



## **Request for Proposals**

### **Town Attorney/Municipal Legal Services**

**RFP# 26-001**

Due Date/Time:  
**May 1, 2026, at 4:30 pm EST**

Assistant Town Manager  
Town of Mount Carmel  
100 E. Main Street  
Mount Carmel, Tennessee 37645  
(423) 357-7311

[tyler.williams@mountcarmeltn.gov](mailto:tyler.williams@mountcarmeltn.gov)

**I. Project Summary**

The Town of Mount Carmel (“Town”) is hereby accepting Request for Proposals (“Proposal”) for the purpose to establish a Contract for Municipal Legal Services (“Contract”). The Town will select an Attorney or Law Firm to provide municipal legal services and serve in the capacity as Town Attorney on a contractual basis.

**II. General Information**

The Town of Mount Carmel is located in Hawkins County, Tennessee, and has a population of approximately 5,500 residents. The Town provides a variety of municipal services including police, fire, wastewater, parks and recreation, public works, and administrative support functions.

A seven-member Board of Mayor and Aldermen set policies for the operation of the Town. Both the Mayor and Aldermen are elected on a nonpartisan basis and serve staggered four-year terms. A Vice-Mayor is selected by the board, from the six aldermen currently serving. The Mayor and Board appoint a Town Manager and a Town Attorney.

The Town Manager is responsible for overseeing all departments and the day-to-day operations of the Town. The Town Attorney serves as the chief legal counsel and advisor for the Town and provides expertise on a wide range of legal matters as defined in the scope of work herein.

If additional information is required prior to submitting a proposal, inquiries should be directed to Tyler Williams, Assistant Town Manager/CFO, 100 Main Street E., Mount Carmel, TN 37645; [tyler.williams@mountcarmeltn.gov](mailto:tyler.williams@mountcarmeltn.gov); (423) 849-1861.

**III. Schedule**

|                      | <u>Date</u>              |
|----------------------|--------------------------|
| RFP Published        | April 2, 2026            |
| Proposals Due        | May 1, 2026- 4:30 pm EST |
| Review and Selection | Week of May 4, 2026      |
| Anticipated Award    | May 28, 2026             |
| Projected Start Date | July 1, 2026             |

**IV. Term**

The original term for the Contract is one-year (1) with two additional annual renewal options at the Town’s discretion, based upon satisfactory performance and rendition of services.

The Town Attorney should submit a monthly detailed statement with billing, said statement to include the date and length of time of services rendered. These statements shall be subject to the review by the Town Manager and/or Assistant Town Manager.

**V. Scope**

The Attorney or Law Firm will provide municipal legal services in the capacity of Town Attorney and serve as the Chief legal counsel/advisor to the Board of Mayor and Aldermen and Town Staff, inclusive of other Town advisory boards and committees.

The Town Attorney will be primarily responsible for, but not limited to, the following responsibilities:

- Advise the Board of Mayor and Aldermen, Town staff, and all appointed boards on municipal government matters related to official duties/capacities.
- Provide advice and consultation, including preparation of oral or written opinions to the Board of Mayor and Aldermen and Town staff on any matters that could affect the Town, including but not limited to federal, state, and local government laws, legislation, and judicial opinions.
- Represent the Town, collectively and on an individual basis who may be named as parties in their official capacities in any legal action regarding Town business provided that such representation does not give rise to a prohibited conflict of interest or the appearance of a conflict.
- Participate in negotiations with both private and public sector organizations.
- Preparation, review and analysis, as needed, any and all contracts (existing and newly created), ordinances, resolutions, proposed legislation, and any documents (i.e., agreements) that may be considered contractual or obligatory as official Town business).
- Interpretation of existing laws and ordinances.
- Perform all legal work pertaining to property acquisitions, disposals, easement dedications, right-of-way abandonments, and other Town activities of similar nature.
- Address requests and concerns regarding Town business that arise from complaints from the public and various Town issues.
- Serve as a resource for Town administration.
- Represent the Town for Court, Administrative Hearings, and other business matters as deemed appropriate.
- Attend Board of Mayor and Aldermen workshops, regular meetings, special called meetings, and other business meetings, as well as any meetings of other Town advisory boards and committees (as applicable and required).

