



TOWN OF CASWELL BEACH, NORTH CAROLINA

REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL LEGAL SERVICES – TOWN ATTORNEY

RFQ No.: 2026-001
Issue Date: August 17, 2026
Deadline for Submittals: 10/16/2026 at 4:00pm
Town: Town of Caswell Beach, North Carolina

1. NOTICE OF REQUEST FOR QUALIFICATIONS

The Town of Caswell Beach, North Carolina (“Town”) invites qualified attorneys and law firms licensed to practice law in the State of North Carolina to submit Statements of Qualifications to provide professional legal services as Town Attorney.

The Town seeks an attorney or law firm with substantial experience representing North Carolina municipalities and providing practical, responsive, and comprehensive legal advice to elected officials and municipal staff.

The attorney selected by the Town's Board of Commissioners will serve as Town Attorney in accordance with N.C. Gen. Stat. § 160A-173, which provides that the governing board appoints the Town Attorney to serve at its pleasure and act as its legal adviser.

The Town encourages submissions from attorneys and firms with demonstrated experience in North Carolina municipal law and the ability to provide timely and cost-effective legal services.

2. ABOUT THE TOWN

The Town of Caswell Beach is a North Carolina municipality located in Brunswick County. The Town operates under the council-manager form of government and is governed by a Mayor and Board of Commissioners.

The Town Attorney works closely with the Board of Commissioners, Town Manager, Town Clerk, Finance Officer, department heads, boards and committees, and other Town officials as necessary.

3. SCOPE OF SERVICES

The Town Attorney will be expected to provide general municipal legal services, including, but not limited to:

- Serve as legal adviser to the Mayor and Board of Commissioners.

- Advise the Town Manager, Town Clerk, Finance Officer, department heads, and other Town officials on municipal legal matters.
- Attend regular, special, and other meetings of the Board of Commissioners when requested or required.
- Provide advice regarding the North Carolina Open Meetings Law and Public Records Law.
- Advise the Town regarding municipal authority under Chapter 160A of the North Carolina General Statutes and other applicable laws.
- Draft, review, and revise ordinances, resolutions, policies, contracts, agreements, leases, easements, and other legal documents.
- Advise the Town regarding land use, zoning, planning, development, code enforcement, and related matters.
- Provide legal guidance concerning personnel and employment matters.
- Advise the Town regarding procurement, contracting, budgeting, finance, and expenditure requirements.
- Provide guidance concerning ethics, conflicts of interest, and responsibilities of public officials.
- Review contracts and agreements before execution when requested.
- Provide advice regarding real property acquisition, disposition, easements, rights-of-way, and other property matters.
- Advise the Town regarding coastal, environmental, stormwater, beach, public access, and other issues particularly relevant to a coastal municipality.
- Advise Town boards, committees, and appointed bodies when requested.
- Represent the Town in negotiations, administrative proceedings, litigation, mediation, and other legal proceedings when requested.
- Coordinate with insurance counsel, special counsel, bond counsel, and other attorneys representing the Town when appropriate.
- Monitor significant changes in federal and North Carolina law affecting municipalities and advise the Town of those changes.
- Provide other legal services customarily performed by a North Carolina municipal attorney.

The Town may retain specialized counsel for particular matters when determined to be in the Town's best interest.

4. MINIMUM QUALIFICATIONS

The attorney designated as the primary Town Attorney must:

1. Be currently licensed and in good standing to practice law in the State of North Carolina.

2. Have sufficient experience to competently advise a North Carolina municipality.
3. Have a working knowledge of North Carolina municipal law, including Chapter 160A of the North Carolina General Statutes.
4. Have knowledge of North Carolina open meetings and public records requirements.
5. Be capable of providing timely legal advice to the Board of Commissioners and Town staff.
6. Disclose any existing or reasonably foreseeable conflicts of interest involving the Town, its officials, employees, or interests.
7. Maintain professional liability insurance appropriate for the services provided.
8. Be available to attend meetings in person when requested by the Town.

