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# Cleveland County

NORTH CAROLINA

**CLEVELAND COUNTY  
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REQUEST FOR QUALIFICATIONS  
Legal Services**

PUBLICATION DATE: February 12<sup>th</sup>, 2025  
REQUEST DUE DATE: 5:00 PM EST March 31<sup>st</sup>, 2025

**I. Introduction**

Cleveland County is soliciting qualifications statement(s) from interested firms and attorneys to provide legal services, (through contracted services or as a full-time employee), to the Cleveland County Board of Commissioners (“Board”), the County Manager and Department Heads.

Firms shall include a Statement of Qualifications of both the firm and person(s) directly responsible for the work.

Cleveland County reserves the right to reject any and all submittals.

**II. Qualifications**

Minimal Qualifications: graduation from an accredited school of law, a license in good standing with the North Carolina Bar to practice law in the State, strong legal research and writing skills, a broad knowledge including a general understanding of applicable local, State and federal laws affecting all aspects of local government in North Carolina. Candidates must have or obtain a North Carolina driver’s license (within six months of appointment) with an acceptable driving record. Ideal candidates or firms will have relevant legal experience practicing law in local government affairs in North Carolina as demonstrated on statement of qualifications for individuals serving the contract.

**III. General Duties & Responsibilities**

The duties and responsibilities for this position are regulated by North Carolina General Statute as well as specific federal requirements. Laws and interpretation of federal policies are subject to frequent change. The attorney serves generally in the role of the primary legal advisor and general counsel to Cleveland County Board of Commissioners and must be readily available at irregular hours to address legal emergencies as they arise.

#### **IV. Essential Duties**

- Provide legal counsel for/to the Cleveland County Board of Commissioners concerning issues pertaining to the decision making of a local government governing board.
- Review, advise and prepare documents and/or written opinions for County Administration and the Board of County Commissioners regarding complex legal issues in North Carolina such as:
  1. Governmental contracting
  2. Economic development law
  3. Land acquisition and disposition
  4. Local government personnel law
  5. Local government policy, procedure and ordinance development
- Provide general legal counsel to the County Manager and County staff.
- Attend all meetings of the Board.
- Provide timely service to be quantified under the contract negotiation for key responsibilities.

#### **V. Contents of Qualification Statements**

Qualifications shall be submitted on 8 ½" x 11" paper. Submissions must include an electronic/digital version addressed to the County Manager.

Qualification Statements shall include:

- Firm/individual name, address, telephone number, e-mail address and contact person(s).
- Year in which the firm was established and any former names under which the firm operated.
- Office location of personnel who would be providing legal counsel to Cleveland County. Statement of Qualifications for the firm and its key personnel who would provide legal counsel to Cleveland County. This would include the following:
  1. Name of the person;
  2. Name of school of law graduated from;
  3. North Carolina State Bar license number and whether you are in good standing or not;
  4. List the number of years of law experience and explain the qualifications that you and your firm possess that meet the minimal and preferred qualifications stated.

5. List the name(s) of the person(s) who would be deemed to operate in the role of County Attorney.
6. List of previous clients for similar work. Include name and location of client, brief description and client references' contact information to include telephone number and email address.

If selected for an interview, please be prepared to discuss and explain any Rule 8.4 Misconduct complaints.

Questions regarding this Request for Qualifications should be directed to David B. Cotton, Cleveland County Manager by e-mail at [david.cotton@clevelandcountync.gov](mailto:david.cotton@clevelandcountync.gov).