



Town of Youngsville

Post Office Box 190, Youngsville, North Carolina 27596

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Request for Proposals for Legal Services

Readvertisement Notice

The Town of Youngsville is readvertising this Request for Proposals (RFP) for legal services to ensure that the Town has exhausted all reasonable efforts to identify and secure the highest quality legal services available to serve the community.

The proposal submission deadline has been extended to November 10, 2026, at 2:00 PM EST.

Attorneys and law firms that have already submitted proposals in response to the original solicitation **are not required to resubmit their proposals**. All proposals previously received by the Town will remain under consideration and will be evaluated alongside any additional proposals received prior to the revised deadline.

The Town wishes to emphasize that this readvertisement **is not a reflection of the quality, qualifications, or competitiveness of any proposal already received**. Rather, the Town is taking this additional step to ensure a broad and competitive solicitation process and to obtain the best legal services available to meet the Town's current and future needs.

All other terms, conditions, requirements, and evaluation criteria contained in the original RFP remain unchanged unless specifically modified herein.

Revised Submission Deadline & Contact Information

Issue Date: September 18, 2026

Original Proposal Due Date: October 20, 2026, at 4:00 PM EST

Readvertised Proposal Due Date: **November 10, 2026, at 2:00 PM EST**

Evaluation Completed: To be determined following proposal review

Interviews of Finalists: November 13, 2026 at 10AM

Proposals must be submitted via email in PDF format to:

William Doerfer, Town Manager

Email: wdoerfer@youngsvillenc.gov

with a copy to:

Emily Hurd, Town Clerk / Tax Collector

Email: ehurd@youngsvillenc.gov

Questions may be directed by email to Mr. Doerfer and Ms. Hurd. Late submissions will not be considered.

The Complete Request for Proposals for Legal Services Follows

Description

The Town of Youngsville is soliciting proposals from qualified attorneys or law firms to provide professional legal services and serve as the Town Attorney. The selected candidate will work closely with the Town Board of Commissioners, Town Manager, and department heads to ensure the Town conducts its operations in accordance with applicable laws and legal standards.

Background

The Town of Youngsville is a North Carolina municipality located in Franklin County, North Carolina. The Town operates under the council-manager form of government and is governed by a Mayor and five-member Board of Commissioners. The Town seeks to retain an attorney or legal firm with substantial experience in municipal law, including but not limited to open meetings law, public records, zoning, planning, and land use, employment law, procurement, contracts, litigation, and policy and ordinance drafting and interpretation.

Scope of Services

The Town Attorney selected shall provide services that include, but are not limited to:

- Serve as general legal counsel to the Town Board of Commissioners, Town Manager, and staff.
- Attend Town Council meetings (regular and special) and attend other meetings as requested.
- Provide legal advice and opinions on matters concerning Town operations.
- Draft, review, and approve contracts, ordinances, resolutions, policies, and other legal documents.
- Advise on matters related to public meetings, public records, personnel, land use, zoning, code enforcement, and intergovernmental agreements.
- Represent the Town in negotiations, litigation, administrative proceedings, and other legal matters as needed, or coordinate with outside counsel.
- Assist with compliance issues related to state and federal laws and regulations.
- 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.

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- Membership in NC Association of Municipal Attorneys (NCAMA) and conference participation at the Town's expense is strongly encouraged.

Knowledge, Skills, and Qualifications

- Licensed to practice law in the State of North Carolina and in good standing with the NC State Bar.
- Demonstrated knowledge and experience in municipal or public sector law, with the attorney identified as the primary attorney providing services having at least five years of experience in providing legal services to municipalities.
- Strong communication skills and ability to convey complex legal issues in clear, concise language that is appropriate for the general public.
- Have a working knowledge of laws and regulations applicable to North Carolina local governments.
- Availability to respond to time-sensitive matters during regular business hours and in emergency situations.

General Terms and Conditions

- The Town reserves the right to reject any or all proposals.
- The Town is not responsible for any costs incurred in the preparation or submission of proposals.
- Any contract award is subject to the availability of funds and the approval of the Town Board.
- Any contract will require the attorney or firm to carry professional liability insurance with limits of no less than \$2,000,000 per occurrence.
- The Town reserves the right to contract with outside counsel or specialized counsel for particular legal matters at the discretion of the Board of Commissioners.

Proposal Requirements

Proposals must include the following information:

- A) Letter of Intent
- Signed by an authorized officer of the firm.

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- Firm or individual name, address, and contact details.
 - Statement of understanding of the Town's needs and acceptance of the RFP terms.
 - At least two (2) references from municipal or similar clients.
- B) Firm or Individual Background
- Resumes including number of years practicing law in North Carolina for each individual attorney who may provide services to the Town.
 - Summary of municipal legal experience of the relevant attorneys and paraprofessional staff who may provide services to the Town.
 - List of current or past municipal clients in North Carolina, who may be contacted as references for the firm or its attorneys.
 - If applicable, description of any areas of special experience available from the Firm beyond municipal law that may be relevant to the Town's needs (i.e., privacy and information security law, real property law, etc.)
- C) Fee Structure
- Hourly rates, retainer options, or other fee structures.
 - Outline of services included in any proposed retainer.
- D) Approach and Availability
- Description of how legal services will be delivered and identification of the primary attorney to provide services.
 - Availability to attend Council meetings and respond to urgent matters.
 - Whether the primary attorney can commit to making at least 20 hours per month available for the Town's matters.
- E) Proposed Agreement
- Provide a copy of a proposed agreement for legal services that reflects:
 - Payment upon receipt of monthly invoicing with documentation of services rendered and personnel performing the services.
 - No compensation beyond the approved contract terms without written agreement.
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- Initial one-year agreement with the option to renew annually upon mutual agreement.
 - Scope of services proposed by the Firm, including incorporation of the terms of this Request for Proposals by reference as an exhibit to the Agreement.
 - Professional liability insurance with limits of no less than \$2,000,000 per occurrence.

Evaluation Criteria

Responses to this Request for Proposals 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 Youngsville;
- 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; and
- 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.

Questions may be directed by email to Mr. Doerfer and Ms. Hurd. Late submissions will not be considered.