Experience representing North Carolina municipalities or other local governments is strongly preferred.

5. DESIRED EXPERIENCE

The Town will give particular consideration to experience involving:

- North Carolina municipal government;
- Council-manager municipalities;
- Municipal governance and authority;
- Open meetings and public records;
- Land use, zoning, and planning;
- Coastal and environmental issues;
- Municipal finance and contracting;
- Personnel and employment law;
- Real property and easements;
- Code enforcement;
- Ordinance drafting;
- Intergovernmental agreements;
- Litigation and administrative proceedings involving local governments;
- Representation of elected and appointed boards.

6. STATEMENT OF QUALIFICATIONS

Interested attorneys or firms should submit a concise Statement of Qualifications containing the following information:

A. Attorney/Firm Information

Provide the name, address, telephone number, email address, and website, if applicable, of the attorney or firm.

B. Primary Attorney

Identify the attorney proposed to serve as the primary Town Attorney and provide professional biography or résumé; years of legal practice; years of municipal or local-government experience; North Carolina Bar status; relevant certifications or professional memberships; and a description of municipal clients currently or previously represented.

C. Firm Resources

If submitting as a law firm, identify attorneys who may provide services to the Town and describe their areas of expertise.

D. Relevant Experience

Describe experience representing North Carolina municipalities or other local governmental entities, particularly experience relevant to the Scope of Services contained in this RFQ.

E. Approach to Representation

Briefly describe the proposed approach to serving as Town Attorney, including communication with elected officials and Town staff; responsiveness to routine and urgent matters; meeting attendance; management of legal assignments; coordination among attorneys within the firm; and methods for controlling legal costs.

F. Conflicts of Interest

Identify any current clients, relationships, or circumstances that could create an actual or potential conflict of interest with representation of the Town of Caswell Beach. The selected attorney or firm will be expected to comply with the North Carolina Rules of Professional Conduct regarding conflicts of interest.

G. References

Provide at least three professional references, preferably from North Carolina municipalities or other governmental entities for which similar legal services have been provided. Include the organization, contact person, title, telephone number, and email address.

H. Fee Information

Provide the proposed fee structure for consideration by the Town, including, as applicable, hourly rates, retainer or monthly fee arrangements, meeting attendance, travel charges, reimbursable expenses, and alternative fee arrangements. The Town reserves the right to negotiate fees and the final scope of services with the attorney or firm selected for appointment.

7. EVALUATION CRITERIA

Statements of Qualifications may be evaluated based upon factors including:

- Experience representing North Carolina municipalities;
- Knowledge of North Carolina municipal law;
- Qualifications and experience of the proposed primary attorney;
- Experience with issues relevant to the Town of Caswell Beach;
- Responsiveness and availability;
- Ability to attend meetings when required;
- Quality and depth of available legal resources;
- Approach to communication and working with elected officials and professional staff;
- References and professional reputation;
- Absence or manageability of conflicts of interest;
- Proposed cost and fee structure;
- Overall ability to meet the legal needs of the Town.

The Town may conduct interviews with one or more attorneys or firms before making a selection.

8. SELECTION AND APPOINTMENT

The Town Manager and/or other designated Town representatives may review submissions and assist in evaluating qualifications and conducting interviews.

The Town of Caswell Beach Board of Commissioners retains the authority to select and appoint the Town Attorney in accordance with NCGS §160A-173.

The Town may negotiate the scope of services, compensation, and terms of an engagement agreement with the preferred attorney or firm before appointment.

The Town Attorney will serve at the pleasure of the Board of Commissioners as provided by North Carolina law.

Nothing in this RFQ creates a contractual or employment right or obligates the Town to appoint any respondent.

