

REQUEST FOR QUALIFICATIONS
FOR PROVISION OF LEGAL SERVICES TO THE
CABARRUS COUNTY BOARD OF COMMISSIONERS AS
COUNTY ATTORNEY

June 2, 2025

A. Instruction and Invitation

Cabarrus County seeks a qualified legal firm or individual to provide legal services to the Board of County Commissioners as the County Attorney appointed pursuant to N.C.G.S. 153A-114 to serve at the pleasure of the Board.

B. Deadline

A minimum of one (1) copy of the Proposal must be received via email, US Mail, or hand delivery no later than **June 30, 2025**. Please submit to:

Sean Newton Cabarrus County Manager
Post Office Box 707
65 Church St. SE-Room 235
Concord, North Carolina 28026

Questions should be addressed to Sean Newton at 704-920-2100.

The anticipated start date of this appointment is July 21, 2025.

C. Scope of Services

Complete and comprehensive provision of legal services to the Cabarrus County Board of Commissioners, including legal advice and the representation of the County in some litigation matters. Such services include but are not limited to: handling of legal advice to the Board of Commissioners; attending all Commissioner meetings (currently the first and third Monday evenings, and other special meetings as may be called); attending all Planning and Zoning Commission meetings to advise the Commission when they sit as the Board of Adjustment (currently the third Tuesday evening of each month, when they have a need to convene); attend some meetings of the Board of Equalization and Review when requested to do so in order to advise that Board on taxpayer appeals; performing such other duties as requested by the Board of Commissioners or by their County Manager who serves as your primary point of contact for this position; ensuring the Board's compliance with court rules and orders; attending conferences and other meetings as requested; having sufficient and qualified persons to provide timely coverage for needed tasks; collaborating with the County's in-house General Counsel on certain topics when they arise; and responding to communications (email, phone, voice mail, text) within 24 business hours of receipt.

The County's Risk Management Department in conjunction with the County's third party claims administrator determines the legal defense of pending litigation. This position may be assigned some litigation matters.

This position is an independent contractor. There are no County benefits (withholding, health insurance, computers or other equipment, etc.) associated with this position. The successful applicant shall provide all equipment needed to fulfill the job duties including a cell phone number and email address. The County may provide an email address on the County's system (yourname@cabarruscounty.us) and if so, the County Attorney shall exclusively use that email address for communication of County business.

The successful applicant must have and maintain an active license in good standing to practice law in North Carolina, including keeping current on dues and continuing education requirements at the applicant's sole expense, though the County may from time to time direct the County Attorney to complete certain courses or training at the County's expense. Experience with representing local governments or similar agencies such as large non-profits is desired.

The experience and ability to handle transactional work (such as real estate closings or other events requiring an IOLTA client trust account) is a plus, but not required.

The successful applicant shall not have any apparent or actual conflict of interest with the County and all County departments and Boards, and shall endeavor to avoid such conflicts, actual or apparent, during their service as County Attorney.

D. Proposal Contents

1. Name of firm
2. Location and address of office(s)
3. List of personnel planned to perform work under this contract. A staffing configuration and brief resumes for all pertinent personnel must be included
4. Summary of prior legal experience, in particular experience with local government or large nonprofit law
5. Proposed hourly rate
6. General overview of office procedures for matter management, reminder or tickler system, returning calls, etc.

E. Evaluation Criteria

1. General qualification of the firm
2. Prior County experiences or interactions with the firm
3. Whether the firm has any possible conflicts of interest with the County
4. Prior experience of the firm, particularly with representation of local government or large non-profit agencies
5. Qualifications of all personnel planned for assignment to County work
6. Capability of the firm to perform services timely and within financial limitations

F. Miscellaneous

1. The County will consider proposals for parts of the total scope of services, though proposals that include the total scope of services will be given preference. The County reserves the right to reject any and all applications, and to readvertise this RFQ.
2. The County is an equal opportunity entity and encourages any attorney or firm including solo practitioner, small, female and minority firms to submit proposals.

Proposals become the property of Cabarrus County and may be subject to disclosure under future Freedom of Information Act (FOIA) requests.