COUNTY OF CRAVEN
REQUEST FOR QUALIFICATIONS FOR
LEGAL SERVICES

Description

Craven County is requesting proposals from qualified attorneys or law firms to provide statements of qualification for the following legal services:

1. Initiate and conduct judicial or "mortgage style" tax foreclosures in accordance with NCGS § 105-374.

Scope of Work

The work elements include, but are not limited to:

1. Initiate and conduct judicial or "mortgage style" tax foreclosures as directed in NCGS § 105-374. There will be approximately 250 delinquent accounts for foreclosure from the tax collector every year which will be delivered during the month of July.
2. Serve notices to all parties involved.
3. Complete title search and file complaint within two months upon receiving delinquent accounts from Tax Collector, unless special circumstances arise as a result of the title search.

Proposed Schedule

April 26, 2011	RFQ Announcement
May 10, 2011 5:00 PM EDT	Deadline for questions
May 17, 2011 5:00 PM EDT	Proposals due
May 18-24, 2011	Evaluate submittals
May 25, 2011	Notify respondents of those granted interviews
May 31-June 3, 2011	Interviews will be held
June 10, 2011	Recommendation of Award

Requirements

- Craven County will receive written responses until 5:00 PM EDT on May 17, 2011. Responses after this time will not be accepted.
- Responses should be concise and address the objectives requested by the County.
- All respondents to the Request for Qualifications shall address the following, as a minimum and should conform to the numbering system used below:

1. Letter of transmittal identifying the contact person and contact information including name, mailing address, physical address, e-mail address, phone and fax numbers.
2. Statement substantiating the firm's understanding of the legal duties, expectations, and assignments being requested.
3. Firm's background and history.
   - A brief history of the firm
   - Resumes of principals
4. Identify all key personnel to be assigned to perform the services outlined in this RFQ
5. Provide information regarding education, training, registrations, certifications and/or licenses for each team member.
6. Describe the firm's resources available to support the services to be performed as outlined in this RFQ.
7. Summarize what you consider are the qualifications of your firm and/or team that make you the most qualified firm to perform the work associated with this solicitation.
8. State any history or present condition that would put the firm in any conflict of interest.
9. Describe your firm's approach and method to successfully develop and deliver the services requested under this RFQ.
10. Describe firm's policies, procedures and plans to ensure quality services (continuing education, on-going training, internal quality practices, etc.).
11. List any similar work experience in the targeted legal area stated above.
12. Provide a br ief description of Respondents relevant clients, including municipal government clients during the last three (3) years.
13. Describe your firm's flexibility in responding to immediate needs that arise.
14. If there will be a specific attorney who will be assigned this responsibility, name this attorney.
15. Please provide 3 references.
16. Describe your firm's interaction with staff in preparing for court.
17. Describe the level of technology used by your office.
18. Provide your proposed fee schedule for service and support hours.
19. Speak to your firm's ability to provide necessary service and remain within the budgeted number of hours.
20. Describe your firm's billing practices.
21. Limits of malpractice insurance
22. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If any exist, please explain.
23. Whether the Respondent is now or has been involved in any bankruptcy or reorganization proceedings in the last ten (10) years. If yes, please explain.

<u>Selection and Award</u>

Craven County anticipates interviewing one or more firms before making a final selection. The selection committee will consist of personnel from the Craven County

Tax Office, the Finance Office and others as deemed necessary by the County. Awards will not be made based on price alone. The award will be made as will best promote the public interest, taking into consideration the qualifications of the firm submitting the proposal; the responsiveness of the proposal in meeting the requirements and specifications; contractual requirements and any additional specific criteria for evaluation included in the Request for Qualification.

The contract will be awarded to the most qualified firm based on the following criteria:

1. Demonstrated understanding of the specific areas of law addressed in this Request for Qualifications.
2. Familiarity with judicial style tax foreclosures.
3. Ability of the firm to meet the availability requirements.
4. Such other appropriate information as the Craven County deems advisable.

Craven County reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of Craven County.

