



**County of Patrick, Virginia**  
**Request for Proposals**  
**Legal Services – County Attorney**  
**RFP #2021-11100-02**

Contract Specifications

Summary of Request

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

Patrick County Profile

Patrick County, Virginia is located on the central southern border of the Commonwealth of Virginia with a population was 17,860. Its county seat is Stuart. It is located within both the rolling hills and valley of the Piedmont Region and the more mountainous Southwest Virginia. The County is governed by a five member Board of Supervisors, elected to serve four year staggered terms. For Fiscal Year 2021, the County is operating with a total budget of approximately \$54 million and provides a full range of services to County residents.

Patrick County through its staff and Constitutional Officers provides a variety of services including, but not limited to: zoning and code enforcement, parks and recreation, judicial services, law enforcement, fire and rescue, water/sewer utilities, solid waste disposal, revenue assessment and collections, economic development and general government administration. Inclusive of constitutional staff the County employs approximately 200 employees. Note that the Patrick County Public Schools and the Patrick County Department of Social Services engages their own, separate legal counsels.

### Outline of Services to be provided

The individual/firm serving as the County Attorney works at the direction and under the general oversight of the Patrick County Board of Supervisors. Considerable guidance and routine interaction however, is offered by the Office of the County Administrator. The County Attorney is expected to provide legal counsel to the Board of Supervisors, County staff and Constitutional Officers of Patrick County. Specific work load and commitment of hours will vary based on the needs of the County.

Services to be provided shall include but are not limited to:

Attendance of all regular meetings of the Patrick County Board of Supervisors. The Board currently meets at 6:00 p.m. on the second Monday of the month, whereby public hearings begin at 6:30p.m. Depending on agenda items, attendance of other meetings of the Board of Supervisors or appointed bodies is often expected (i.e. Planning Commission, Public Service Authority). However, from time-to-time the County Attorney may be asked to attend special meetings of the Board of Supervisors or advisory boards or commissions.

Provide counseling on issues as they arise to the Patrick County Board of Supervisors and/or County Administrator and staff including Constitutional Officers where the consultation with Constitutional Officers does not conflict with interest or policies of the Board of Supervisors.

Prepare and/or review contracts, leases, easements, deeds, legal advertisements/notices and other legal instruments on behalf of the County.

Draft ordinances, resolutions and other legal documents.

Assist staff in the administration and compliance with public procurement and public financing.

Provide legal counsel to staff on human resource and personnel related matters.

Support staff in the interpretation and implementation of the County Code. Assist in the development of new and amended zoning, subdivision and other County Codes as needed.

Keep the Board of Supervisors and senior staff apprised of changes to state and federal law, which potentially impacts Patrick County's government.

Litigating in all state and federal courts as required.

### Knowledge, Skills and Abilities

The County 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, real estate, public sector employment law, civil litigation, constitutional law and related regulatory laws pertaining to the local governments within the Commonwealth of Virginia.
- The ability to manage conflict in a professional, diplomatic and courteous manner.

- The ability to provide informed interpretation of Virginia State code and appropriate application of law as it pertains to local units of government within the Commonwealth.
- Exceptional written and oral communication skills.
- A demonstrated understanding of Patrick County.

#### Qualifications

The individual appointed either as a sole practitioner or a member of a law firm shall be a member of the Virginia State Bar. The candidate should possess at least five years of experience as a practicing attorney in the Commonwealth of Virginia. Municipal law field experience preferred. The candidate shall be a member in good standing of the Virginia State bar and have an active license to practice law within the Commonwealth of Virginia. The candidate must be admitted to practice law in all Virginia Courts and applicable federal courts.

#### Term of Contract

It is the intent of the Patrick County Board of Supervisors to memorialize the relationship with the County Attorney in the form of a contract. The term of the contract shall be negotiated with selected offeror.

The offeror should propose specific payment terms and arrangements (e.g. hourly rate vs. retainer or a combination). During the negotiation phase Patrick County and the offeror will agree on a mutually agreeable payment arrangement and fee structure.

#### Submission Requirements

Name, education, experience of the individual and firm.

Demonstrated areas of practice which illustrate candidate's ability to provide services in the areas identified in the knowledge, skills and abilities portion of the RFP

Describe litigation experience involving the representation of local governments or political subdivisions of the Commonwealth of Virginia within local, state and federal courts.

The location and normal operating hours of the offeror's office(s).

If the offeror is a firm please include a description of the firm experience and expertise as identified in the RFP. Please include the name and biographical information including resumes of any partner or associate that may be presented to Patrick County to represent the firm as the County Attorney.

For a responding attorney or firm, to be considered an applicant to the RFP, no attorney in the practice or firm shall have had his/her license to practice law revoked, suspended, or voluntarily surrendered to or by the Virginia State Bar.

Offerors should provide a minimum of three (3) references in which similar legal service contracts or services have been provided within the last five years.

The County will utilize competitive negotiation to finalize a selection.

Offers shall comply with the following:

- The President's Executive summary Order #11246 prohibiting discrimination in Employment regarding race, color, creed, sex or national origin
- The President's Executive Order # 12138 and # 11625 regarding utilization of MBE/WBE firms
- The Civil Rights Act of 1964
- The Americans with Disabilities Act of 1990
- The Age Discrimination and Employment Act

Offerors must certify that they do not or will not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed or national origin.

Five (5) copies of sealed proposals are due by 2:00 p.m. prevailing time, on Wednesday, March 31, 2021 and marked in the upper left hand corner "County Legal Services". No electronic proposals will be accepted. Minority, female and disadvantaged businesses are encouraged to apply. Proposals should be sent to Geri Hazelwood, County Administrator, PO Box 466, 106 Rucker Street, Suite 218, Stuart, VA 24171.

**PATRICK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**