



TOWN OF AHOSKIE

REQUEST FOR PROPOSALS (RFP)

TOWN ATTORNEY SERVICES

Issue Date: August 12, 2025

Proposal Due Date: October 1, 2025, at 4:00 PM EST

Description

The Town of Ahoskie is soliciting proposals from qualified attorneys or law firms to provide professional legal services and serve as the Town Attorney. The selected candidate will work closely with the Town Council, Town Manager, and department heads to ensure the Town conducts its operations in accordance with applicable laws and legal standards.

Background

The Town of Ahoskie operates under the council-manager form of government and is governed by a Mayor and five-member Town Council. The Town seeks to retain an attorney or legal firm with experience in municipal law, including but not limited to open meetings law, public records, land use, employment law, contracts, litigation, and ordinance drafting and interpretation.

Scope of Services

The selected Town Attorney shall provide services that include, but are not limited to:

- Serve as general legal counsel to the Town Council, Town Manager, and staff.
- Attend Town Council meetings (regular and special) as requested.
- Provide legal advice and opinions on matters concerning Town operations.
- Draft, review, and approve contracts, ordinances, resolutions, policies, and other legal documents.
- Advise on matters related to public meetings, public records, personnel, land use, zoning, code enforcement, and intergovernmental agreements.
- Represent the Town in litigation and administrative proceedings as needed, or coordinate with outside counsel.
- Assist with compliance issues related to state and federal laws and regulations.

Knowledge, Skills, and Qualifications

- Licensed to practice law in the State of North Carolina and in good standing with the NC State Bar.
- Demonstrated knowledge and experience in municipal or public sector law.
- Strong communication skills and ability to convey complex legal issues in clear, concise language.
- Experience with North Carolina General Statutes, particularly those applicable to local government.
- Availability to respond to time-sensitive matters during regular business hours and in emergency situations.

General Terms and Conditions

- The Town reserves the right to reject any or all proposals.
- The Town is not responsible for any costs incurred in the preparation or submission of proposals.
- Any contract award is subject to the availability of funds and the approval of the Town Council.
- Professional Liability Insurance in the amount of no less than \$1,000,000 per occurrence.

Proposal Requirements

Proposals must include the following information:

A) Letter of Intent

- Signed by an authorized officer of the firm.
- Company or individual name, address, and contact details.
- Statement of understanding of the Town's needs and acceptance of the RFP terms.
- At least two (2) references from municipal or similar clients.

B) Firm or Individual Background

- Number of years practicing law in North Carolina.
- Summary of municipal legal experience.
- List of current or past municipal clients in North Carolina.

C) Fee Structure

- Hourly rates, retainer options, or other fee structures.
- Outline of services included in any proposed retainer.

D) Approach and Availability

- Description of how legal services will be delivered.
- Availability to attend Council meetings and respond to urgent matters.

Pricing & Contract Term

1. Pricing Structure/Payment Terms

- Monthly invoicing with documentation of services rendered.
- No compensation beyond the approved contract terms without written consent.

2. Contract Duration

- Initial one-year agreement with the option to renew annually upon mutual agreement.

Submission Deadline & Contact Information

Issue Date: August 12, 2025
Proposal Due Date: October 1, 2025, at 4:00 PM EST
Complete Evaluation: October 10, 2025, at 4:00 PM EST
Contract Award: October 14, 2025, at 6:00 PM EST

Proposals must be submitted via email in PDF format to:

John Moses

Town Manager

Email: TownManager@ahoskienc.gov

Late submissions will not be considered.

ADOPTED BY Review and Updates:

Town Council the 12th day of August 2025.

Weyling White, Mayor

ATTEST:

Joleatha Chestnutt, Town Clerk