

Request for Proposal Town Attorney Town of Luray, Virginia

The Town of Luray (pop. 5,000), located in Virginia's Shenandoah Valley, is seeking proposals for a Town Attorney. The Town has 45 full-time employees and is governed by an elected Mayor and Town Council, and managed by a Town Manager. The Town of Luray's FY 2015 – 2016 Budget is \$9,357,566.

Outline of Services Requested & Necessary Competencies

The Town is seeking an Attorney to provide legal advice and counsel to the Mayor, Town Council, Town Manager and various Town departments. Requests for advice and levels of activity will vary and shall be coordinated through the Town Manager. The Attorney will be asked to respond to requests in a timely fashion. The individual retained should be able to attend Town Council, Planning Commission and special called meetings/work sessions. The services provided shall be invoiced to the Town on a monthly basis. It is desired that the individual have prior experience working with, or for, a municipal government. Experience is necessary in personnel, contracts, procurement, policing, real estate, code enforcement, zoning and planning law; the individual should have strong negotiating and public relation skills. The contract term shall be for no more than one year reviewed annually however, the Attorney shall serve under the authority of the Town Manager.

Outline of Proposal Submission

The proposal shall include the following items:

1. A base retainer fee, and per hour rate of services beyond retainer fee;
2. A resume indicating past experience, education and memberships;
3. A brief description of the candidate's knowledge and experience in the various facets of municipal law;
4. A non-binding estimate of the cost of providing the services outlined in the scope of services. The candidate can include alternatives for structuring an agreement for reimbursement on a retainer or hourly basis.

The Town of Luray reserves the right to reject any and all proposals.

Please submit two (2) proposals 1 hard copy, 1 digital copy to the following address: Town Manager, P.O. Box 629, Luray, Virginia 22835. Proposals should be submitted by no later than 5:00 PM, September 21, 2015. For further information, please contact Mr. Charles Hoke, Town Manager, at (540) 743.5511, or my email at cmhoke@townofluray.com