



Request for Proposals 2025-08-01
General Legal Services for Department of Planning and Development

The City of Huntington, Department of Planning and Development, requests proposals from interested attorneys to provide general legal services for a one (1) year period with an automatic renewal each year for up to a total of a five (5) year period (2025-2030) with the option to cancel with 30 days written notice by either party. The legal services will be for various programs administered by the department, and as outlined in the following Scope of Services:

Provide legal guidance and advice to staff employees of the City's Department of Planning and Development, on matters pertaining to or involving legal considerations in connection with the performance of their official duties, actions, and proceedings; file liens and institute civil actions to recover demolition and other costs incurred by the department; prepare contracts and other legal documents as necessary; prepare legal documents, title searches, Deeds of Trust, deeds, and other legal duties as it pertains to the transfer of property; advise and make recommendations respecting program actions and proceedings for conformance with Federal, State, and local municipal law; and provide other such general legal advice and consultations as may be directly related to the operation and execution of the Community Development Block Grant Program, HOME and Emergency Shelter Grant Programs, and Land Reuse Agency.

Questions in regards to this request must be asked through BidExpress.com and are due by Thursday August 26th, 2025 at 2:00 PM. All proposals must be submitted through the City's electronic bid service BidExpress.com and must be submitted by Tuesday September 2nd at 10:00 AM local time. The City will award a contract to the responsible firm whose proposal is most advantageous to the Department of Planning and Development. The firm must demonstrate its capacity to carry out the Contract. Consideration of legal experience, knowledge of Federal Programs and price will be used to evaluate all proposals.

Each proposal must include:

- (1) Firm name, address and telephone number
- (2) Name of principals of the firm
- (3) Names of personnel assigned to perform services
- (4) Technical Qualifications and Legal Experience
- (5) Knowledge of Federal Programs administered by the Department.
- (6) Hourly fee for services rendered



The City reserves the right to reject any and all proposals. The City of Huntington is an Equal Opportunity Affirmative Actions employer. Each proposal will receive consideration without regard to race, color, religious creed, handicap, ancestry, age, sex or national origin.