



TOWN OF BOURNE

Town Administrator

24 Perry Avenue – Room 101

Buzzards Bay, MA 02532

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508.759.0600, Ext. 1308



Anthony E. Schiavi, Town Administrator

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Request for Qualifications Town Counsel Services ADDENDA

To: All Bidders

From: Anthony Schiavi, Town Administrator

Date: March 31, 2021

This Addendum modifies and forms a part of the RFQ documents posted to the Town of Bourne website on March 10, 2021. This Addendum consists of the following: One (1) typed page.

1. Can you tell me what your legal budget was for last year?
 - A. **Currently the legal budget is \$300,000 for all uses (i.e., town counsel, labor counsel and special counsel.) For example, this year we have hired special counsel to renegotiate the Town's Comcast license. However, the Board of Selectmen has tasked the Town Administrator with working to reduce the legal budget, if possible, however it was maintained at \$300k due to the cable license for FY22.**
2. As to on-site office hours, we presume those would be at the Town Hall, and if so, traditionally, how many such hours are expected on a semi-monthly or monthly basis?
 - A. **We expect that if we utilize "on-site hours" it would start at approximately 2 days per month at approximately 5-6 hours per day. As to office space, you would likely be using the Bourne Community Center, 239 Main Street, Buzzards Bay ~ 500 ft from Town Hall.**
3. Does the Town of Bourne expect a satellite law office to be located in the general vicinity of the Bourne area or on Cape Cod?
 - A. **There is no requirement for the selected firm to have a satellite office close to Bourne.**

NOTE TO ALL BIDDERS: YOU MUST ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON YOUR BID SUBMISSION FORM WHERE INDICATED OR INCLUDE A COPY OF ADDENDA IN YOUR BID SUBMISSION.