



A multi-county planning and development regional council serving the counties of Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico and Wayne

STATEMENT OF QUALIFICATIONS

Release Date: November 2, 2020

Due Date: November 9, 2020



1. Introduction

1.1. Background

The Eastern Carolina Council of Government (hereafter ECC) is the state-designated lead regional organization for Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico and Wayne counties. The ECC's nine county region consists of 62 municipalities, and a population of approximately 656,654. The ECC is one of the sixteen North Carolina Regional Councils formed to provide a wide variety of programs and services to their local governments and citizens. The ECC provides technical assistance services to its member governments including land use planning, subdivision and zoning ordinance administration, infrastructure studies, general administrative assistance, professional development training, and administration of aging programs.

1.2. Purpose

The ECC is soliciting proposals from qualified individual attorneys and/or law firms that may lead to a contract to provide legal services in reviewing legal instruments completed by ECC or consultants.

1.3. Overview

The ECC received an EDA grant in the amount of \$400,000 to be used to provide assistance and support of regional initiatives to respond to negative economic impacts to member governments from the COVID-19 pandemic. The ECC is requesting Statements of Qualifications (SOQ) in accordance with North Carolina statutes and in accordance with the EDA to provide legal services to the ECC. The enclosed information is a general description of the tasks that may be required and is not intended to be all-inclusive, nor is it guaranteed that all the tasks will be utilized under every contract. This document contains the instructions governing qualifications to be submitted by qualified, interested attorneys, the format in which qualifications are to be submitted, the materials to be submitted and the general evaluation criteria to be used. Attorneys who wish to be considered must provide a response in accordance with these instructions and meet all mandatory requirements stated herein. Qualification documents failing to provide complete and accurate responses as required will be considered unacceptable and will not be considered for selection. The selected bidder must satisfy all criteria listed herein.



1.4. Organization Information

Ms. Katie S. Bordeaux, Executive Director
Eastern Carolina Council
233 Middle Street, Suite 300
New Bern NC 28560
Phone: (252) 638-3185 ext. 3005
Email: kbordeaux@eccog.org

1.5. Submissions

All electronic submissions must be sent to kbordeaux@eccog.org and all submissions are due by Friday November 13, 2020 by 5pm.

1.6. Questions

Inquiries about this RFQ must be in writing and sent to kbordeaux@eccog.org no later than Tuesday November 10, 2020 by 5pm. Answers and clarifications will be posted on the ECC website by 5pm Wednesday November 11, 2020.

1.7. Rejection of Qualifications

ECC reserves the right to reject any and all qualifications received in response to this request. The ECC is not obligated to award a contract solely on the basis of this request or to otherwise pay for information solicited. Information received will be considered contractual in nature and will be used in validations and evaluation of qualification and in subsequent contractual action.

2. Scope of Work

The attorney that is selected will be expected to complete the following high-level tasks and activities:

- 2.1. Review the ECC approved CEDS to ensure a focus on pandemic recovery and/or resiliency based on COVID-19 impacts to date and anticipated impacts moving forward.
- 2.2. Provide professional legal assistance and capacity building for the ECC and its member communities.

3. Billing

The selected attorney will submit invoices to ECC monthly and ECC will pay said invoice within 30 days of invoice receipt.

4. Project Timeframe

It is anticipated that the attorney recommendation will be presented to the ECC Board of Directors at their meeting on Thursday November 12, 2020. The project will commence immediately following



the date the contract has been approved by ECC and executed by both parties. The project will be completed in a 24-month project period.

RFQ released	November 2, 2020
Deadline for questions	November 6, 2020
Submission due	November 9, 2020
Selection date (expected)	November 12, 2020

5. Proposal Outline and Deliverables

In general, SOQs shall be organized in a manner that will facilitate the evaluation of the responding firm and should specifically address each evaluation criteria. Additional information beyond what is listed for each criterion in the preceding section that is deemed relevant may also be submitted. To facilitate ECC's objective review of the SOQs from different firms, the firms are requested to organize the main document using a standardized format. Each SOQ should contain the following:

- 5.1. Section 1 - A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for legal services.
- 5.2. Section 2 – A table of contents with corresponding page numbers
- 5.3. Section 3 - Firm profile information
 - Firm name. Identify legal entity that would enter into contract with the ECC.
 - Address of principal office where work will be performed.
 - Phone number, website, and e-mail information.
 - Name and information of the individual(s) who will be ECC primary contact.
 - General statement of firm's history and financial stability.
 - Number of years the firm has been in business in its current capacity.
 - List of the firm's service offerings
 - Insurance information.
- 5.4. Section 4 – Personnel Information
 - A brief resume of each team member should detail relevant experience, years of experience, job duties, educational background, and professional certifications.
 - Organizational chart specifying all key staff members. List the office location for all proposed team members.
 - Any changes to the key personnel listed in the RFQ must be approved by ECC.
- 5.5. Section 5 – Experience
 - List relevant projects completed or in progress.
 - Nature and description of the project.
 - Project staff and their role.

Potential professional services needed under this agreement include:



5.6. Section 6 – Management Approach

- Describe the firm’s approach to managing projects of this nature.

5.7. Section 7 – References

5.8. Section 8 – Capacity of the firm to deliver the services described herein.

Page limit is 30 pages not including cover page, table of contents or any section divider pages that may be used. Section dividers are for section identification only and are not to be utilized for additional information space or they will be counted in the 30- page limit.

6. Selection Process and Proposal Evaluation

ECC staff will review proposals and prepare a recommendation for the ECC Board of Directors. The following points will be applied in the evaluation process. ECC reserves the right to alter this criteria and weights assigned throughout the selection process.

total 100 points

6.1. Reputation, quality, and experience:

(40 points possible)

- Experience in providing similar services of comparable size and complexity to municipalities, regional councils or other governmental entities.
- Favorable responses from project references.

6.2. Relevant experience of proposed team

(35 points possible)

- Appropriate experience and technical qualifications of the proposed team to provide services as described herein.
- Recent experience of the project team providing services of similar scope.
- Organizational structure of the team

6.3. Team Structure and Capacity of the organization

(25 points possible)

SOQs shall be submitted in PDF format via e-mail. Firms should **not** submit bound hard copies of the proposal. Only email submissions will be accepted.

Maintaining the integrity of the SOQ process is of paramount importance for the ECC. Please do not contact members of the ECC staff or Board regarding this contract until the award is presented for approval, other than the ECC’s designated contact person.

The ECC accepts no responsibility for expenses incurred during the preparation or delivery of SOQs. The ECC reserves the right to: reject any and all statements of qualification, waive technical errors and informalities, and to accept the statement of qualifications, which, in its sole judgment, best serves the public interest. In the event of limited response, the ECC also reserves the right to extend the submittal deadline as appropriate in order to assure a competitive procurement process.