



**TRANSYLVANIA COUNTY
BREVARD, NORTH CAROLINA
REQUEST FOR QUALIFICATIONS
Legal Services**

**TODAY'S DATE: Tuesday, September 17, 2019
REQUEST DUE DATE: 5:00 PM EST Tuesday, October 15th, 2019**

I. Introduction

Transylvania County is soliciting qualifications statements from interested firms and attorneys to provide legal services to the Transylvania County Board of Commissioners (“Board”), the County Manager, and Department Heads.

Firms shall include a Statement of Qualifications of both the firm and person(s) directly responsible for the work.

Transylvania County reserves the right to reject any and all submittals.

II. Qualifications

- Minimal Qualifications: graduation from an accredited school of law, a license in good standing with NC Bar to practice law in the State of North Carolina, strong legal research and writing skills, and a broad knowledge and general understanding of applicable local, state, and federal laws affecting all aspects of local government in North Carolina. Candidates must have or obtain a North Carolina driver’s license with an acceptable driving record. Ideal candidates or firms will have relevant legal experience practicing law in local government affairs in NC as demonstrated on statement of qualifications for individuals serving the contract.

III. Duties

The duties and responsibilities for this position are regulated by state statute as well as some federal requirements. Laws and interpretation of federal policies are subject to frequent change. The Attorney serves generally in the role of the primary legal advisor and general counsel to Transylvania County Board of County Commissioners and must be readily available at irregular hours to handle legal emergencies as they arise.

Essential duties include:

- Provide legal counsel for the Transylvania County Board of County Commissioners concerning issues pertaining to the decision making of a local government governing board.
- Review, advise and prepare documents or written opinions for County Administration and the Board of County Commissioners regarding complex legal issues in North Carolina such as:
 1. Governmental contracting
 2. Economic development law
 3. Land acquisition and disposition
 4. Local government personnel law
 5. Local government policy, procedure and ordinance development
- Provide general legal counsel to the County Manager and County staff.
- Attend all meetings of the Transylvania County Board of County Commissioners
- Provide timely service to be quantified under the contract negotiation for key responsibilities

IV. Contents of Qualification Statements

Qualifications shall be submitted on 8 ½" x 11" paper. Submissions must include an electronic submission to the County Manager and Human Resources Director.

Qualification Statements shall include:

- Firm name, address, telephone number, fax number, e-mail address and contact person(s).
- Year in which the firm was established and any former names under which the firm operated.
- Office location of personnel who would be providing legal counsel to Transylvania County. Statement of Qualifications for the Firm and its key personnel who would provide legal counsel to Transylvania County. This would include the following:
 1. Name of the Person;
 2. Name of School of Law graduated from;
 3. North Carolina State Bar license number and whether you are in good standing or not; and
 4. List the number of years of law experience and explain the qualifications that you and your firm possess that meet the minimal and preferred qualifications stated.

- List the name(s) of the person or (people) who would be deemed to operate in the role of Attorney(s).
- List of previous clients for similar work. Include name and location of client, brief description and client references' telephone numbers.

Questions regarding this Request for Qualifications should be directed to Jaime Laughter, Transylvania County Manager by e-mail at jaime.laughter@transylvanicounty.org.