**Buchanan County Public Service Authority**

**Request for Proposals**

**Legal Services – PSA Attorney**

**Contract Specifications**

Summary of Request

The Buchanan County Public Service Authority Board located in Oakwood, Virginia seeks proposals for the provision of legal services. Individuals or firms meeting the requirements of this RFP are invited to submit their credentials. Staff will analyze the respondents and select either an individual or firm to represent the Buchanan County Public Service Authority as their attorney.

Buchanan County Public Service Authority Profile

The Buchanan County Public Service Authority is a government agency responsible for providing public services in Buchanan County, Virginia including, water treatment and distribution, wastewater collection and treatment, solid waste management, stormwater management, environmental services, and public works projects.

Outline of Services to be Provided

The individual/firm serving as the Attorney will provide services to the Board and the Director of the Authority. Routine interaction will occur with the Director and the Attorney will attend meetings as required by the Board. Particular workload and commitment of hours will vary based on the needs of the Authority.

Services required shall include but are not particularly limited to:

* Attendance of all regular meetings of the Buchanan County Public Service Authority. The Board currently meets at 5:30 p.m. on the third Monday of each month. Depending on the activities of the Board, attendance at other meetings of the PSA or appointed other bodies may often be expected.
* Provide counseling to Staff and the Board on matters as they arise.
* Discuss with Staff similar issues in other localities that may provide insight to beneficial solution for the betterment of currently delivered services.
* Prepare and/or review contracts, leases, easements, deeds, legal advertisements/notices and other documents on behalf of the Authority.
* Assist Staff concerning compliance with public procurement and public financial instruments.
* Provide legal counsel to Staff on human resource and general personnel related matters.
* Inform Staff and the Board of changes to state and federal law, which may impact the services offered by the Buchanan County Public Service Authority.

Knowledge, Skills and Abilities

The PSA Attorney shall possess the following:

* Excellent legal skills related to all facets of Virginia and federal law that may affect the operations of the Authority.
* The ability to manage conflict in a professional, diplomatic and courteous manner.
* The ability to provide informed interpretation of the 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.

Qualifications

The candidate and selected entity shall be a member of the Virginia State Bar. Also, the firm should have as a minimum five years of experience as a practicing attorney in the Commonwealth of Virginia. The candidate shall be a member in good standing of the Virginia State bar and have a current license to practice law within the Commonwealth of Virginia.

Term of Contract

The Buchanan County Public Service Authority will confirm the relationship with the Authority with a contract. The term of the contract shall have an initial term of five years. If the contract is not renegotiated, then it shall renew automatically for a period of one year.

The offeror should propose specific payment terms and arrangements. During the negotiation phase the PSA staff and the offeror will agree on a mutually agreeable payment arrangement and fee structure.

The contract may be terminated by either party with or without cause with 60 days written notice.

Submission Requirements

* Name, education, experience of the individual and firm.
* Areas of practice undertaken by the firm.
* The offeror should list all attorneys that currently represent the firm. If the firm hires additional attorneys, the PSA shall be notified in writing within 30 days.
* 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.

The Authority 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 \_\_4:30\_\_\_ p.m. prevailing time, on February, 10, 2025 and marked top right-hand corner “PSA Legal Services”. No electronic proposals will be accepted. Minority, female and disadvantaged businesses are encouraged to apply. Proposals should be sent to Attn: Brad Vandyke, Buchanan County Public Service Authority, P.O. Box 30, Vansant, Virginia 24656 or 1023 Old Benns Branch Road, Oakwood, Virginia 24631.

**THE BUCHANAN COUNTY PUBLIC AUTHORITY**

**IS AN EQUAL OPPORTUNITY EMPLOYER.**