

Request for Proposals

Professional Services

Legal Services for the Glynn-Brunswick Land Bank Authority

The Glynn- Brunswick Land Bank Authority (GBLBA) will accept proposals from interested Legal Services companies to provide professional services for the Agency.

All proposals should be submitted to:

Taylor Ritz, Administrative Director
Glynn Brunswick Land Bank Authority
503 Mansfield Street
Brunswick, Georgia 31520
taritz@cityofbrunswick-ga.gov

Proposals should be received no later than 1:00 pm on **August 14, 2024**. All proposals should be sealed in an envelope or box and clearly marked “**Professional Services, Legal Representation of the Glynn-Brunswick Land Bank Authority**” on the outside. Faxed or emailed proposals will not be accepted.

The GBLBA reserves the right to reject any or all proposals and waive any informalities during the RFP process. The GBLBA may make such investigations as deemed necessary to insure that the companies have the requisite experience, skills, and resources to serve the needs of the GBLBA throughout the term of the contract. In all cases, the needs and requirements of the GBLBA will be considered first. The proposal will be used for the purpose of generating a negotiated agreement with the GBLBA.

The term of the contract is contemplated to begin no later than **August 31, 2024** and may be renewed each year for a period of 5 years. The agreement will be pursuant to GA. Const. Art. IX, Section 2, Paragraph 3, O.C.G.A. § 30-6-13, and any other legal requirements.

The agreement is intended to provide for the professional service of Legal Representation for the GBLBA. The vendor will provide all equipment, personnel, expertise, facilities, financial resources, and management for this service.

All bid proposals shall be presented in a unit price for hourly labor and shall contain any other information requested herein.

Requests for additional information and questions may be addressed to: Taylor Ritz, Administrative Director, Glynn-Brunswick Land Bank Authority. Email: taritz@cityofbrunswick-ga.gov. Responses to questions or requests for information, as appropriate, will be via addenda issued and will be published on the City of Brunswick website only. Any requests for information or questions must be actually received no later than Tuesday, July 30, 2024, at 5:00 PM.

Proposals will include, at a minimum, the following information:

1. Hourly rates for the GBLBA Attorney.

2. Hourly rates for all associates that may perform work that the GBLBA will be billed for.
3. Hourly rates to be assessed for any and all non-attorney personnel (i.e. paralegals, support staff, etc.) for work performed for the GBLBA.
4. Provide information showing experience, demonstrated competence, and qualifications of the Authority Attorney as well as associates as applicable.
5. Provide references regarding ability to serve as Authority Attorney.
6. Provide a local office, personnel, and contact number for inquiries.
7. Vendor will provide proof of Liability Insurance.

The Glynn-Brunswick Land Bank Authority is soliciting bids/proposals for the provision of Professional Services to include Legal Representation of the Glynn-Brunswick Land Bank Authority. The bid package and all other information regarding bids and proposals for these services may be found on the City of Brunswick's website at www.brunswickga.org.