



## REQUEST FOR PROPOSALS

# LEGAL SERVICES (COUNTY ATTORNEY)

**Issue Date: Wednesday, November 14, 2018**

JONES COUNTY BOARD OF COMMISSIONERS

166 INDUSTRIAL BLVD./P.O. BOX 1359

GRAY, GA 31032

PHONE: (478) 986-6405

ATTN: JASON RIZNER, COUNTY ADMINISTRATOR

[Jason.rizner@jonescountyga.org](mailto:Jason.rizner@jonescountyga.org)

**PROPOSALS WILL BE RECEIVED UNTIL 3:00 P.M. ON NOVEMBER 29, 2018.**

PROPOSALS ARE TO BE SEALED AND MAILED VIA USPS, FEDEX OR UPS TO THE ABOVE ADDRESS OR HAND DELIVERED TO THE COUNTY ADMINISTRATOR'S OFFICE LOCATED IN THE JONES COUNTY GOVERNMENT CENTER AT 166 INDUSTRIAL BLVD., GRAY, GA 31032



**JONES COUNTY, GEORGIA  
REQUEST FOR PROPOSALS FOR LEGAL SERVICES**

Jones County is requesting and will accept sealed proposals for Legal Services until Thursday, November 29, 2018, at 3:00 p.m. local time, by Jason Rizner, County Administrator, at the Jones County Government Center, 166 Industrial Boulevard, Gray, GA 31032.

Interested law firms and attorneys are asked to submit a letter of interest and a firm profile or résumé. Firms and attorneys are also asked to submit rate information on the form included in this RFQ.

Notwithstanding the foregoing, Jones County reserves the right to reject any or all proposals and to waive technicalities.

**MAILING INSTRUCTIONS**

1. **If mailed, proposal should be forwarded by certified U.S. Postal Service. Please address and mark your bid as shown below.**

**JONES COUNTY BOARD OF COMMISSIONERS  
ATTN: JASON RIZNER  
POST OFFICE BOX 1359  
GRAY, GA 31032  
"RFP – LEGAL SERVICES"**

2. **If forwarded other than by U.S. Postal Service, delivery must be made directly to Jones County Administrator Jason Rizner, Jones County Government Center, 166 Industrial Blvd., Gray, GA 31032. Please include the notation "RFP – LEGAL SERVICES" on the outside of the envelope.**

**NOTE: IF MAIL OR DELIVERY BY ANY OTHER MEANS IS DELAYED BEYOND THE DATE AND HOUR SET FOR BID OPENING, PROPOSAL THUS DELAYED WILL NOT BE CONSIDERED.**



### **General Information**

The current County Attorney for Jones County is retiring on December 31, 2018 after serving in that role for 43 years. The Board of Commissioners is seeking to fill this role with a firm or an individual attorney. Currently, the County Attorney maintains a private law practice but is on the county payroll and is eligible for retirement and insurance benefits. The County is billed for time spent on County matters at a set hourly rate.

The Board of Commissioners is potentially interested in moving to a more pure independent contractor arrangement where the County Attorney would simply bill us at an hourly rate for time spent on County matters (as opposed to also being on payroll and eligible for benefits).

This RFP requests that prospective attorneys submit two fee structures – one that contemplates the County Attorney continuing to be an employee eligible for benefits and another that simply contemplates an hourly billing arrangement. Please see the attached fee proposal sheet.

Interested attorneys and firms are also asked to submit three references on the attached “References” sheet.

The Board of Commissioners meets on the first and third Tuesday of each month. The County Attorney is expected to attend all regular and called meetings of the Board of Commissioners. The County Attorney may also be asked to attend Work Sessions and other meetings of the Board depending on the subject matter to be covered.

The County Attorney will be required to provide legal advice, counsel, services and consultation to the Board of Commissioners and senior staff on a wide variety of matters including, but not limited to, general civil law, employment law, contract law, real estate law, land use and zoning, law enforcement liability, purchasing and procurement, municipal finance law, law related to intergovernmental agreements, and law related to property assessment and taxation. The County Attorney will also provide guidance on matters involving Open Meetings and Open Records laws, and will advise the Board on matters of parliamentary procedure.

In addition to directly handling cases to which the County is a party, the County Attorney will be called upon to oversee litigation in which the County is represented by the County’s insurance carrier.

### **Interpretations and Clarifications:**

Requests for information or clarification of this RFP must be made via email and directed to Leslie Faulk at the e-mail address listed below. Please reference the RFP page and topic.

[leslie.faulk@jonescountyga.org](mailto:leslie.faulk@jonescountyga.org)

[Remainder of this page intentionally left blank.]



**Submission of RFP:**

One (1) original hard copy of the letter of interest, one (1) original hard copy of the résumé/firm profile, and one (1) original hard copy of the fee proposal shall be submitted on or before November 29, 2018 at 3:00 p.m. to:

**JONES COUNTY BOARD OF COMMISSIONERS  
ATTN: JASON RIZNER  
166 INDUSTRIAL BLVD./P.O. Box 1359  
GRAY, GA 31032  
“RFP – LEGAL SERVICES”**

**Sealed proposals should be clearly marked “RFP – LEGAL SERVICES”.**

When received, all proposals and supporting materials, as well as correspondence relating to the RFP, shall become the property of the County. **Proposals sent by fax will not be accepted.**

In submitting a proposal, it is understood by the vendor that Jones County reserves the right to accept any proposal, to reject any and all proposals as non-responsive and to waive any irregularities or informalities in proposals when to do so is in the best interest of Jones County.

Any proposal may be withdrawn or modified by written request of the vendor, provided such request is received by the County at the designated address prior to the date and time set for receipt of proposals.

If a proposal includes any propriety data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will remain confidential to the extent allowed by Georgia law and will be used by Jones County personnel solely for the purposes of evaluating proposals and conducting contract negotiations.

The cost of preparing a response to the RFP will not be reimbursed by the County.

After the RFP issue date, all communications between Jones County and prospective Proposers shall be in writing. Only emailed questions will be accepted. Any inquiries, requests for information, technical questions, clarifications, or additional information shall be directed to Leslie Faulk at [Leslie.faulk@jonescountyga.org](mailto:Leslie.faulk@jonescountyga.org).



## References

**Government/Company:**

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**Contact Person:**

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**Title:**

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**Phone Number:**

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**Project Description:**

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**Date of Project:**

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**Government/Company:**

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**Contact Person:**

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**Title:**

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**Phone Number:**

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**Project Description:**

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**Date of Project:**

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**Government/Company:**

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**Contact Person:**

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**Title:**

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**Phone Number:**

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**Project Description:**

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**Date of Project:**

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## Fee Information

### Checklist

- Letter of Interest Included
- Firm Profile or Résumé Included
- References Included
- Fee Information Included

**Option #1** – Attorney maintains private practice but is placed on County payroll at an annual salary of \$12,982.00 and is eligible for County’s pension plan and health insurance. The attorney will bill the County for all time spent on County matters at a rate of:

\$ \_\_\_\_\_/hour.

Notes/Explanation:

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**Option #2** – Attorney maintains private practice and is treated as an independent contractor (ineligible for pension and insurance benefits). The attorney will bill the County for all time spent on County matters at a rate of:

\$ \_\_\_\_\_/hour.

Notes/Explanation:

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Attorney Name/Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Firm Official: \_\_\_\_\_