

**TOWN OF MOUNT CRAWFORD
REQUEST FOR PROPOSALS (RFP)
FOR LEGAL SERVICES**

Purpose of RFP

The Town Council (the Town) of Mount Crawford, Virginia invites the submission of responses to this Request for Proposals (RFP) from a qualified individual attorney or firm interested in providing legal services as the Town Attorney. The Town Council intends to consider individuals or firms who possess the professional and administrative capabilities to provide the scope of services detailed below.

Scope of Work

The Town is seeking an individual/ firm to represent the Town in an as needed basis dependent on issues that may arise. In addition to providing legal representation to the Town Council, staff and committees, the Town Attorney shall perform the following functions:

1. Performs legal research and other work and communicates the results to the appropriate person.
2. Prepares, reviews, negotiates contracts, conveyances and agreements, such as purchase contracts, franchise agreements, service agreements and other legal documents on the behalf of the Town.
3. Reviews, analyzes, drafts and revises ordinances, policies and other memoranda for the Town and ensures that they are coherent, enforceable and consistent with Federal, State and Local laws and advises the Town Council, the Town Manager and other staff when changes and revisions are necessary.
4. Researches, interprets and applies court decisions, laws, and other legal authority in the preparation of opinions and briefs; prepares legal opinions upon request of the Town Council and the Town Manager.
5. Reviews ordinances and resolutions for the Town Council and answers any related questions.
6. Analyzes legislation including proposed State and Federal legislation affecting the Town.
7. Engages in litigation related issues including drafting, discovery, court attendance, mediation, hearings and trials and related activities.
8. Supervises acquisition of real property interests for the Town to include but not limited to; title review, negotiations and litigation.
9. Attends Town Council meetings and other Board or Committee meetings as needed.
10. Performs other duties as needed by the virtue of this position as Town Attorney and as directed by the Town Council and Town Manager.

Selection Process

The Town may invite several individuals/ firms to be interviewed from a review of proposals received before making a final decision. If an individual/ firm is selected for interview by the Town, that individual/ firm will be notified of the date and time of the interview.

The Town will negotiate with the selected individual/ firm, fees and contract conditions. If an agreement cannot be achieved with the first respondent, negotiations will proceed with subsequent choice respondents until a mutually agreed contract can be negotiated.

Submittal Requirements

Interested parties should submit the following items, in packet form, to the Town for consideration. Electronic submissions will be accepted however the information must be provided in a single PDF file:

1. Statement of Qualifications and resources of the individual/ firm, including governmental experience to include the description of areas of expertise or relevant experience that would benefit the Town.
2. Statement of Interest in providing service to the Town.
3. Indication of ability to provide timely and efficient service to the Town
4. Suggested contractual terms to include hourly rates.
5. Other information thought to be important to the Town in consideration of the proposal.

Evaluation Criteria

The criteria used to evaluate the RFP responses will include, but are not limited to, the following:

1. Qualifications of individual/ firm, specifically as they relate to local government experience.
2. Available resources to complete work as required.
3. Responsiveness to the RFP, including any additional documents submitted.
4. Professional references.

Additional Instructions, Notifications and Information

All Information True – By submitting a response, Respondents warrant and represent to the Town that all information provided shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, intentional or not, in any documents presented to the Town for consideration in the selection process may be excluded.

Interviews – After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process.

Inquiries – Do not contact the Mayor, or Town Council to make inquiries about the process of the selection process. Respondents will be contacted during the process. Process inquiries should be directed to Town Manager, Libby Orebaugh.

Cost of Responses – The Town will not be responsible for any costs incurred by anyone in the submittal of responses.

Contract Negotiations -- This RFP is not to be construed as a contract or any commitment of any kind. If a submitted RFP results in a contract officer by the Town, the specific scope of

work, associated fees, and other contractual issues will be determined during the contract negotiations.

No Obligation -- The Town Council reserves the right to:

1. Evaluate the responses submitted.
2. Waive any irregularities therein.
3. Select candidates for the submittal of more detailed or alternative proposals.
4. Waive interviews of any kind before accepting a proposal.
5. Accept any submittal or any portion of submittal
6. Reject all Respondents submittal responses.
7. Cancel the RFP entirely.

The submitted proposals will be reviewed and discussed by Town Council for further consideration. The Town Council reserves the right to select the proposal that best meets the needs of the Town and to proceed in the fashion deemed most appropriate in accordance with all applicable laws.

Professional Liability Insurance – The Respondent shall have the appropriate liability insurance written by an authorized insurer to transact insurance in the Commonwealth of Virginia.

Submittal Instructions

The Town of Mount Crawford will receive responses to this RFP at the address set below until 12 p.m. January 6, 2020. Responses should be directed to:

Libby Orebaugh
Town Manager
Town of Mount Crawford
779 S. Main Street
P.O. Box 187
Mount Crawford, Virginia 22841

Phone: (540) 421-0856

E-Mail: townofmountcrawford@gmail.com

The Request for Proposals document is available on the Town's website at www.mountcrawford.us Electronic submissions will be accepted, however, all information must be in one PDF file. All electronically submitted proposals will receive email notification of receipt.