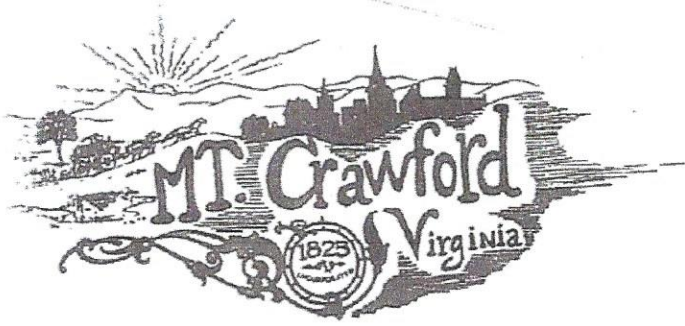


TOWN OF MOUNT CRAWFORD  
NOTICE FOR TOWN ATTORNEY

The Town of Mount Crawford will be accepting Proposals Until January 6, 2020 for Town Attorney. The Request for Proposal can be found online at [www.mountcrawford.us](http://www.mountcrawford.us). Any questions should be December 11, 2020 by 12 p.m., Attention Libby Orebaugh, deliverable to 779 S. Main Street, Mount Crawford, Virginia 22841 for hand delivery, PO Box 187 Mount Crawford if by first class mail or email [townofmountcrawford@gmail.com](mailto:townofmountcrawford@gmail.com).



**Town of Mt. Crawford**  
**P.O. Box 187**  
**Mount Crawford, Virginia 22841**  
**(540) 421-0856**  
**[townofmountcrawford@gmail.com](mailto:townofmountcrawford@gmail.com)**

**REQUEST FOR PROPOSALS (RFP)**  
**FOR LEGAL SERVICES**

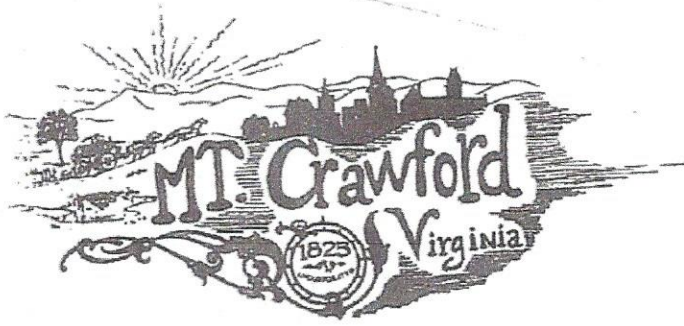
**Purpose of RFP**

The Town Council (the Town) of Mount Crawford, Virginia invites the submission of responses to this Request for Proposals (RFP) from a qualified individual attorney or firm interested in providing legal services as the Town Attorney. The Town Council intends to consider individuals or firms who possess the professional and administrative capabilities to provide the scope of services detailed below.

**Scope of Work**

The Town is seeking an individual/ firm to represent the Town in an as needed basis dependent on issues that may arise. In addition to providing legal representation to the Town Council, staff and committees, the Town Attorney shall perform the following functions:

1. Performs legal research and other work and communicates the results to the appropriate person.
2. Prepares, reviews, negotiates contracts, conveyances and agreements, such as purchase contracts, franchise agreements, service agreements and other legal documents on the behalf of the Town.
3. Reviews, analyzes, drafts and revises ordinances, policies and other memoranda for the Town and ensures that they are coherent, enforceable and consistent with Federal, State and Local laws and advises the Town Council, the Town Manager and other staff when changes and revisions are necessary.
4. Researches, interprets and applies court decisions, laws, and other legal authority in the preparation of opinions and briefs; prepares legal opinions upon request of the Town Council and the Town Manager.
5. Reviews ordinances and resolutions for the Town Council and answers any related questions.
6. Analyzes legislation including proposed State and Federal legislation affecting the Town.
7. Engages in litigation related issues including drafting, discovery, court attendance, mediation, hearings and trials and related activities.
8. Supervises acquisition of real property interests for the Town to include but not limited to; title review, negotiations and litigation.
9. Attends Town Council meetings and other Board or Committee meetings as needed.
10. Performs other duties as needed by the virtue of this position as Town Attorney and as directed by the Town Council and Town Manager.



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### **Selection Process**

The Town may invite several individuals/ firms to be interviewed from a review of proposals received before making a final decision. If an individual/ firm is selected for interview by the Town, that individual/ firm will be notified of the date and time of the interview.

The Town will negotiate with the selected individual/ firm, fees and contract conditions. If an agreement cannot be achieved with the first respondent, negotiations will proceed with subsequent choice respondents until a mutually agreed contract can be negotiated.