

THREE RIVERS SOLID WASTE AUTHORITY

REQUEST FOR QUALIFICATIONS (RFQ)

ATTORNEY SERVICES

I. Purpose

Three Rivers Solid Waste Authority (Authority) is seeking complete, detailed Statements of Qualifications from qualified attorneys who are licensed to practice law in South Carolina and interested in fulfilling the responsibilities of Three Rivers Solid Waste Authority Attorney. Submitted statements must include all materials requested in accordance with this RFQ, which must, in turn, clearly describe the offeror's experience and education as well as his or her proposed approach to fulfilling the duties of the Authority Attorney. It is expected that the selected candidate will expend a minimum of 100 hours per year meeting the general requirements of the position. Beyond normal work hours, however, the Authority Attorney must remain ever available and responsive to the Authority's needs regarding legal services, and must be available for occasional meetings, scheduled and irregular. For specific matters outside his realm of expertise, or otherwise requiring additional counsel, candidate must also be capable of and agreeable to qualifying and associating other attorneys as needed on a contractual basis, subject to approval by the General Manager or Board of Directors.

II. Contact and Submission Information

Offerors wishing to respond to the RFQ by providing complete, detailed qualifications meeting the criteria set forth herein may mail, hand deliver, email, or fax such submissions to the following:

Three Rivers Solid Waste Authority
Attn: Colin W. Covington, General Manager
227 Gateway Drive, Suite 213
Aiken SC 29803
ccovington@trswa.org
803-652-7811 (fax)

III. Period for the Acceptance of Submissions

Interested offerors may deliver submissions in accordance with Section II. "Contact and Submission Information" given above. **Submissions will be accepted until the position is filled by a qualified candidate, though potential offers should be advised that the Authority will begin reviewing submissions at or soon after close of business on Monday, April 26, 2010.** The Authority is not responsible for lost or damaged submissions or for ensuring that submissions are received prior to selection of a candidate. The Authority reserves its rights to reject any or all submissions, to negotiate with any or all responsible

and responsive offerors, and, in its sole discretion, to determine the responsiveness of the submissions.

IV. Elements (Contents) of Qualification Submissions

Submissions must contain offeror's detailed responses/plans to address all elements listed below. Offerors are strongly discouraged from omitting any of these elements from their Statements. Offerors should avoid vague responses and are encouraged to provide concise but adequately descriptive responses/approaches to each element. The Authority will evaluate each offeror's qualification contents to determine the applicant's ability to fulfill the duties of Attorney. Vague, omitted, or otherwise insufficient responses to the content requirements of the request for qualifications may result in the qualification being deemed "non-responsive" or in its being poorly evaluated against those of competitors. All existing or foreseeable conflicts of interest must be disclosed in the submission package. The Authority reserves the right to determine, in its sole discretion, qualification responsiveness.

Instruction: For ease of comparison, please separate and label the responses/approaches to each element by their headings, as listed below, and in the identical order listed below.

A. Letter of Interest

The offeror must submit a detailed letter of interest describing how his or her legal training and experience have prepared them to serve as the Authority's Attorney. The letter of interest must also indicate the date on which the offeror is first available to begin service as the Authority's Attorney.

B. Professional Documentation

Each offeror must submit his or her social security number, verifiable academic information (undergraduate and law school) and a copy of the applicant's license to practice law in the State of South Carolina. The applicant must also divulge any published professional disciplinary proceedings and/or lawsuits involving him or her, and, if in private practice, must provide proof of current malpractice insurance coverage.

C. Curriculum Vitae (CV)

Each Statement of Qualifications must include curriculum vitae, thoroughly indicating all relevant education and work experience with clear timeframes for past and present employment and for academic work. The purposes of including the offeror's CV are to facilitate reference checks and to outline the offeror's experience and training. The letter of interest required in Element A., above, should correspond to and expand on the offeror's CV to demonstrate career preparation.

D. Work Samples

Work samples indicate the offeror's experience and abilities. Acceptable, appropriately redacted documents for this purpose include such items as copies of pleadings filed by the offeror, court orders authored by the offeror and subsequently signed by a judge, and construction agreements authored by the offeror and executed by the parties to the agreement. More weight will be given to those documents that indicate knowledge of facets of local government. Offerors must include multiple work samples, not to exceed five documents and fifty (50) total pages.

E. Availability and Responsiveness

The offeror must demonstrate the ability to meet the availability and responsiveness criteria set forth here.

F. Professional References

The offeror's professional references, academic and work-related, must include current contact information and must be sufficient to verify readily all claims to experience and education. Difficulty in checking references may result in incomplete consideration of the offeror's qualification. It is suggested that references be informed in advance that they might be contacted. Offerors should supply a complete, current listing of professional references.

G. Compensation

The offeror must propose a compensation package inclusive of all remuneration costs and should indicate any expected employment-related benefits not reflected in proposed monetary compensation levels. The Authority is open to a variety of approaches, including but not limited to hourly rates, annual retainers with not-to-exceed amounts, or fixed retainers with hourly charges for services exceeding a specific time commitment to the Authority.

H. Computer, Software, Research, and Communication

The offeror must describe and/or demonstrate his or her proficiency in the use of computerized legal research tools, common office software applications (Microsoft Word, Excel, Power Point, Internet Explorer, Outlook, Outlook Express, etc.). Proficiencies in typing, in the use of email, and in electronically scanning and sending documents are critical.

I. Offering, Amending, Withdrawing Submissions

It is the offeror's sole responsibility to ensure that the Authority is in receipt of the RFQ submission as described herein.

J. Confidentiality

Offerors must clearly mark as “Confidential” each part of their offer which they consider to be proprietary or personal information under Code Section 30-4-40 et seq. of the South Carolina Code of Laws 1976, as amended (Freedom of Information Act). The Authority reserves the right to determine whether this information should be exempt from disclosure, within its interpretation of the South Carolina Freedom of Information Act.

K. Contract for Services/Employment

The document that will form the contract shall include this entire solicitation, all amendments, and the successful offeror’s Statement of Qualifications.

L. No Commitment to Award a Contract

The solicitation does not commit or obligate in any way the Authority to award a contract, pay any costs associated with the preparation of any qualification, or to procure a contract for legal services. The Authority reserves the right to reject any or all submissions received as a result of this solicitation, to negotiate with any or all qualified offeror’s, or to cancel in part or in its entirety this solicitation if it is in the best interest of the Authority to do so. The Authority reserves the right to interview any, all, some, or none of the respondents, and to select the offeror they feel is the most responsive and responsible attorney.

V. Inquiries

All inquiries concerning this RFQ shall be addressed to the General Manager or Administration Manager (contact information below). Contact with other departments, Authority representatives, or Board members prior to interview is strongly discouraged.

Colin W. Covington
General Manager
Email: ccovington@trswa.org

Elizabeth J. (Lib) Scott
Administration Manager
Email: lscott@trswa.org

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227 Gateway Drive, Suite 213
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803-652-7811 (fax)