



Waltham Contributory Retirement System

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PUBLIC NOTICE WALTHAM RETIREMENT BOARD

REQUEST FOR PROPOSALS TO PROVIDE SELECT LEGAL SERVICES Submission Date – August 14, 2023

The Waltham Retirement Board (hereinafter, “the Board”) is seeking an attorney or law firm with experience representing Massachusetts public agencies in matters pertaining to public employment law, the Massachusetts Public Records Law and the Massachusetts Open Meeting Law. This request for proposals is subject to and will be conducted in compliance with [G.L. c. 32, § 23B](#).

The Board oversees the Waltham Retirement Board (hereinafter, “the Board”), a Massachusetts governmental unit which administers the public pensions for members and beneficiaries of Waltham Contributory Retirement System. The Board manages approximately 308 Million in assets and employs a staff of three in offices located at 25 Lexington Street, Waltham, Massachusetts.

To be considered for selection, the attorney or law firm should possess knowledge and proficiency with, among others, General Laws Chapter 30A, §§ 18-25, Chapter 32, Chapter 66, Chapter 66A, Chapter 258, and with laws pertaining to public employment.

Attorneys/law firms must submit a proposal to be considered. To obtain a copy of the RFP please contact Executive Director of the Waltham Retirement Board, at amalis@city.waltham.ma.us No phone calls please.

The Request for Proposals will be available until the submission deadline. The proposal deadline is Monday, August 14, 2023 at 4:00 p.m. (E.S.T.)