

**REQUEST FOR QUALIFICATIONS  
MUNICIPAL LEGAL COUNSEL  
May 18, 2026  
Chimney Rock Village, North Carolina**

**Introduction and Invitation:**

Chimney Rock Village (Rutherford County) is requesting Statements of Qualifications (RFQ) and proposals from qualified attorneys or law firms to provide legal services as appointed by Council to be Village Municipal Attorney. The selected attorney and/or firm will serve as the Village Attorney and provide legal counsel to the Village Council, Mayor, Village Administrator and Planning and Zoning, and various boards and commissions as required.

**About Chimney Rock Village:**

Incorporated in July 1991, Chimney Rock Village, located in Rutherford County, North Carolina, is a small residential/tourist community nestled in the foothills of the Blue Ridge Mountains, east of Hendersonville, and southeast of Asheville. With a 2025 estimated population of around 140 residents, Chimney Rock Village offers a quiet, scenic setting bordering the Rocky Broad River, Chimney Rock State Park, and is characterized by a vibrant tourist business environment.

Chimney Rock Village is governed by a five-member council, (Council/Administrator) with the mayor appointed by the council and the Mayor serves at the pleasure of the Council. The Village has no employees, as all those that work on behalf of the Village are contract labor. Chimney Rock Village meets on the 3<sup>rd</sup> Tuesday of each month after the first Monday at 5:30 pm, at the Chimney Rock Volunteer Fire Department, Community Meeting Room, 109 Terrace Drive, Chimney Rock, NC.

**General Responsibilities:**

**Chimney Rock Village Attorney will be expected to provide, at a minimum, the following services:**

- Attend regular and special meetings of the Chimney Rock Village Council and other boards/commissions as requested.
- Provide legal advice, oral and when required or requested, written opinions.
- Review and approve ordinances, resolutions, contracts, agreements, and other legal documents.
- Represent the Village in litigation and any administrative hearings.
- Represent the Village and coordinate, if determined in the best interest of the Village, additional legal counsel which may be secured for specific legal consultation and/or litigation on behalf of the Village.
- Advise on land use, zoning, planning, and development.

- Ensure compliance with State and Federal laws, the Commercial Code and ethic requirements.
- Perform other legal services as assigned.

### **Qualifications:**

- Licensed to practice law in North Carolina.
- Recognized by and a Member of the NC Bar Association
- Experience in municipal, county, or local government law in both State and Federal Law and Regulation
- Knowledge of land use, zoning, open meetings, contracts, and litigation.
- Strong communication, negotiation, and problem-solving skills.
- Ability to provide timely and responsive legal services.
- Commitment to transparency and ethical standards.
- Preference for independent legal judgement and experience in local government (municipal and/or county) government in North Carolina.

### **Compensation and Contract Model:**

Applicants will be hired on a contracted basis with annual renewals in June of each calendar year and should propose one or more models of compensation: Hourly Rate Billing, Monthly Retainer plus, or Hybrid model. Include fee schedule, assumptions, billing methodology, and proposed contract term. A proposed detailed list of itemized charges that cover regular communications, email, and agenda reviews, and attached or support documentation with agenda.

### **Proposal Requirements and Submissions must include the following information:**

1. **Cover Letter-Introduction** of firm and summary of attorney and firm qualifications.
2. **Firm/Attorney Profile-Background**, size, areas of expertise, and office location(s).
3. **Experience-Description** of relevant municipal (local government) law experience, including representative clients and matters handled.
4. **Key Personnel-Identification** of attorneys who will provide services, including resumes and qualifications.
5. **Approach-Description** of legal and consulting services to be delivered, including availability and responsiveness.
6. **Statement of commitment to attend municipal meetings** unless legal services are not determined to be required at a particular meeting.
7. **Your proposed policy for attendance** at Municipal Village Council Meetings and by request only at the Planning Board Meeting(s). Cost and Milage if applicable.
8. **References**-At least three municipal or governmental references.
9. **Fee Proposal**-Detailed description of proposed billing structure, including hourly rates, retainer options, and any additional costs. For hourly fees, please identify hourly rate of attorney and support personnel, and indicate minimum increment of

time billed for services. Also, state rates for other cost items proposed to be itemized or billed.

- a. **Note:** This is a critical element due to the budgetary impact from the storm Helene on the Village. This will be important to the restoration of the Village and its financial abilities.

10. **Conflict of Interest Statement-Disclosure** of potential conflicts of interest. The attorney or firm, by submitting a proposal, certifies that to the best of their knowledge or belief, no elected or appointed official of the Village is financially interested, directly or indirectly, in the firm or in the purchase of legal services related to local government matters or issues as described in the RFQ.

11. **Certify that the information contained in the Statement of Qualifications is correct and complete to the best of your knowledge.**

### **Evaluation Scoring Criteria:**

- Relevant municipal law experience and qualifications. Familiarity with laws and regulations governing North Carolina local government and operating procedures related to conducting Chimney Rock Village business.
  - 15%
- Demonstrated expertise in land use and zoning law as it relates to municipalities.
  - 15%
- Available support staff and range of services offered. (15%)
- Demonstrated ability to provide comprehensive and timely legal services. (10%)
- References and past performance with municipalities. (10%)
- Proposed fee structure and overall value. (25%)
- Responsiveness and completeness of the proposal. (10%)

**Note: The municipality places a high priority on selecting an attorney and/or firm that can provide independent legal judgement without conflicts of interest, particularly concerning other local governments, agencies or entities that may interact with the Village, including but not limited to Rutherford County, Henderson County, Polk County, Town of Lake Lure, resort communities such as Rumbling Bald (formerly Fairfield Mountain), Broad River Authority, Rutherford County Tourism Development Authority, Chimney Rock State Park or its management and general local real estate matters, land and economic development and zoning.**

### **Evaluation Selection Criteria:**

- Submissions will be evaluated on experience, familiarity with NC municipal law, range of services, responsiveness, and fee structure. Finalists may be invited to interview. The Village reserves the right to reject any or all proposals.

### **Contract Term and Renewal:**

The initial contract term is one year, renewable by mutual agreement after the initial year to 2-year terms. The term will run from July 1 through June 30 of each year. Either party may terminate with written notice 60 days prior to termination of duties. A transition plan will ensure continuity of service.

### **Terms and Conditions:**

- The Village reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most advantageous to the Village.
- All costs incurred in preparing and submitting a proposal are the responsibility of the individual or firm submitting the proposal.
- The selected attorney and/or firm will be required to enter into a professional services agreement with Chimney Rock Village.
- The individual or law firm that represents the Village is not an employee of the Village and does not receive any Village benefits, office expenses, malpractice insurance, and/or staff.
- The Village Attorney will serve at the pleasure of the Chimney Rock Village Council.

### **Submissions Instructions:**

- Proposals can be emailed to the Village Clerk at: [tevierides@aol.com](mailto:tevierides@aol.com). Please also send to [chimneyrockvillagegov@gmail.com](mailto:chimneyrockvillagegov@gmail.com).
- Please include in the subject line: **"RFQ-Municipal Attorney Legal Services."**
- Proposals should be submitted in a single electronic file (PDF format).
- **Proposals must be received no later than Thursday, June 18, 2026, at 4:00p.m.**

### **Contact and Questions:**

**ATTN: Stephen G. Duncan**

**Chimney Rock Village Administrator**

Phone: 828-777-5718

Email: [tevierides@aol.com](mailto:tevierides@aol.com) / [chimneyrockvillagegov@gmail.com](mailto:chimneyrockvillagegov@gmail.com)