

NOTICE OF REQUEST FOR LEGAL SERVICES PROPOSAL

The Town of Rainelle, Greenbrier County, West Virginia, is in the process of obtaining legal services for its CDBG MIT Storm Water Project. Services needed include the following: (1) advice, counsel and approval of contracts; (2) preparation of easements, rights-of-way, deed and title searches pertaining to such; and (3) any other duties requested by the Town of Rainelle pertaining to this project.

Procurement of said services shall be in accordance with OMB Circular 2 CFR 200. Contracts are to be awarded on a fixed fee basis. All attorneys interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, and related prior experience and a time line for completion of the proposed work.

The objective of the competitive process is to objectively select the attorney who will provide the highest quality of service at a realistic fee. Accordingly, technical qualifications and experience will be weighed heavily.

Interested firms must submit 2 copies of all requested information to the attention of the Town of Rainelle, P.O. Box 648, Rainelle, WV 25962-0648 no later than 4:00 p.m. on Friday, January 20th, 2023 in order to receive consideration. Should there be any questions, please contact Amanda Smarr of Region 4 Planning and Development Council at (304) 872-4970 ext. 301 Monday-Friday between 8:30 a.m. – 4:30 p.m.

Please also forward a copy of your proposal via e-mail to asmarr@reg4wv.org

It is the responsibility of the respondent to ensure the receipt of the proposal by the date specified.

Attention is directed to the fact that the funding for the project is US Housing & Urban Development (HUD) Community Development Block Grant – Mitigation (CDBG-MIT). All work will be performed in accordance with the regulations issued by any funding agency and the State of West Virginia appertaining hereto.

The selected firm will be required to comply with the Uniform Relocation Act, Title VI of the Civil Rights Acts of 1964, President's Executive Order No. 11246, Section 109 of the Housing and Urban Development Act of 1974, Section 3 of the House and Urban Development Act of 1968, Conflict of Interest Statement and Access to Records provisions. The selected firm must also fully comply with the Minority/Women-Owned Business Enterprise and Affirmative Action requirements. If a portion of the contract is subcontracted, then "positive efforts" must be made to subcontract to Minority/Women-Owned Businesses. This shall be done in compliance with the six (6) affirmative steps as outlined in 40 CFR 33.240.

The Town of Rainelle will afford full opportunity to women-owned and minority business enterprises that submit a show of interest in response to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap or national origin in the award of this contract.

This contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to the Town of Rainelle, price and other factors considered.