The Town Attorney will provide legal services for such matters not covered above but which necessitate legal advice as required by the Town Manager and/or Assistant Town Manager and determined by the Board of Mayor and Aldermen. The Town Attorney is to maintain files consistent with Tennessee public records and retention laws and Town practices. This includes providing any copies of all pertinent documents related to litigation that the Town Attorney is involved in and/or overseeing. The Town, in its sole discretion, may expand the scope of work to include additional responsibilities and/or requirements.

#### **VI. Qualifications/Experience**

The individual attorney or legal firm must possess experience in the practice of Tennessee municipal law with a strong preference in representing Tennessee municipal governments.

The primary designated attorney and other attorneys representing in a back-up capacity must be currently licensed to practice law in Tennessee and be in good standing with the Tennessee Board of Professional Responsibility.

The designated attorney and other attorneys representing/intending to serve in a

backup capacity are required to have a Juris Doctor (JD) degree and legal experience in the practice of Tennessee municipal law. The attorney(s) should be able to demonstrate representing Tennessee municipal governments in facets related to daily government operations.

## VII. Proposal Format

Proposals should address the following information in a thorough and concise narrative for each specification. The response should provide pertinent information relating to the attorney or legal firm's area of expertise, experience, and qualifications. The availability and capability of a firm to perform all of the professional services in an effective and timely manner must also be shown. Failure to include information for each section may be cause for rejection

1. **Cover Letter:** Provide a cover letter of transmittal attesting to accuracy of the Proposal, signed by the individual attorney or legal firm. As part of the attestation, provide the individual or type of business (e.g., corporation, partnership, other, etc.) along with an authorized signature, title, and date submitted.
2. **Letter of Interest:** Provide a letter of interest describing the individual attorney or legal firm's interest of the response, including a brief overview of the work history and a statement addressing experience working for or with municipal governments.
3. **Identification of Principal and Secondary Representatives:** For the individual attorney, provide a resume. For a legal firm, provide the name of the person who will provide the primary professional legal services to the Town (as "Town Attorney") and the name(s) of a person(s) who will act in a back-up capacity to serve as Town Attorney. Provide a resume for each individual listed. The resume should include accurate and relevant information related to current/prior experience in the areas as outlined in the scope of work and qualifications. In addition to, the resume should reflect the academic training and degrees from accredited organizations, number of years in practice, including that with the firm, and any other areas of responsibilities or background information which may be helpful in evaluating the proposal. Include a certified statement that addresses all qualifications as outlined herein.
4. **Approach to Providing Town Requested Legal Services:** Provide a description of the individual attorney or legal firm's approach, methodology, or objectives that will be used in providing legal services to the Town, including that of which will minimize claims, litigation, and that considers other legal implications. Also describe the attorney and firm's approach to communicating with the Town.
5. **Compensation or Fee Proposal:** Identify, in the response, the compensation/fees (i.e., retainer/fixed fee cap, hourly fee, hybrid, etc.) sought and the methodology to be used for charging the Town on a monthly basis. Also include price parameters for future contract years, if awarded.
6. **Conflict of Interest/Ethical Considerations:** List any clients currently represented by individual attorney or legal firm (including back-up designees) that could cause a conflict of interest with responsibilities to the Town. Describe how the attorney(s) will resolve these and any future conflicts of interest. List any potential conflicts of interest or ethical considerations related to representation or affiliation with any boards, organizations, committees,

clients, or any other entities. Provide a list of other municipalities and other governmental entities currently being represented by the individual attorney or legal firm. Identify any potential conflicts of interest that the individual attorney or legal firm currently has or might incur while rendering services and how they will be resolved.

7. **Location:** Provide the address of the individual attorney or legal firm that will be providing legal services to the Town. Provide a list and description of ownership, office location, and principal office (including contacts) where the majority of the Town's work will be performed.
8. **References:** Provide a list of three (3) references. Include contact names, titles, firm, government or company names, telephone numbers, and email addresses.
9. **Work Load/Work Schedule:** Provide a certified statement that there will be no scheduling commitments on the part of the individual attorney or legal firm (including back-up designees) that will conflict with the meeting schedules for the Town. Also provide a plan for service delivery.
10. **Understating of Scope of Work:** Describe the attorney or firm's understanding of the scope of work.
11. **Letter of Good Standing:** Respondents must be members in good standing with the Tennessee Bar to be eligible to perform the professional services required for this RFP. A "Letter of Good Standing" from the TN Board of Professional Responsibility will serve as evidence of such, and must be included with this submission.