9. SUBMISSION REQUIREMENTS

Statements of Qualifications should be clearly identified as: “RFQ – TOWN ATTORNEY LEGAL SERVICES”

Submissions must be received no later than: October 16, 2026, at 4:00pm

Electronic Submission

Email to: jpierce@caswellbeach.org
Subject Line: RFQ – Town Attorney Legal Services

Hard-Copy Submission

Town of Caswell Beach
Attn: Town Manager
1100 Caswell Beach Road
Caswell Beach, NC 28465

Respondents are responsible for ensuring that submissions are received by the deadline. Late submissions may be rejected.

10. QUESTIONS

Questions regarding this RFQ should be directed to:

Town Manager
Town of Caswell Beach
1100 Caswell Beach Road
Caswell Beach, NC 28465
Telephone: (910) 278-5471
Email: jpierce@caswellbeach.org

Questions should be submitted by: September 25, 2026, at 4:00pm.

11. RESERVATION OF RIGHTS

The Town of Caswell Beach reserves the right, to the extent permitted by law, to:

- Reject any or all submissions;
- Waive informalities or minor irregularities;
- Request clarification or additional information from any respondent;
- Conduct interviews with one or more respondents;
- Contact references and verify information contained in a submission;
- Negotiate with one or more respondents;
- Modify or cancel this RFQ;
- Modify the anticipated scope of services;
- Retain specialized or additional legal counsel when appropriate;
- Select the attorney or firm determined by the Board of Commissioners to best serve the interests of the Town.

The Town is not obligated to select the respondent offering the lowest rates.

All costs associated with preparing and submitting a response to this RFQ are the responsibility of the respondent.

12. PUBLIC RECORDS

Respondents are advised that materials submitted to the Town may constitute public records under North Carolina law and may be subject to public inspection and disclosure.

Respondents should clearly identify information they contend is confidential, proprietary, or otherwise protected from disclosure and provide the legal basis for such designation.

The Town does not guarantee that information identified by a respondent as confidential will be exempt from disclosure and will determine disclosure obligations in accordance with applicable North Carolina law.

13. EQUAL OPPORTUNITY

The Town of Caswell Beach does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or other status protected by applicable federal or North Carolina law in its contracting and procurement activities.

Qualified attorneys and law firms are encouraged to submit Statements of Qualifications.

14. ANTICIPATED SELECTION SCHEDULE

RFQ Issued: August 17, 2026

Deadline for Questions: September 25, 2026, at 4:00pm

Statements of Qualifications Due: October 16, 2026, at 4:00pm

Interviews, if necessary: To Be Determined

Anticipated Board Consideration/Appointment: To Be Determined

The Town reserves the right to modify this schedule.

**TOWN OF CASWELL BEACH, NORTH CAROLINA
PUBLIC NOTICE / ADVERTISEMENT
REQUEST FOR QUALIFICATIONS – TOWN ATTORNEY**

The Town of Caswell Beach, North Carolina, is seeking Statements of Qualifications from qualified North Carolina attorneys and law firms interested in providing professional legal services as Town Attorney.

The Town seeks an attorney or firm with substantial knowledge and experience in North Carolina municipal law, including municipal governance, open meetings, public records, land use and zoning, contracts, municipal finance, personnel matters, real property, ordinance drafting, and other matters affecting North Carolina municipalities.

The Town Attorney will be appointed by and serve at the pleasure of the Town of Caswell Beach Board of Commissioners pursuant to N.C. Gen. Stat. § 160A-173.

The complete Request for Qualifications, including scope of services, qualifications, evaluation criteria, and submission instructions, is available from the Town of Caswell Beach and may be posted on the Town's website.

Deadline: Statements of Qualifications must be received by October 16, 2026, at 4:00pm.

Submit to:

Town Manager
Town of Caswell Beach
1100 Caswell Beach Road
Caswell Beach, NC 28465
Email: jpierce@caswellbeach.org

Questions concerning the RFQ should be directed to the Town Manager by September 25, 2026.

The Town of Caswell Beach reserves the right to reject any or all submissions, waive minor informalities, request additional information, conduct interviews, and select the attorney or firm determined to best serve the interests of the Town.