



TOWN OF RANLO
1624 Spencer Mountain Road
Ranlo, North Carolina 28054



SCOPE OF SERVICES REQUESTED

The Town of Ranlo is currently accepting proposals from qualified firms or individuals experienced in local government law and interested in serving as a contracted Town Attorney.

The Attorney serves at the pleasure of the Board and, as such, shall perform all legal services assigned by the Board. The Attorney will also work closely with the Manager, Clerk, Planning Board, and Board of Adjustment.

The following is representative of services typically provided by Ranlo's Attorney, and the Town Manager maintains discretion of how these duties will be fulfilled:

- Provide a variety of proactive, high-quality, and timely legal opinions to the Town Board and Town Staff.
- Attend regular and special-called meetings of the Town Board, Planning Board, and Board of Adjustment.
- Consult with the Town Board, Town Manager, and Town staff, as needed.
- Draft and/or review contracts, ordinances, resolutions, special legislation, by-laws, forms, policies, easements, liens, and other formal procedures, as needed.
- Assist with foreclosures and condemnation proceedings as necessary.
- Advise on zoning, land use/development, code enforcement, and related issues.
- Advise as to compliance with NC General Statutes and local ordinances.
- Litigate or provide legal oversight of all Town-related lawsuits (apart from special situations, e.g., matters handled by the Town's insurance carrier and legal team).

ADDITIONAL INFORMATION

Interested attorneys/firms must meet the following minimum qualifications:

- Must be an attorney in good standing, licensed to practice law in the State of North Carolina as of the date of appointment;
- Must have demonstrated experience in local government law, with a preference of municipal government representation;
- Must have broad experience in the practice of law, preferably in contracts, employment law, and criminal law, but must also be knowledgeable of the legal frameworks unique to local governments and the public sector (e.g., public finance, public records, competitive bidding, open meetings, ethics, and conflicts of interest);
- Must be timely in responding to the Town's requests and legal needs;
- Should have land use experience;

- Should be able to demonstrate qualified back-up representation; and,
- Should be geographically located within a 60-minute commute of the Ranlo Town Hall located at 1624 Spencer Mountain Road, Gastonia, North Carolina 28054.

REQUIREMENTS TO SUBMIT

In response to this RFP, each interested Attorney must provide a “Statement of Interest” with the following information:

- Full name(s) of Attorney or Firm;
- Address, telephone number, email address, and website address (if applicable);
- Resume demonstrating credentials and years in practice;
- Proof of licensure in North Carolina;
- Attorney’s/Firm’s legal specialties or emphases of practice (the name of each attorney and number of years of relevant experience in the specified areas of practice);
- Identify the key attorney who will serve in the position of Town Attorney and any secondary attorneys that would be assigned to the Town;
- Listing of all current and previous public sector entities for which the Attorney/Firm has provided legal representation, including dates of service and position(s) held, and updated contact information for each;
- Disclosure of any clients currently represented that could cause a conflict of interest and how the Attorney/Firm would be willing to resolve these or any future conflicts of interest.
- Relevant legal experience that qualifies the Attorney/Firm for the position of Town Attorney;
- Rates/fees for providing the services as described herein including hourly rates per attorney and support personnel and indicate minimum increment of time billed for services.

SELECTION PROCESS AND EVALUATION CRITERIA

Town staff and the Ranlo Board of Commissioners will be responsible for qualifying and vetting any selected Attorney or Firm. The Board will authorize a service contract at its discretion. If a contract cannot be successfully negotiated with a selected individual/firm, the Town will proceed to remaining eligible firms, although the Town reserves the right to initiate another RFQ or recruit with a different approach at its pleasure.

The criteria for evaluation of the qualifications may include, but is not limited to:

- demonstrated understanding of scope of legal services needed and RFQ requirements;
- staffing strength for needed services;
- direct experience with municipalities and similar work within North Carolina;
- references for similar legal representation;
- expected ability to deliver services within needed timeframes;
- sustainability and value-added benefits;
- overall performance with current and past clients; and,
- expected ability to work effectively with the Board and staff.

QUALIFICATIONS SUBMITTAL

The submittal can take any written form, provided that the outlined requirements are met, and instructions are followed. If the submittal does not meet all requirements, it may be disqualified at the discretion of the Board. The Town reserves the right to reject all responses and proposals to this RFQ.

1. Proposals must be submitted directly to the Town of Ranlo addressed as follows:

*Town of Ranlo
Attn: RFQ for Legal Services
Jonathan D. Blanton, Town Manager
1624 Spencer Mountain Road
Gastonia, North Carolina 28054*

2. Direct all RFQ inquires and/or electronic submittals to Town Manager, Jonathan Blanton at jblanton@townofranlo.org or 704-824-3461.
3. Proposals are due by 5:00 pm on November 10, 2022.