



**Lancaster Soil and Water Conservation District**  
**PO Box 2274**  
**Lancaster, SC 29721**  
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**Email: [amanda.roberts@sc.nacdnet.net](mailto:amanda.roberts@sc.nacdnet.net)**  
**Website: [www.lancasterswcd.com](http://www.lancasterswcd.com)**

February 18, 2025

Seeking legal counsel for local government boards

**Qualifications:**

Attorney must be licensed to practice law in South Carolina and must have at least five years of civil practice experience in commercial law, easements, contracts, real estate, torts, municipal law, or other related areas. We prefer the attorney to have experience with environmental law but is not required. The goal of this RFP is to solicit proposals from various candidates, conduct a fair and extensive evaluation based on the criteria listed herein, and select the candidate who can best meet the needs of the boards.

*This will be awarded as the budget allows.*

**Scope of Work**

The Attorney shall be admitted to practice law in the State and shall be a member of the Bar in good standing. The Attorney shall be assistant legal counsel to the Boards and shall perform such other duties as may be required by law. The term will be one-year but the boards reserve the right to renew the term for up to 3 years as budget allows.

The Attorney's duties include, but are not limited to the following:

- a. Provide clear and concise legal guidance and direction, legal opinions, advice, assistance and consultation to the Boards and staff regarding legal issues in a timely manner.
- b. Attend Board meetings at the Boards request and be prepared to advise Boards on matters on the agenda as requested.
- c. Review and/or prepare resolutions, contracts, memoranda, reports, deeds, leases, and other legal documents required by the Boards.
- d. Representing the Boards in civil litigation as needed. Overseeing litigation being handled by outside counsel, including counsel on behalf of Boards insurance carriers. Keep the Boards and Staff informed of the status of all litigation.
- g. Perform such other legal duties as may be required to complete the performance of the functions mentioned above.

RFP can be mailed to  
Amanda Roberts  
PO Box 2274  
Lancaster, SC 29721

Or dropped off in a sealed envelope at the office which is located at  
1771 Hwy 521 Bypass South  
Lancaster, SC 29720

Deadline for RFP is Monday, March 10, 2025 at 4:30pm