



LEE COUNTY GOVERNMENT

NORTH CAROLINA

TO: All Interested Bidders
FROM: Tradell Adkins, Planner II, Sanford/Lee County Community Development Department
DATE: 6/23/2026
RE: Request for Qualifications - Lee County CDBG-NR Program
Request for Professional Legal Services
Project #4849-01-26

Lee County is administering a Community Development Block Grant – Neighborhood Revitalization (CDBG NR) program funded by the North Carolina Department of Commerce, Rural Economic Development Division. As part of this program, the County will require the services of a private law firm to provide limited legal support. Required services include the preparation of preliminary title opinions for approximately seven (7) residential structures scheduled for rehabilitation or reconstruction, as well as loan closings and minimal general legal advice related to the program. The County anticipates issuing a Notice to Proceed within approximately 30 days of award and contract execution.

The selected firm will be responsible for preparing preliminary title opinions in accordance with standard North Carolina real property practice and for providing general legal consultation as needed. Firms must be licensed to practice law in the State of North Carolina and in good standing with the North Carolina State Bar.

Firms interested in providing these services should submit a letter of interest that includes a brief description of the firm's experience in the Lee County area, relevant experience with community development or CDBG related work, and the firm's average turnaround time for preparing preliminary title opinions following a Notice to Proceed. Proof of professional liability insurance should be included.

Sealed bids will be accepted by the Lee County Finance Office until **July 7, 2026, at 5:00 PM**. Please note that **two (2) complete bid packages must be submitted**. If only one bid package is submitted, the bid will be rejected. Both bid packages may be submitted in a single sealed envelope. **Digital submissions will not be accepted**. Bids should be clearly labeled with the bid name and number and mailed or hand-delivered to:



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Attn: Purchasing Agent
Lee County Finance
115 Chatham Street, Suite 301
Sanford, NC 27330

The sealed envelope should be marked: **"Legal Services Proposal – CDBG-NR Program."**

If you have any questions concerning the scope of work, please contact Tradell Adkins, Planner II, Sanford/Lee County Community Development Department via email at tradell.adkins@sanfordnc.net.

Lee County reserves the right to reject any or all submissions, request additional information, modify or cancel this RFQ, or select the proposal deemed most advantageous to the County.