

Request for Proposals
Legal Firms with Specialization in IRS
Section 170 Transactions



Mineral County Development Authority
87 N Main Street
Keyser, WV 26726

Project Type: Legal Services

Proposals Due By: February 11, 2019 at 12pm

Executive Director: Kevin Clark

Contact Information: Office: 304-788-2233

Email: kclark@mineraleda.com

1 Scope of Work

The Mineral County Development Authority is requesting proposals from legal firms specializing in IRS 1-70 transactions. A 170 exchange is a real estate transaction that permits owners of real estate to sell their properties at a discounted price while receiving a tax deduction for the difference between the value of the property and the sale price. This is achieved due to its status as a charitable donation, as the owner sells their property to an entity that is a not-for-profit organization. The Mineral County Development Authority desires to use this type of transaction to benefit the citizens of Mineral County, West Virginia.

The purpose of this Request for Proposal (RFP) is to provide interested firms the necessary information for preparing proposals for the services that will meet the Development Authority's specific needs. The purpose of the RFP is to award a contract to the firm who better demonstrates knowledge of the 170 transaction.

2 Description of Firm and Capabilities

Provide a history and description of your firm and its capabilities with regards to this RFP. Please identify partnering firms in the RFP proposal.

3 Experience

Please summarize your experience providing to either governmental and/or related agencies. In addition, specifically describe work performed on 170 exchanges.

4 Other Information

Please discuss any other factors not mentioned above which you believe are relevant to the MCDA's selection of your firm.

5 Rates and Other Costs

Provide details on the hourly rates of the key personnel that will be working on an IRS 170 Exchange for MCDA. Provide rates and costs for any additional expenses that will be billed to MCDA for legal work relating to and IRS 170 Exchange.

Response Information

Mineral County Development Authority is not obligated to enter into any contract on the basis of any submittal in response to this RFP. MCDA reserves the right to request additional information from any firm submitting under this RFP if it is deemed that such information is necessary to further evaluate the firm's qualifications. MCDA reserves the right to interview any firm submitting under this RFP. Firms shall be responsible for all costs associated with the firm's submittal and associated costs are not reimbursable.

Mineral County Development Authority reserves the right to reject all submissions, reissue a subsequent RFP, terminate, restructure, or amend this procurement process at any time.

Submission Requirements

A. Responses to this RFP shall be submitted in accordance with the following requirements:

1. proposals must be mailed or emailed to the the address below **no later than 12:00 pm on February 11, 2019**. Late submittals will not be accepted.
3. Qualification packages shall be addressed to:

Kclark@mineraleda.com

OR

Mineral County Development Authority
87 N Main Street, Suite 1
Keyser, WV 26726

RFP Schedule

Event/Activity	Date
Distribution of RFP	January 17, 2019
Proposals Due	February 11, 2019 at 12pm
Bid Opening and Review	February 11, 2019 at 2pm

Proposer's Information

Please fill this out but feel free to provide the following information separately in your proposal as well

Respondent Profile

a) Legal name of Respondent's company: _____

Address of principal place of business: _____

b) Address of office that would be providing service under the Agreement:

c) Number of years in Business: _____

d) State of incorporation: _____

e) Number of Employees: _____

Please attach any licenses and/or insurance certificates