

REQUEST FOR PROPOSALS: LEGAL SERVICES

TOWN OF EAST SPENCER FY 18/19 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

The Town of East Spencer has received a \$750,000 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) grant administered by the Rural Economic Development Division (REDD), North Carolina Department of Commerce (DOC). The CDBG-NR grant represents 100% of project funding that includes the following activities: project administration; the housing rehabilitation of approximately ten (10) sub-standard owned and occupied by local low-to-moderate income (LMI) residents.

The Town is requesting statements of qualifications from attorneys to: (1) provide title searches that will include an opinion that an appropriate lien through a Deed of Trust can be recorded as a part of the loan application process; and (2) provide other legal CDBG-NR services as may be required. The Town will use competitive procurement to select a firm/individual to provide legal services. Contracts are contingent upon release of funds from REDD.

The proposals should include: (1) firm/individual's general background; (2) resume of individual/staff that will perform services; (3) at least one, no more than three local government references including contact name, email, and phone number; (4) cost per house to perform a title search and hourly rate charged for other legal services.

Proposals should be remitted to: Town of East Spencer, Attn: Michael Douglas, Town Administrator; 105 South Long Street, PO Box 339, East Spencer, NC 28040; PH: 704-636-7111 (TDD 711); or by email at townadministrator@townofeastspencer.org.

Proposals must be received by 4:00pm Friday October 8, 2021.

For more information contact: Michael Douglas, Town Administrator 704-636-7111 or townadministrator@townofeastspencer.org.

The Town of East Spencer is an equal opportunity employer. Historically Underutilized Businesses (HUB) including small and minority firms and Section 3 firms are encouraged to participate in the project. The Town does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, in the admission, access to, treatment or employment in the CDBG program and activities.

This information is available in Spanish or any other language upon request. Please contact Michael Douglas, Town Administrator, at 704-636-7111 or 105 South Long Street, East Spencer, NC 28040 for accommodations for this request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Michael Douglas, Town Administrator, al 704-636-7111 o en 105 South Long Street, East Spencer, NC 28040, de alojamiento para esta comunicado.

Michael Douglas, Town Administrator

