CCI to operate and maintain a fiber network funded by LFCUD through a federally funded Vermont Community Broadband Board grant. As such our funds are subject to uniform guidance and relevant regulations pertaining to American Rescue Act



(A.R.P.A.) funds. LFCUD also has a memorandum of understanding with two CUDs: Otter Creek and Southern Vermont CUD. Beginning in 2025, LFCUD will not have any employees, only contractors and consultants. **Please consult our website for more information:**

www.lamoillefiber.net.

2. Scope of Services

Lamoille FiberNet CUD anticipates legal services in the following areas:

- **Contract Review and Negotiation:** Drafting, reviewing, and negotiating contracts with vendors, service providers, and other partners.
- **Regulatory Compliance:** Ensuring compliance with state and federal laws, including those related to grant compliance; telecommunications and rights of way management, Vermont municipal law.
- **Governance:** Advising on governance matters related to the CUD's Board of Directors, public meeting laws, ethics, and policy development.
- **Vermont Litigation:** Representing LFCUD in any legal disputes or litigation that may arise, including contested cases.

3. Submission Requirements

Qualified firms or individuals must submit the following information by the submission deadline:

- **Cover Letter:** A brief letter of interest, summarizing your firm or individual qualifications and your understanding of LFCUD's needs.
- **Experience and Qualifications:** Please outline
 - **Regulatory Experience** — specifying Vermont administrative and regulatory agencies or commissions. Also highlight experience with telecommunications companies.
 - **Municipal Experience** — specifying the type of municipality and nature of the work, such as advising on public records, meetings or governance.
 - **Contract Experience** — drafting, negotiating and enforcing contracts.
 - **Federal Grant and State Grant Compliance Experience** — such as advising on uniform guidance, and state and federal procurement standards.
- **Team Composition:** Identification of the lead attorney and other key staff who would be assigned to LFCUD, along with their qualifications and experience.
- **Approach and Availability:** A description of your approach to providing the requested services, including your availability to respond to LFCUD's needs on an ongoing basis.
- **Fee Structure:** A detailed description of your billing structure, including hourly rates, retainer options, and any other relevant pricing models. We anticipate a two-year agreement.
- **References:** At least three references from clients with similar needs, including contact information.



4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated experience in relevant legal fields, particularly Vermont regulatory experience, including Vermont PUC or telecommunications experience; Vermont municipal law; and contract experience
- Qualifications and experience of the proposed team
- Cost and fee structure
- Availability and responsiveness to LFCUD's needs
- References from similar clients
- Potential Conflicts

5. Notice of Required Contract Provisions

A contract for legal services will be funded by state and federal grants. As such, certain contract terms will be required. Please review the attached Lamoille FiberNet Standard Attachments SFLRF State and Federal Grants for such terms, which includes the MBE/WBE qualification. See also [Attachment C State Contracts and Grants 12.2023](#)

END