

REQUEST FOR PROPOSALS

TO: ATTORNEYS AND LAW FIRMS
FROM: SMYTH-WASHINGTON REGIONAL INDUSTRIAL FACILITIES AUTHORITY
DATE: JANUARY 11, 2013
RE: SEARCH FOR LEGAL SERVICES
PROPOSALS DUE: 4:00 P.M. ON FEBRUARY 1, 2013

The Smyth-Washington Regional Industrial Facilities Authority (SWIFA) is seeking proposals from qualified individuals or firms concerning legal services required by SWIFA. Individuals or firms interested in providing legal services for SWIFA shall submit a proposal in accordance with the attached RFP. Proposals must be received by SWIFA by 4:00 p.m. on February 1, 2013. All proposals must be sent to:

**Michael Armbrister
MRPDC
1021 Terrace Drive
Marion, VA 24354**

Attn: SWIFA Legal RFP

Electronic copies of the RFP are available by clicking on "SWIFA Legal RFP" on the Mount Rogers Planning District Commission's website at <http://www.mrpdc.com>. Any questions regarding the RFP should be directed to Michael R. Armbrister, SWIFA Coordinator (276-783-5103 x304, marmbrister@mrpdc.org). Thank you for your interest.

THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE PROPOSAL SUBMITTAL

Legal Name of Firm/Individual

Address of Firm/Individual

Signature of Primary Contact

Title

Printed Name of Primary Contact

Date

Telephone/Fax

Email

BACKGROUND

Washington County and Smyth County agreed by ordinance to form the Smyth-Washington Regional Industrial Facilities Authority (SWIFA) in 2000. Both counties adopted a cost-sharing plan that requires each county to pay one half of the expenses and share one half of the revenues from the sale of land and collection of taxes on any industrial operations that locate in a SWIFA industrial park. Since the formation of SWIFA on August 8, 2000, the Authority constructed a 300-acre industrial park (Highlands Business Park) with a roughed in industrial access road, constructed an 87,500 square foot shell building, prepared a 40 acre flat building pad, and installed basic infrastructure including water, sewer, gas and telecommunications. Highlands Business Park is located on Lee Highway near Glade Spring just west of Exit 29, off interstate 81 in Washington County. Currently, the park contains two businesses: Appalachian Power Company and General Engineering.

This RFP is being used to gather proposals from qualified individuals and firms interested in helping SWIFA meet its needs for legal services. This RFP states SWIFA's needs for legal services and otherwise outlines the expected qualities and qualifications. In addition, this document outlines the submittal requirements for responding to the RFP and the criteria for evaluating proposals.

This is a Request for Proposals (RFP) only and does not constitute a commitment, implied or otherwise, that SWIFA will take procurement action in this matter. Further, SWIFA will not be responsible for any cost incurred by an individual or firm for responding to this RFP. All qualified individuals or firms are encouraged to submit proposals, and nothing herein is intended to exclude any qualified individual or firm or in any way restrain or restrict competition. SWIFA reserves the right to accept or reject any proposal, or part of any proposal, cancel this solicitation, and/or stop this solicitation prior to any award.

QUALITIES AND QUALIFICATIONS

Through this process, SWIFA is seeking to fill its needs for general legal counsel. The following is an outline of qualities and qualifications expected of individuals and firms responding to this RFP.

A. Qualities

The following are qualities to be considered by SWIFA in filling its need for legal counsel:

- Provide clear, legally sound, and well-reasoned advice, both verbal and written, in a timely manner, when requested.
- Suggest alternatives when reviewing contracts, proposed policies, and other SWIFA documents.
- Consider what is in the best interest of SWIFA when providing legal advice, based on direction received from the SWIFA Board of Directors.
- Perform services that reflect the highest level of public trust, integrity, and transparency.
- Provide superior legal research, written communication, and verbal communication skills.
- Minimal potential for conflicts of interest.
- Ability to be present at all monthly SWIFA board meetings.

B. Qualifications

The following are minimum qualifications for individuals and firms interested in providing legal services to SWIFA:

- Licensed to practice law in the Commonwealth of Virginia.
- Prior experience with county governments and regional authorities in the Commonwealth of Virginia.
- Prior experience with land transactions, performance agreements, and bond financing.

PROPOSAL REQUIREMENTS

Individuals or firms responding to this RFP should submit one (1) electronic copy (PDF format) of the following:

1. The cover page of the RFP signed and completed by the primary contact.
2. A cover letter briefly introducing the individual or firm.
3. A list of key personnel who will be assisting SWIFA with legal services, including a description of the structure of the organization.
4. Resumes all of key personnel listed in response to item 3 above.
5. A list of at least three client references that may be contacted by SWIFA.
6. A written description of the individual or firm's general qualities and qualifications in relation to those described in the RFP.
7. A written description of the proposed billing procedures, including the individual or firm's proposed billing rates (flat and per hour rate proposals are encouraged). The individual or firm should include information about how they plan to bill for attendance at Board or other meetings where their presence is requested.
8. Any additional supplementary information that the individual or firm wishes SWIFA to consider.

Respondents to this RFP should submit proposals by 4:00 p.m. on February 1, 2013. Proposals should be sent to the following address:

**Michael Armbrister
MRPDC
1021 Terrace Drive
Marion, VA 24354**

Attn: SWIFA Legal RFP

Any questions regarding this RFP should be directed to:

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Mount Rogers Planning District Commission
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marmbrister@mrpdc.org**

PROPOSAL EVALUATION AND SELECTION PROCEDURE

A. Evaluation Criteria

All complete proposal packages will be evaluated upon:

- The ability of the individual or firm to provide SWIFA with legal services in accordance with the Request for Proposals.
- The education, experience, and demonstrated knowledge and ability of the key personnel who would work with SWIFA.
- The individual or firm's approach to meeting the legal needs of SWIFA in a cost effective manner.

B. Selection Procedure

Upon review of all complete proposals, SWIFA may select up to three (3) individuals or firms to interview. Based upon an evaluation of the proposals and the successful completion of the interview process, SWIFA may select an individual or firm with which to enter into a contract for legal services.