

Request for Proposals (RFP) for Contract Attorney Services

1.0 Introduction

The Town of Richlands, Virginia, is seeking proposals from qualified law firms or individual attorneys to provide legal services for the procurement of natural gas. This gas will serve as the fuel source for a new 5-megawatt (MW) generator, providing behind-the-meter power for the town. The selected firm will be responsible for advising on and drafting a long-term contract for the purchase of large volumes of natural gas.

2.0 Scope of Services

The successful firm will be expected to perform, but not be limited to, the following tasks:

- Review, draft, and negotiate a comprehensive natural gas supply agreement with the chosen supplier.
- Ensure all contract terms and conditions are in compliance with relevant local, state, and federal laws and regulations, particularly those governing utilities and energy procurement in Virginia.
- Advise the Town on potential risks, liabilities, and opportunities associated with the proposed contract.
- Provide legal counsel on contract structure, pricing mechanisms, delivery obligations, force majeure clauses, and termination rights.
- Attend meetings and provide legal guidance to the Town's leadership and project team as needed.

3.0 Proposal Requirements

Interested firms must submit a proposal that includes the following sections:

- **Firm Background:** A brief overview of the firm, its experience, and its specific expertise in energy law and contract negotiation.
- **Attorney Résumés:** Detailed résumés of the specific attorney(s) who will be assigned to this project, highlighting their relevant experience.
- **Proposed Fee Structure:** A detailed breakdown of legal fees, including hourly rates for all personnel, and any other associated costs.
- **References:** A list of at least three (3) professional references, preferably from clients in the public sector or energy industry, for similar services provided within the last five years.

4.0 Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience & Expertise (40%):** The firm's and attorney(s)'s demonstrated experience in drafting and negotiating complex energy and natural gas contracts, particularly in Virginia.
- **Proposed Cost (30%):** The reasonableness and competitiveness of the proposed fee structure.
- **References (20%):** The quality of references and demonstrated client satisfaction.
- **Approach (10%):** The firm's proposed approach to the project and understanding of the Town's needs.

5.0 Submission & Contact Information

All proposals must be submitted electronically to the Town of Richlands, Virginia. All questions regarding this RFP must be submitted in writing.

Contact:

Ronald Holt

Town Manager

rholt@richlands-va.gov

6.0 SPECIAL TERMS AND CONDITIONS

BID ACCEPTANCE PERIOD: Any bid in response to this solicitation shall be valid for (30) days. At the end of the (30) days, the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the Town will publicly post such notice on the Town's website at www.town.richlands.va.us and on the Town's Public Notice Bulletin Board located at 200 Washington Square, Richlands, Virginia 24641.

Contact for Questions and Proposal Submission: Ronald Holt, Town Manager, Town of Richlands, rholt@richlands-va.gov 276-964-2566

The Town reserves the right to reject any and all proposals received as a result of this RFP, to negotiate with any qualified bidder, or to cancel the RFP in its entirety.