

Mayor

Phil Miskovic

Town Manager

Brian S. Thrower

Police Chief

Alfredo "Al" Ferrer

Town Attorney

Tessie B. Bacon



Council

William "Billy" Abel

Wendy Bowen

Sean Davis

Jess Faas

Aaron Reed

Anne Stinson

Susan "Sue" Yeatts

**Request for Proposals
Legal Services/Town Attorney**

Summary of Request

The Town of Crewe seeks proposals for the provision of legal services. Individuals or firms meeting the requirements of this request for proposals are invited to submit their credentials. The Town Council will analyze the respondents and select either an individual or firm to represent the Town as Town Attorney. As an appointment of the Town Council, the Town Attorney serves at the pleasure of the governing body. However, it is proposed that the Town Attorney's services and initial term of service be memorialized in the form of a contract set on mutually agreeable terms.

Services & Needs

The Town Attorney works at the direction and under the general oversight of the Town Council. The Town Attorney is expected to provide legal counsel to the Town Council and Town staff members. Specific workload and commitment of hours will vary based on the needs of the Town. Services to be provided shall include but are not limited to:

- Attendance at all regular meetings of Town Council. The Town Council meets on the 2nd Monday of each month at 7:00 PM. The Town Attorney may be asked to attend work sessions and special meetings of the Town Council.
- Attendance at Planning Commission, Board of Zoning Appeals, and other Town related meetings as requested.
- Provide counseling on issues as they arise to the Town Council and Town Manager.
- Prepare and/or review contracts, leases, easements, deeds, and other legal instruments on behalf of the Town.
- Draft and/or review ordinances, resolutions, and other legal documents.
- Assist staff in the administration and compliance with public procurement and financing.
- Provide legal counsel to staff on human resource and personnel related matters.
- Support staff in the interpretation and implementation of zoning and town code. Assist in the development of new and amended zoning and town code as needed.
- Keep the Town Council and Town Manager apprised of changes to state and federal law.
- Litigating as required.

Knowledge, Skills, and Abilities

The Town Attorney shall possess the following:

- Thorough knowledge of Virginia local government law, legal precedents, court cases, and administrative regulations pertaining to, but not limited to land use, taxation, contracts, utilities, real estate, public sector employment law, civil litigation, constitutional law, and related regulatory laws pertaining to local governments within the Commonwealth of Virginia.
- Ability to manage conflict in a professional, diplomatic, and courteous manner.
- The ability to provide informed interpretation of Code as it pertains to local units of government within the Commonwealth.
- Exceptional written and communication skills.
- Exceptional problem-solving skills and commitment to creative solutions.
- A demonstrated understanding of the Town of Crewe, Virginia.

Qualifications

The individual appointed either as a sole practitioner or a member of a law firm shall possess considerable experience as a practicing attorney in the Commonwealth of Virginia within the field of municipal law. The candidate shall be a member in good standing of the Virginia State Bar. If a law firm is submitting a proposal, and more than one attorney will be working on Town issues, the proposal shall identify the lead attorney, and what role any other attorneys in the firm may take. All attorneys shall meet the qualifications.

Proposal Requirements

The proposer shall include the following information in the packet:

- Name, education, years of experience, breadth of experience of the individual, and, if applicable, the firm. If a firm, the attorney who will be the lead attorney and any other attorneys who may work on Town business.
- Demonstrated areas of practice which illustrate the candidate or firm's ability to provide services in the areas identified in the knowledge, skills, and abilities section, the qualifications section, and the services and needs section.
- Demonstrated responsiveness and work product quality (e.g. approximately how long does it take to perform certain duties such as callback, research, legal document creation, etc. and give any examples of work product quality – presentations, legal documents, creative solutions, etc.).
- Describe litigation experience involving the representation of municipalities or political divisions of the Commonwealth of Virginia within local, state, and federal courts.
- The location and normal operating hours of the proposer's office.
- A minimum of three (3) references in which similar legal contracts or services have been provided within the past five years.
- A listing of any potential conflicts the individual or firm may have with other clients, now or in the future, and if there are any, how they intend to deal with them.
- The proposed method of billing (e.g. hourly, retainer, etc.).
- The proposed billing rate (e.g. hourly rate, retainer amount, etc.).

Criteria

The selection of the Town Attorney shall be based on qualifications submitted in written form as well as personal interviews. Criteria for selection shall include the following:

- 1) Expertise, experience, and qualifications of the individual and firm (if applicable) for providing the services outlined in this request for proposals.
- 2) Geographic location of the firm's office where work will be performed.
- 3) Proposed billing method and rate.

After reviewing proposals, Town Council may choose to interview all or some respondents.

Submittal Requirements

All proposals shall either be mailed or sent electronically to:

Brian S. Thrower, Town Manager
Town of Crewe, Virginia
125 E. Carolina Avenue
Crewe, VA 23930

If via email:

bthrower@townofcrewe.com

All proposals are due no later than Friday, October 8th by 4:30 PM. Proposals received after this date and time shall not be accepted.