



State of West Virginia  
Office of the Attorney General

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Attorney General

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## **Request for Proposal for Legal Services**

### **For representation of The West Virginia Real Estate Division**

The West Virginia Real Estate Division ("Real Estate") is seeking the assistance of outside counsel to provide a title opinion to assist in the transfer of property located in Fayette County, West Virginia.

Qualified law firms or attorneys are invited to submit a proposal on or before Thursday, October 5, 2017, at 5:00 p.m., to assist Real Estate in this matter. Selection of a winning proposal, if any, will be made as soon as possible after that date with representation to commence forthwith upon selection.

#### **Background**

The West Virginia Real Estate Division ("Real Estate") is seeking the assistance of outside counsel to provide a title opinion to assist in the transfer of property located in Fayette County, West Virginia.

The WVAGO seeks particular experience as follows:

- Particular and specialized expertise in real estate law; and
- Preparing title opinions.

#### **Scope of Representation**

The client is Real Estate. The attorney or firm, if any, selected as a result of this process will work in close coordination with WVAGO staff and attorneys to assist with the legal services in question.

#### **Conflict of Interest Information**

The attorney or firm must disclose any prior or current representations of Real Estate. The final selection of counsel, if any, is contingent upon the successful completion of a conflicts of interest analysis.

## **Your Proposal**

No specific form is required of your proposal, but it should address those factors identified in the Attorney General's Outside Counsel Policy,<sup>1</sup> and should also address your experience and demonstrated skill (via references, example documents, and/or a descriptive narrative) in the following practice areas:

1. Particular and specialized expertise in complex issues relating to real estate; and
2. Preparing title opinions.

If you propose to bill hourly rates, please state them separately for each attorney or paralegal to be assigned to this representation and indicate the approximate proportion of total time that will be billed at each rate. Computerized legal research tools, such as WESTLAW or LEXIS, may not be billed as an expense. Please state your per-unit costs (if any) for expenses such as copying; whether you will bill for travel expenses and at what rate; and whether and how you bill for any additional attorney-time while traveling. Representations made in your proposal will supersede any conflicting terms that are less favorable to the client appearing in any written contract or invoice.

## **Evaluation and Acceptance**

Your proposal will be evaluated by the WVAGO and Real Estate. Any and all proposals may be rejected. Your proposal should be addressed to the Office of the Attorney General and emailed to [rfpresponse@wvago.gov](mailto:rfpresponse@wvago.gov). This Request for Proposal shall be known as RFP # 61, and any and all correspondences relating to this Request for Proposal should reference RFP # 61. All proposals must be received by email no later than Thursday, October 5, 2017, at 5:00 p.m. Any questions regarding this request for proposal should likewise be emailed to [rfpresponse@wvago.gov](mailto:rfpresponse@wvago.gov).

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<sup>1</sup> Pursuant to the Outside Counsel Policy, the Attorney General shall consider the following factors when determining the most competitive proposal for legal services:

- Whether the private attorneys possess the requisite skills and expertise needed to handle the legal matters in question;
- Whether the private attorneys possess requisite staffing and support to handle the scope of the litigation or matter;
- Whether the private attorneys, or any members of the private attorneys' law firm, have been subject to reprimand by the West Virginia State Bar, or other entities, for unethical conduct;
- Whether the private attorneys have been peer rated, and if so, what peer ratings they have received, along with any other recognitions or awards for legal services;
- The estimated fees, costs and expenses of the private attorneys to perform the legal services requested;
- The willingness of the private attorneys to enter into alternative billing arrangements;
- Whether the private attorneys are in compliance with all applicable laws of the State of West Virginia;
- Any potential conflicts of interest between the private attorneys and the State;
- Any relevant input from the state entity client, if applicable, regarding the needed legal services; and
- Any such other relevant factors as may be identified by the Attorney General.

Retention of the selected attorney or firm, if any, is conditioned upon the execution of a written contract approved by the Attorney General. In no event will any such contract preclude the termination of the representation at any time by official action of the WVAGO or Real Estate.

Thank you for considering this Request for Proposal.