

CITY OF GLENVILLE, WEST VIRGINIA

REQUEST FOR PROPOSALS (RFP) FOR LEGAL SERVICES

I. Introduction

The City of Glenville, West Virginia (“City”) is seeking proposals from qualified law firms or individual attorneys to provide municipal legal services. Following a recent codification of the City’s ordinances, substantial updates are necessary to ensure compliance with current state and federal law and to address emerging community priorities. Additionally, the City anticipates the need to draft new ordinances and potentially revise the City Charter.

II. Scope of Services

The successful proposer will serve as the City Attorney or provide specialized municipal legal services, including but not limited to:

- Reviewing recently codified ordinances and recommending revisions or repeals where appropriate.
- Drafting amendments to existing ordinances to reflect changes in law, policy, or local practice.
- Drafting new ordinances in response to Council directives or staff recommendations.
- Advising the Mayor, City Council, and administrative staff regarding the legal sufficiency of proposed ordinances and regulations.
- Conducting legal research on municipal governance, home rule, and statutory compliance.
- Advising and assisting with potential revisions to the City Charter, including preparation of draft amendments and guidance on procedural requirements.
- Attending Council meetings or work sessions as requested.
- Providing other general municipal legal services as necessary.

III. Proposal Requirements

Interested parties must submit a proposal containing the following information:

1. **Letter of Interest** summarizing your qualifications and interest in providing legal services to the City.
2. **Firm or Individual Qualifications**, including:
 - Name, address, and contact information.
 - Description of the firm or practice.
 - Resumes of attorneys who will provide services, highlighting experience in municipal law, ordinance drafting, and charter amendments.
3. **Relevant Experience**, including examples of prior work with other municipalities or public bodies in West Virginia.
4. **Approach to Service Delivery**, including how you propose to coordinate with City officials and staff, timelines for reviewing and drafting ordinances, and proposed processes for reviewing the Charter.
5. **References** (at least three) from municipal or public sector clients.
6. **Cost Proposal**, including hourly rates, retainer options (if any), and billing practices.

IV. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated expertise in municipal law and ordinance drafting.
- Experience with charter revisions and statutory compliance.
- Qualifications of assigned personnel.
- Proposed approach to completing the work efficiently and collaboratively.
- Cost effectiveness and clarity of fee structure.
- References and prior performance.

V. Submission Instructions

Proposals must be received no later than 4:00 p.m. on October 31, 2025. Proposals shall be submitted in a sealed envelope clearly marked:

RFP – Legal Services for the City of Glenville

and delivered to:

City of Glenville

Attn: City Clerk
20 North Court Street
Glenville, WV 26351

VI. Additional Information

The City reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities.
- Request additional information from any proposer.
- Negotiate contract terms with the selected proposer.
- Award a contract in the best interest of the City.

All questions regarding this RFP must be submitted electronically or in writing to:

City of Glenville

Attn: City Clerk
20 North Court Street
Glenville, WV 26351

Or email at clerk@glenvillewv.gov

no later than October 24, 2025.

VII. Anticipated Timeline

- RFP Issued: October 3, 2025
- Deadline for Questions: October 24, 2025
- Proposals Due: October 31, 2025
- Evaluation of Proposals: November 7, 2025
- Interviews (if needed): November 14, 2025
- Selection and Award: November 21, 2025

VIII. Term of Engagement

The initial engagement shall be for a term of 12 months with the option to renew upon mutual agreement.