



## REQUEST FOR PROPOSAL AND QUALIFICATIONS

### **Legal Services**

Issuer: Berkeley County Development Authority (BCDA)

Date: April 9, 2022 Submissions must be confirmed received via email or in-person by **noon EST on Monday, May 2, 2022.**

Solicitation: Request for proposal and qualifications for legal services, general business matters, personnel matters, and legal advisement to the BCDA.

Legal services shall include review and editing of contract documents for commercial and industrial land sales and lease agreements. A representative will be required to attend the monthly Board of Directors meeting and occasional committee meetings.

Term of Contract: Contract will be for a three (3) year period beginning July 1, 2022 through June 30, 2025.

Qualifications: The following information shall be submitted with the proposal:

- an outline of previous applicable experience
- the name, professional qualifications, and specific, relevant experience of the individual (s) assigned
- the Firm or individual's professional affiliations
- the cost per hour

Awarding: Award for legal services shall be made based on experience, composition of staff, professional qualifications, performance, and cost. The cost is one criterion utilized; however, the award is NOT determined solely by cost.

Termination: The BCDA reserves the right, by written notice, to terminate, in whole or part, any such bid award when (1) necessary or convenient, due to legal, financial, or operational conditions within the BCDA or county or (2) because of failure of the successful bidder to fulfill contract obligations in regard to quality of work, timeliness of deliverables, or other conditions found to be unsatisfactory by the BCDA.

Physical Address:

Berkeley County Development Authority- 300 Foxcroft Avenue, Suite 201, Martinsburg, WV 25401

Phone: 304-267-4144

Website: [www.developmentauthority.com](http://www.developmentauthority.com)

Email address [shamilton@developmentauthority.com](mailto:shamilton@developmentauthority.com)

**The Berkeley County Development Authority is an equal opportunity employer.**