

**VILLAGE OF PINEHURST
REQUEST FOR QUALIFICATIONS
LEGAL SERVICES FOR GENERAL MUNICIPAL REPRESENTATION**

Issue Date: May 20, 2025

Due Date: July 1, 2025 at 5:00 pm

Contact: Doug Willardson, Village Manager

Email: dwillardson@vopnc.org

Phone: 910-295-1900

Mailing Address: 395 Magnolia Road, Pinehurst, NC 28374

I. INTRODUCTION

The Village of Pinehurst is soliciting Statements of Qualifications (SOQ) from qualified firms or individuals to provide general legal services to the Village. The Village seeks to engage legal counsel to serve as the **Village Attorney** under the terms outlined in this RFQ. Our goal is to establish a collaborative and proactive legal partnership that supports the Village's governance, operations, and strategic objectives.

II. SCOPE OF SERVICES

The selected Attorney will provide comprehensive legal counsel in the following areas relevant to municipal government, including but not limited to:

- Land Use Regulation
- General Police Powers (Ordinance Making)
- Employer-Employee Relations, Labor Law
- Environmental Law
- Police and Public Safety Law
- Financial Law

Core responsibilities include:

- Providing legal advice to the Village Council, Manager, staff, and boards.
- Reviewing and drafting ordinances, resolutions, and other legal documents.
- Attending Village Council meetings (regular and special) and work sessions as requested.
- Attending Planning and Zoning Board, Board of Adjustment, and Historic Preservation Commission meetings when necessary.

- Representing the Village in litigation, dispute resolution, settlement negotiations, and before state and county bodies as requested.
 - Coordinating with outside counsel when specialized services are needed.
 - Delivering preventive legal advice to avoid litigation and manage risk.
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III. RELATIONSHIP

The Attorney will operate as an independent contractor and is not eligible for Village employee benefits. All communication between the Village and the Attorney will be coordinated through the Village Manager. No legal action shall be initiated without prior authorization from the Village Manager, except for responses to legal claims against the Village, which must be promptly reported.

IV. TERM

The initial engagement will begin on a mutually agreed start date and continue through **June 30, 2026**. The agreement may be renewed annually, subject to satisfactory performance and mutual agreement. Either party may terminate the agreement with **90 days' written notice**.

V. COMPENSATION

Historically, the Village has retained legal counsel on a monthly retainer basis covering approximately 30 hours of service, with additional hours billed separately. The Village is open to negotiating a compensation model that is transparent, equitable, and mutually beneficial.

- Extraordinary services—such as litigation or comprehensive ordinance revisions—may be negotiated and billed separately.
- Subcontracted services (e.g., title searches) and reimbursable expenses may be considered for reimbursement if pre-approved by the Village Manager.
- Compensation arrangements will be reviewed annually to ensure they remain appropriate and aligned with performance expectations.

Interested firms should include proposed billable rates for all professionals who may provide services. All proposed rates will be subject to negotiation prior to the Village entering into an agreement with the selected firm.

VI. SUBMISSION REQUIREMENTS

Interested parties must submit the following:

1. **Cover Letter** – Introduction and statement of interest.
2. **Firm Overview** – Description of the firm and key personnel, including bios of attorneys to be assigned.
3. **Relevant Experience** – Demonstrated municipal or local government legal experience, including in litigation.
4. **Approach to Legal Services** – Description of how the firm will deliver proactive, responsive municipal legal counsel.
5. **References** – Contact info for at least three municipal or public-sector clients.
6. **Billing Structure** – Confirmation of ability to comply with compensation terms or any proposed modifications.

Submissions should be no longer than 20 pages.

VII. EVALUATION CRITERIA

Submissions will be evaluated based on:

- Demonstrated experience in municipal legal matters
- Familiarity with North Carolina local government law
- Quality of proposed legal team
- Responsiveness and communication style
- References and past performance
- Value to the Village based on proposed scope and fees

Finalists will be invited to participate in an interview with the Village Manager and Village Council on **Tuesday July 15, 2025**.

VIII. DEADLINE & DELIVERY

Submit proposals electronically (PDF format) by **5:00 pm on July 1, 2025** to:

Doug Willardson
Village Manager
dwillardson@vopnc.org

Late submissions will not be considered. The Village reserves the right to reject any or all submissions and to modify the selection process at its discretion.

IX. GENERAL INFORMATION

The successful firm(s) selected by the Village of Pinehurst will be required to enter into a contract that includes provisions for indemnification, insurance, and other applicable policies as determined by the Village.

The Village reserves the right to recommend that responding firms form teams if such arrangements are determined to be in the Village's best interest. Respondents are under no obligation to accept a suggested teaming arrangement.

The Village of Pinehurst reserves the right to reject any or all submissions received in response to this Request for Qualifications (RFQ). Additionally, the Village may waive any informalities, irregularities, or technicalities in submissions when it determines that doing so serves the public interest.

This RFQ does not commit the Village to award a contract, pay any costs incurred in the preparation of a response, or procure or contract for any services or supplies. The Village reserves the right to accept or reject any or all responses, or to cancel this RFQ in whole or in part, if it is deemed to be in the Village's best interest.

X. QUESTIONS?

All inquiries must be submitted by **5:00 pm on June 24, 2025** to the contact above.
