



TOWN OF MAIDEN

19 N. Main Ave • Maiden, NC 28650

REQUEST FOR PROPOSAL TOWN ATTORNEY SERVICES

The Town of Maiden is seeking a contract attorney or legal firm to serve as the Town's Attorney and provide municipal legal services. Scott Conrad, who had represented the Town was recently elected to serve as NC District Court Judge. The Town Attorney will be an independent contractor and answers directly to the Mayor and Town Council. The Town Attorney is not an employee of the Town and as such will not receive any employee benefits. The Town invites interested law firms and individuals to submit a written proposal to provide Town Attorney services. Within their proposal interested firms or individuals should include the following at a minimum:

Professional Resume

Experience with local governments in North Carolina

Litigation Track Record

Size of Firm

Please list any potential Conflicts of Interest with the Town of Maiden

As Town Attorney, the selected law firm or individual will be expected to provide a wide range of legal services to the Town. The Town Attorney is selected by the Town Council and works closely with the Elected Board, Town Manager, and other town staff. The selected attorney shall perform the tasks as requested, attends all council meetings, and other meetings as needed.

Firms and individuals are hereby invited to submit a proposal based upon the requirements and conditions to:

Wanda Barnes
Town Clerk/HR Officer
19 N. Main Ave
Maiden, NC 28650
wbarnes@maidennc.gov

INQUIRIES: Questions pertaining to this RFP should be directed to Todd Herms, Town Manager, at therms@maidennc.gov or 828.428.5020.

SUBMITTAL DATE: Proposals may be submitted electronically or by mail and are due to the Town Clerk no later than **1:00 p.m. on Monday, November 28, 2022.**

EVALUATION AND SELECTION PROCESS:

All proposals must be received by the Town Clerk by 1:00 p.m. on Monday, November 28, 2022.

Proposals will be screened, and the top candidate(s) will be selected by a committee consisting of the Mayor and Town Council. The Town Manager and Town Clerk/HR Officer will provide support to the elected body during this process. In reviewing the proposals, the Town will carefully weigh:

1. Depth and breadth of experience and expertise in the practice of law, most specifically in those areas most often encountered in local government operations.
2. Capability to perform legal services promptly and in a manner that permits the Mayor, Town Council, Town Manager, and staff to meet established deadlines and to operate in an effective and efficient manner.
3. Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems.
4. Potential and actual conflicts of interest.
5. Communication skills.
6. Other qualifications/criteria as deemed appropriate by the Mayor and Town Council.

The Mayor and Town Council will conduct interviews of top candidate(s) and make the final selection. The Town Manager will negotiate the final contract.

The Town Council will formally approve the contract and appoint the next Town Attorney. It is anticipated this will occur at the January 9, 2022, Council meeting.