MEMORANDUM

To: All Interested Bidders

From: New Hanover County Recovery Coordination Office

Date: February 15, 2020

Subject: New Hanover County North Carolina Disaster Recovery Act (NCDRA) Program Request for Legal Services

New Hanover County is currently involved in the administration of North Carolina Disaster Recovery Act (NCDRA) programs funded by the North Carolina Office of State Budget and Management – Disaster Recovery Section. During the course of these projects, the county will require legal services from a private firm. Required services will consist of preparation of preliminary title opinions for units to be rehabilitated or reconstructed (approximately 18 structures) and minimal general legal advice.

If your firm is interested in providing services to New Hanover County for these programs, please respond by March 2, 2020. The county requires a letter of interest with attached hourly rates for general legal advice and for preliminary title opinions if different from the general rate, a brief description of experience in the New Hanover County area, and a listing of general experience in the area of community development. Since the county will require a quick turnaround for preliminary title opinions, please also indicate your firm’s average response time for preliminary title opinion preparation. The county will consider efficiency and experience as well as hourly rates in the selection process.

Please submit your response in writing to New Hanover County Recovery Coordination Office, Attn: Eliza Baldwin, Strategy Analyst, 1241 Military Office Road, Wilmington, NC 28405. Please also indicate on the envelope “Legal Services Proposal Enclosed.” If you have any questions concerning the scope of work, please contact us at hurricanerecovery@nhcgov.com or (910) 798-7007.