

**REQUEST FOR PROPOSAL
LEGAL SERVICES**

The Town of Richlands is soliciting qualification statements and proposals from qualified legal firms or professional individuals to represent the Town of Richlands on legal matters. The required legal services may include but not be limited to the following powers and duties:

- a. To be legal advisor of the council, the town manager and all departments, boards, commissions and agencies of the town, in all matters affecting the interest of the town and shall upon request furnish a written opinion on any question of law involving their respective official power and duties:
- b. To prepare, at the request of the town manager or any member of council, ordinances for introduction and, at the request of the council or any other member there, shall examine any ordinance after introduction and render an opinion as the form and legality thereof:
- c. To draw or approve all bonds, leases, contracts or other instruments to which the town is a party to or in which it has an interest; and
- d. To represent the town as counsel in any civil case in which it is interested and in criminal cases when so required by the town council. (1992, c. 271)

Firms or professional individuals shall be licensed to practice law in the State of Virginia.

CONTENT OF PROPOSAL: The Letter of Interest and Statement of Qualifications should contain, at minimum, the following:

- A. Business history of the firm or professional individual.
- B. Resumes of key personnel.
- C. List of current/previous clients represented.

Eight bound copies of the proposal shall be submitted by 2:00 p.m on. September 2, 2010 in order to be considered. Please submit to:

Mr. Timothy Taylor, Town Manager
Town of Richlands
200 Washington Square
Richlands, VA 24641

Copy available on the web at: www.Richlands-va.gov

Questions may be addressed to Mr. Timothy Taylor, Town Manager, at (276) 964-2566.

Equal Opportunity Employer