



Industrial Development Authority of Pittsylvania County

**Request for Qualifications
Attorney Services, RFQ 2021-0629**

CONTACT

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Pittsylvania County Board of Supervisor on behalf of the Industrial Development Authority of Pittsylvania County (IDA) requests a statement of qualifications and related proposals for contracted attorney services.

DUE DATE: Sealed proposals are due in the Purchasing Office, 1 Center Street, Chatham, VA 24531 by 10:00 am on July 21, 2021. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

RFQ RESPONSE: In order to be considered for selection, interested parties must submit a complete response to this RFQ. One (1) original, so marked, and two (2) copies of each proposal must be submitted to the Purchasing Manager. No other distribution of the proposal shall be made by the Offeror.

ADDRESS: Proposals should be mailed or hand delivered to:
Pittsylvania County Purchasing Department
Att: Connie Gibson,
1 Center Street, P.O Box 426
Chatham, VA 24531.

Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

All Proposals must be in a sealed envelope and clearly marked in the lower left corner: "**Sealed Proposal – RFQ 2021-06**" Proposals not so marked or sealed shall be returned to the offeror and will not be considered. Proposals shall clearly indicate the legal name, address and telephone number of the offeror (company, firm, partnership or individual). All expenses for making Proposals to Pittsylvania County shall be borne by the offeror. The offeror has the sole responsibility to have the proposal received by the Pittsylvania County Purchasing Department at the above address and by the above stated time and day.

Purpose:

The Pittsylvania County Industrial Development Authority IDA seeks services encompassing the traditional legal counsel scope of work including the rendering of opinions to the IDA Board and staff, consultation and coordination with the County Attorney and any assigned special counsel. Attendance at a variety of meetings will be required, including staff meetings and IDA meetings as specified. A more detailed statement of services is provided in the scope of work as described below.

The intent of this RFQ is to award to firm/firms on an as need basis. No work will be guaranteed. The awarded firm/firms will provide an intention letter to include price per project.

The purpose of the Industrial Development Authority is to improve regional economy through the attraction of global industry.

AWARD: Pittsylvania County IDA may engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Proprietary information from competing offerors shall not be disclosed to the public or to competitors. At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Qualifications and all information developed in the selection process to this point, the purchasing agency shall select, in the order of preference, two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted. **The IDA reserves the right to make multiple awards as a result of this solicitation.** Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

Firms shall submit both annual fees and/or hourly fees in a separate sealed envelope. The envelope will not be opened until qualifications are determined to meet our needs.

Scope of Work

1. On an as needed basis, provide legal advice, counsel, training, consultation, and opinions and all levels of city government, on a variety of civil assignments including, but not limited to promotion of economic development, creation/retention of primary jobs for projects, community development initiatives, general contracts, development agreements, grants, loans, authorized use/ oversight on use of 4B tax, public disclosure issues/notices and related legal issues associated with representation of Section 4B economic development corporation. The SR RIFA Attorney's advice includes methods of effectively avoiding civil litigation.
2. On an as needed basis, furnish legal representation at IDA board meetings, and at other meetings as requested.
3. Appear before courts and administrative agencies to represent the IDA's interests as

determined necessary.

4. Prepare and review memorandums, orders, resolutions, contracts, and other documents for legal correctness when requested by IDA Board or staff.
5. On an as needed basis, work cooperatively with County attorney and any special legal counsel retained by the County or the IDA for special projects.
6. Coordinate with special counsel as needed to ensure proper management of legal issues and proper coordination and transition of legal issues among legal counsel.
7. On an as needed basis, assist IDA board and staff to maintain an awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions, and appearance of prohibited transactions.
8. Performs other legal services and tasks as assigned by the IDA board as needed.
9. Avoidance of Conflict of Interest.

Specifications:

The awarded firm shall:

- Attend IDA Board meetings as needed.
- May be asked to attend work sessions or retreats.
- May be called upon to attend occasional community meetings and may be called upon to attend meetings related to specific projects in which the IDA is involved.
- Be available by phone, cell phone, fax and email as needed.
- Timeliness of response and accessibility to the IDA Attorney to the Chairman, Board members and staff is an important aspect of the service.
- Accessibility and responsiveness for the proposed designated legal firms is of greatest importance. Accessibility includes the ability to be generally available to attend meetings in person on short notice and the ability to be reached promptly by telephone as needed.

Include in the Statement of Qualifications.

1. Professional Business History:
 - Provide a narrative description of the firm's history.
2. Firm Experience:
 - Identify other Industrial Development Authority corporations or agencies the firm may have represented.
 - Identify experience with municipal law issues, including land use, zoning, growth management, contract law, personnel municipalities, municipal utility districts, water districts, and other related specialties.
 - Please explain any grievances or disciplinary actions that may have been taken against the lawyer/firm.
3. Proposed Fee Structure: (must be included in a separate envelope)
 - Propose a comprehensive package, inclusive of all service costs. The IDA is open to a variety of approaches, including hourly rates or a flat monthly rate with add-

ons. The IDA reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the IDA including cost.

Evaluation of the written proposal – Written statements of qualifications and proposals will be evaluated by SR RIFA as set forth below.

1. Qualification and experience of proposed designated Attorney. 40 points
2. Depth and stability of firm or practice. 30 points
3. Accessibility and responsiveness of both the proposed designated IDA Attorney and any assisting attorneys. 30 points

Interviews – Interviews may be held at the sole option of the County. If interviews are conducted, firms should plan to have key personnel on their interview teams who will be assigned to work specified in the proposal. Short listed firms may be asked to provide supplemental or additional information for review by the County prior to the interviews.

Note: The County of Pittsylvania, Virginia, does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §§ 2.2-4343.1, 1950 as amended, or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by Federal, State, and County law relating to discrimination in employment or contracting.

** Pittsylvania County General Terms and Conditions shall be made part of the awarded contract. A copy of the General Terms and Conditions can be obtained by contacting the Purchasing Department.