PROPOSAL INSTRUCTIONS

A. Proposal Deadline: Must be received by Craven County no later than May 17, 2011, 5:00 p.m. EDT.

B. Submission of Proposals: The County is requesting 5 hard copies and one electronic on CD. All copies must be sent to the following delivery address:

- Ronald V. Antry, Craven County Tax Administrator
  226 Pollock Street
  New Bern NC 28560-4981

C. Withdrawal of Proposals: Proposing vendors may withdraw their proposals any time before the deadline for submission on May 17, 2011 5:00 p.m. EDT, but the withdrawal must be submitted in writing and signed by the proposing vendor.

D. Inquiries and Corrections:
All inquiries relating to this request should be in writing and addressed to:

- Ronald V. Antry, Craven County Tax Administrator
  226 Pollock Street
  New Bern, NC 28560-4981

They also may be faxed to 252-636-2569 or emailed to:
rantry@cravencountync.gov

If a proposing vendor finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretation shall be submitted to Ronald V. Antry. Any interpretation of or changes made to the RFQ will be made by written addendum to each proposing consultant and shall become part of the request for any contract awarded. The County will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. All inquiries must be made at least five business (5) days before the proposal deadline, which is 5 p.m. Tuesday, May 10, 2011. It s hall be the responsibility of each proposing organization or individual to verify that every addenda has been received prior to submitting proposals.

E. Vendor Certification:
The submission of proposal shall be deemed a representation and certification that the proposing vendor:

- Has carefully read and fully understands the information provided by Craven County in this Request;

- Is financially solvent and has the capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted;

- Represents that all of the information contained in the submitted proposal is true and correct;

- Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms or conditions of this proposals;

- Acknowledges that Craven County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants Craven County permission to make these inquiries; and

- Acknowledges that any proposal cannot be modified after its submission for any reason.

F. Format & Deadline of Proposals: Late proposals will not be accepted under any circumstance and will not be opened or reviewed. We will not accept proposals by fax or any other method. The sender must allow ample delivery time for the selected shipment or transmission methods.

G. Definition and Context: Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

H. County Conditions

- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, Craven County reserves the right to change the conditions, requirements and specifications as it deems necessary.

- The proposal must be signed by a duly authorized official of the proposing organization or individual submitting the proposal.

- No proposals will be accepted from any person or organization that is in arrears for any obligation to Craven County, or that otherwise may be deemed irresponsible or unresponsive by county staff or the Craven County Board of Commissioners.

- Craven County is not obligated to enter into any contract as a result of the RFQ.

- All prices quoted must be firm for a period of 90 (ninety) days following the proposal deadline.

- Craven County reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of Craven County.

- Only one proposal can be awarded as the result of the RFQ.

- Craven County may approve or disapprove the use of specific proposed subcontractors in any proposals.

- Craven County reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contract.

- All proposals shall be prepared in a comprehensive manner as to content, but we do not require specific types of binders or promotional material for submissions. Promotional material will not be considered part of the proposal and will not affect the evaluation of proposals.

- Craven County reserves the right to negotiate with any of the proposing vendors.

- All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.

- The County will not return proposal materials to those submitting proposals.

- No agreements with any selected vendor shall be binding until a contract is signed and executed by the County Manager and authorized representatives of the vendor.

The County of Craven is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age or disability.

Vendor Information & Signature Form

Vendor Name	
Trade License #	
Contact Person(s)	
Street Address with City, State & Zip Code	
Mailing Address (if different than above)	
Phone #	
Fax #	
Email	
Proposer will do the work as:	☐ Individual ☐ Joint Venture ☐ Partnership ☐ Corporation
Date & state of Incorporation	Date State
Name of partnership or joint venture	

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposing Vendor that they have investigated all aspects of the RFQ, that they are aware of the applicable facts pertaining to the RFQ process, its procedures and requirements, and they have read and under stand the RFQ. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposing Vendor was not fully informed as to any fact or condition.

Authorized Signature:
Date Signed:
Title of Signatory: