

Request for Proposal and Qualifications

Legal Services

Issuer:	Berkeley County Farmland Protection Board (BCFPB) and Jefferson County Farmland Protection Board (JCFPB)
Date:	9 August 2022
Deadline:	Submissions must be confirmed received via email or in person by noon EDT on Wednesday 7 September 2022
Solicitation:	Request for proposal and qualifications for legal services, general business matters, personnel matters, and legal advisement to the BCFPB and JCFPB. Legal services shall include review and editing of deeds for conservation easements, acquisition of title policy for such properties, and other related legal matters. The successful entrant should also be prepared to advise on personnel matters as well as those involving litigation related to conservation defense. The BCFPB and JCFPB currently maintain conservation defense insurance through Terrafirma REG LLC. Delivery of title-related documents and draft policy MUST be delivered within 60 days of order, unless clear and substantial impediments are identified. Closing related documents MUST be recorded in the appropriate courthouse on the day of closing. Term of Contract: Contract will be for a three (3) year period beginning October 1, 2022 through September 30, 2025.
Qualifications:	The following information shall be submitted with the proposal: <ul style="list-style-type: none"> • An outline of previous applicable experience (including ALTA owners policy, DOJ and other applicable federal title policy 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 for legal services-itemized if necessary. • Any other relevant fees.
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 BCFPB and JCFPB separately 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 BCFPB or JCFPB 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 BCFPB or JCFPB.

Mailing Address: Jefferson County Farmland Protection Board – P.O. Box 731 Charles Town WV 25414

Physical Address: Jefferson County Farmland Protection Board – 1948 Wiltshire Road, Suite 2, Kearneysville WV 25430

Phone: (304) 728-3380 **eMail:** jefferson@wvfp.org

Website: wvfp.org/jefferson