

MEMORANDUM

To: Attorneys

From: Wanda J. Clark, Town Clerk
Dennis Patton, Grant Administrator

Date: October 31, 2014

Subject: Town of Littleton CDBG-Catalyst, 12-C-2477
Procurement of Legal Services

On behalf of the Town of Littleton, we are obtaining proposals for legal services for the above referenced program. The Town intends to select an attorney to perform legal services based on the information stated below. The Town anticipates that one parcel will require title opinion and legal services.

The legal services to be provided include title searches, legal title opinion, real estate closing, loan closing, deed preparation, etc.

Please provide a brief proposal indicating prior legal experience, real estate and any CDBG experience (if any), education, specialties, prior county or municipal experience, etc. Please provide a fee schedule of current billing rates along with reimbursable charges. Please indicate approximate amount of time you require to complete a title search and furnish a title opinion.

Proposals must be received by 5:00 P.M. on Friday, November 14, 2014 and may be mailed, faxed to 252-586-2709 or emailed to clerk@townoflitleton-nc.us. If mailing, please address to:

Legal Services Proposals
Town of Littleton
C/O Wanda J. Clark
P. O. Box 87
Littleton, NC 27850-0087

Please call me at 252-586-2709 or Dennis Patton at 252-916-7013 if you have any questions.

The Town of Littleton is an Equal Opportunity Employer and Service Provider.

This information is available in Spanish or any other language upon request. Please contact Dennis Patton, Grant Administrator, at 252-916-7013 or Wanda J. Clark at the Littleton Town Hall, 112 E. South Main Street, Littleton, NC 27850, for accommodations for this request. Esta información está disponible en español o cualquier otra lengua a petición. Entre en contacto con por favor a Dennis Patton, encargado de la ciudad, en 252-916-7013 o en la ciudad pasillo, Wanda J. Clark at 112 E. South Main Street, Littleton, NC 27850 de la esperanza del resorte, para las comodidades para esta petición.