

**REQUEST FOR PROPOSAL
FOR THE PROVISION OF PROFESSIONAL LEGAL SERVICES
AS ALLEGHANY COUNTY ATTORNEY**

Pursuant to N.C.G.S. §153A-114, the Alleghany County, NC Board of Commissioners is soliciting qualification statements from interested persons for the position of County Attorney. Through the Request for Proposal (“RFP”) process, persons interested in appointment as County Attorney must submit a qualification statement in accordance with the defined responsibilities and meeting schedule stated in the RFP.

Factors to be considered by the Board in its appointment of a County Attorney include, but are not limited to: (i) experience and reputation within the profession; (ii) knowledge of the subject matter to be addressed under contract; (iii) availability and accessibility to accommodate any required meetings of the Commission or County staff; (iv) ability to give priority to County work; and (v) such other factors as determined by the Board, in its sole discretion, to be in the best interest of Alleghany County.

Selection of a County Attorney will be made at the sole discretion of the Alleghany County Board of Commissioners, and such attorney shall serve at the pleasure of the Board and be its legal adviser. The Board intends to consider persons who possess the professional, financial, and administrative capabilities to provide the proposed services.

Qualifications

The successful candidate must:

- Be a graduate from an accredited School of Law and licensed to practice law in the State of North Carolina, or able to obtain bar reciprocity in the State of North Carolina through the Comity procedure
- Be a member of the North Carolina State Bar, or home state of practice, and in good standing
- Possess strong communication skills, both oral and written
- Possess broad general experience in the practice of constitutional law

Experience in the practice of local government law, public employment law, public contracting law, commercial real estate law, zoning law, and N.C. Machinery Act law is highly preferred.

Key Responsibilities

Retained Services:

- Attendance at all regularly scheduled meetings of the Board of County Commissioners (Generally not required to attend work sessions and budget only meetings.)
- Attendance at all Planning Board meetings. Drafting Findings of Fact and Conditional Use Permits and Special Use Permits.
- Is responsible for drafting of or reviewing ordinances, contracts, resolutions, and such other legal documents, as are needed and required not specifically exempt for the Retainer. Reviews proposed legal notices for publication.
- Consultations with the Board of Commissioners, individual Commissioners, the County Manager, the Clerk to the Board, and department heads.
- Consultations on personnel matters.
- Making requests to the School of Government for information and/or clarification of information.
- Negotiating contracts at the request of the Board.

- Draft Economic Development agreements.
- Review or draft press releases.
- Consult with the Board of Commissioners concerning the public relations impacts of controversial decisions.
- Serve on interview committees as requested by the Board or the County Manager.

Non-Retainer Services

- Services rendered in connection with, or in anticipation of, litigations and hearings in trial and appellate courts of this state, and local, state, and federal administrative agencies, including, but not limited to, the Property Tax Commission and the Employment Security Commission.
- Preparation of Deeds and other real estate documents.

Proposal Submission Process

Interested persons for this position shall provide the following information:

- Full Name
- Firm Name (if practicing within a firm), Address and Telephone Number
- Years in practice
- Listing of all post high school education
- Date of licensure in the State of North Carolina
- Listing of all professional affiliations or memberships
- Listing of all public sector entities for which you have provided legal representations; along with dates of service and positions held
- Relevant legal work or experience that qualifies you for the position of County Attorney
- Details regarding any conflict of interest, or potential conflict of interest
- The name of any relative, by blood or marriage, employed by or serving Alleghany County, in any elected or appointed capacity
- The name, address, and telephone number of three client references (governmental if available) that can be contacted by the County
- Your compensation requirements, including an hourly rate and any retainer fee
- Any additional information that you would like to be considered in evaluating your qualifications

Proposals shall be sealed and labeled "RFP for Legal Services" and should be received by the Alleghany County Human Resources Officer, no later than 5 pm on Friday, August 28, 2020.

Mail or hand-deliver submission packets to:

Alleghany County Human Resources Office
 c/o April Hamm, HR Officer
 PO Box 366
 348 S. Main Street, LL50
 Sparta, NC 28675

The Alleghany County Board of Commissioners reserves the right to reject any proposal.