#### **VIII. Selection Process**

Proposals will be evaluated by a review committee. Considerations for award shall include, but are not limited to: experience, qualifications, availability, and fee structure. The selection of an attorney or firm to provide the described scope of services will not be made on cost alone, but may be made based on the consideration of qualifications-related factors contained herein.

All respondents must initially represent themselves solely by their written submittal. Based upon the review committee's findings, the finalist may be requested to provide additional information.

The Town reserves the right to ask any respondent firm to make a presentation to the review committee. The purpose of this interview is to clarify the qualifications of the respondents and allow the Committee to verify its evaluation. This RFP does not commit the Town to award a contract.

The Town, by its governing regulations, reserves the right to accept or reject any or all RFPs received for any reason, to waive any informalities in submission, and to re-advertise.

#### **IX. Proposal Submission**

Proposer can submit electronically via email to: [tyler.williams@mountcarmeltn.gov](mailto:tyler.williams@mountcarmeltn.gov).

Proposer may also place a hard copy submittal response in a sealed envelope plainly identified on the outside with vendor name, proposal name and number, and any information required by law. If submitting paper copies, submit 6 copies of the entire proposal. Proposer responsible for delivery to Town of Mount Carmel, TN; ATTN: Tyler

Williams, Assistant Town Manager/CFO; 100 Main Street E., Mount Carmel, TN 37645  
on or before the proposal deadline of May 1, 2026 at 4:30pm ET.

Late proposals will not be considered.

No submitted bids may be withdrawn for a period of sixty (60) days after the  
scheduled closing time for receipt of bids.

**X. Open Records**

Please note that any and all documents submitted to the Town that are associated with  
this project are subject to the Tennessee Public Records Act. Access to the record is  
governed by the Tennessee Public Records Act and the policies of the Town and the  
Tennessee Comptroller Office of Open Records Counsel.

TITLE VI VOLUNTARY DISCLOSURE BY VENDORS/CONTRACTORS

The purpose of this request is to provide statistical information related to Title VI regulations. This is a VOLUNTARY disclosure. The information requested pertains to the company owner.

Race:             White/Caucasian  
                   Black/African American  
                   Hispanic  
                   Asian  
                   American Indian and Alaskan Native  
                   Native Hawaiian or other Pacific Islander  
                   Other

Gender:          Male  
                   Female

This form will be maintained on file in the Administration Department for review by the Town of Mount Carmel, Tennessee and the Tennessee Department of Environment & Conservation Title VI Compliance Office.

**Title VI Compliance**

It is the policy of the Town of Mount Carmel, Tennessee to ensure equal opportunity in all aspects of its programs and services without regard to race, color, sex, or national origin under Title VI of the Civil Rights Act of 1964. This policy applies to the administration of programs, facilities, benefits, or services that receive assistance from the Federal government. During the performance of this contract, the successful vendor agrees as follows:

- a. To comply with the regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, (hereafter referred to as "Regulations") as they may be amended.
- b. To ensure nondiscrimination on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and lease of equipment. The vendor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices.
- c. That during solicitations either by competitive bidding or negotiation made by the vendor for work to be performed under a subcontract, including procurement of materials or lease of equipment, all potential subcontractors be notified by the vendor of their obligations under this contract and Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
- d. That all information and reports required by the Regulations be readily accessible by the Town of Mount Carmel, Tennessee or the Tennessee Department of Transportation as may be pertinent to ascertain compliance with the Regulations.
- e. That in the event of noncompliance with the nondiscrimination provisions of the contract, the Town shall impose contract sanctions as it or the Tennessee Department of Transportation may determine to be appropriate, including but not limited to:
  - a. Withholding payments until compliance is made, and/or
  - b. Cancellation, termination, or suspension of the contract, in whole or in part.
- f. That the vendor includes these provisions in all subcontracts, including procurement of materials and leases of equipment.