

**CHARTIERS TOWNSHIP
REQUEST FOR PROPOSALS & QUALIFICATIONS (RFP)
FOR MUNICIPAL SOLICITOR**

I. PURPOSE AND INTENT

Through this Request for Proposal (RFP), the Township of Chartiers hereinafter “the Township” seeks to engage a respondent as Solicitor commencing January 3, 2017, or upon appointment, whichever is later.

II. PROPOSAL SUBMISSION

An original, clearly marked as the “ORIGINAL” and three (3) full, complete and exact copies of each proposal shall be submitted in a sealed envelope and must be marked as “Municipal Solicitor” and addressed to:

Jodi L. Noble, Township Manager
Township of Chartiers
2 Buccaneer Drive
Houston, PA 15342

The proposal must be received no later than 3:00 p.m. on Wednesday, November 30, 2016. Faxed or emailed proposals will NOT be accepted. Any inquiry concerning this RFP should be directed to:

Jodi L. Noble, Township Manager
Township of Chartiers
2 Buccaneer Drive
Houston, PA 15342
jnoble@chartierstwp.com

The Municipality reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Municipality also reserves the right to negotiate with all qualified sources, or to cancel in part or in its entirety the RFP when the Municipality determines that such action is in its best interests.

III. GENERAL INFORMATION

The Township of Chartiers, Washington County is a Second Class Township that covers approximately 24 square miles and has a population of just under 8,000 but would be consider a growth community as land development is increasing in Chartiers. There are approximately 57 miles of streets and roads maintained by the Township, including stormwater and sanitary sewer infrastructure (part of the Township). The Township also owns and maintains two (2) parks with recreational facilities, including

the Chartiers Township Community Center. The Township currently has no active litigation cases.

The Township of Chartiers operates under an elected three (3) member Board of Supervisors. The Township Manager serves as the chief administrative officer of the Township. The Township employs approximately 25 full-time employees including administrative, police, public works and code enforcement personnel. Two groups of employees are unionized. The police are represented by the Chartiers Township Police Department Wage and Policy Unit and the Public Works Department are represented by the Teamsters Local 205. The Board of Supervisors is advised by an appointed five (5) member Planning Commission and has a Five (5) member Zoning Hearing Board as well as several other advisory committees.

The Township operates on an approximately \$3 million general fund budget and additional funds for a total Township budget of approximately \$12 million.

IV. MINIMUM QUALIFICATIONS

The Municipality requires the services of a firm or individual that is able to provide legal advice on a variety of matters. The firm or individual should have significant municipal experience as more particularly detailed in Exhibit A.

V. ORGANIZATION AND REQUIRED SUBMITTALS FOR PROPOSAL

In addition to demonstrating an ability to meet all minimum qualifications described in Exhibit A, the firm must also include and address the following:

1. Contact Information: Provide the name and address of the firm or individual; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal, and the principal professional expected to be assigned to the Municipality.
2. A rate proposal. The proposal should include a rate schedule detailing Personnel Classifications, rates per hour, direct expenses such as auto travel, copies, etc. and any other costs that may be applicable. Detailed explanation of the firm's billing practices. Specifically address how the firm handles billing increments, mileage reimbursement, travel time, etc.
3. An executive summary of not more than two (2) pages, identifying and substantiating why the respondent is best qualified to provide the requested services.
4. A staffing plan listing those persons who will be assigned to the engagement if the respondent is selected, including the designation of the person who would be the respondent's principal professional responsible for all services required under the engagement. This portion of the proposal should include the relevant resume

information for the individuals who will be assigned. The information should include, at a minimum, a description of the principal's relevant professional experience, years and type of experience, and number of years with the respondent. Biographical information for individuals that would regularly provide services to the Township shall also be included.

5. A description of the respondent's experience in performing services of the type described in this RFP. The respondent shall have extensive experience of a municipal solicitor in the Commonwealth of Pennsylvania, including experience with the Second Class Township Code and the Pennsylvania Municipalities Planning Code.
6. A description of the systems that will be established for monthly reporting of the status of projects, requests, and litigation.
7. The location of respondent's office, if other than the respondent's main office, at which the respondent proposes to perform services required under this RFP. Describe your presence in Pennsylvania and any familiarity your firm has with the Washington County area.
8. References, including at least three (3) similar-sized municipal clients and contact information for the same.
9. The Township recognizes that the selected Firm may have private clients that operate in Chartiers Township. The Township would require that any such conflict be disclosed and the Township would retain Special Counsel for any matters related to the Township for which the Solicitor's private clients constitute a conflict of interest. Respondents should identify any existing or probable conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement.

VI. INTERVIEW

The Board of Supervisors reserves the right to interview any or all of the respondents submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Municipality reserves the right to request clarifying information subsequent to submission of the proposal.

VII. SELECTION PROCESS

All proposals will be reviewed by the Township Manager and the Board of Supervisors to determine responsiveness. Non-responsive proposals will be rejected without evaluation.

For respondents that satisfy IV “Minimum Qualifications” and V “Required Submittals” the Municipality’s evaluation will include but will not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

1. The respondent’s general approach to providing the services required under this RFP.
2. The respondent’s documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
3. The qualifications and experience of the respondent’s management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
4. The overall ability of the respondent to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the respondent to perform the services required by this RFP; the availability and commitment to the engagement of the respondent’s management, supervisory and other staff proposed.
5. Costs and fee schedules.
6. Other criteria as deemed appropriate by the Board of Supervisors and the Manager

VIII. SELECTION AND APPOINTMENT

1. Selection: The Municipality will select the respondent deemed most advantageous to the Municipality, with price and other factors considered. The resulting appointment is expected to occur on January 3, 2017 as part of the annual organizational meeting. The Municipality shall not be required to appoint the lowest cost respondent.
2. Appointment: The Board of Supervisors may appoint a municipal Solicitor, on a full-time or part-time or retainer basis, and shall serve at the pleasure of the Board. The municipal Solicitor shall be an official of the Municipality, and shall hold office until his/her appointment is terminated by the Board of Supervisors.
3. ..

Exhibit A
Chartiers Township
Request for Proposal & Qualifications for Municipal Solicitor
Minimum Qualifications.

Respondents must establish that they meet the following minimum qualifications.

- A. The municipal Solicitor may be either an individual, partnership or multi-disciplined firm or a professional legal corporation, learned in the law and in good standing and active legal practice in the Commonwealth of Pennsylvania. The applicant must demonstrate a high degree of knowledge, experience and ability with the following:
 - 1. Second Class Township Code
 - 2. Pennsylvania Municipalities Planning Code
 - 3. Pennsylvania Sunshine Act
 - 4. Pennsylvania Right to Know Law
 - 5. Applicable State and Federal Regulations

- B. The respondent also must demonstrate a high degree of knowledge, experience and ability with the following:
 - 1. The operation of local governmental units in Pennsylvania, Second Class Township preferred.
 - 2. Knowledgeable in government ethics laws.
 - 3. Preparation and review of ordinances, resolutions, agreements, contracts, forms and other documents.
 - 4. Litigation experience for plaintiffs and defendants, at the Common Pleas and Commonwealth Court level.
 - 5. Bond and finance procedures

- C. The respondent must attend and provide legal advice at all Supervisors' meetings and Planning Commission meetings as directed and represent the Municipality accordingly. The Board of Supervisors currently meets the second and fourth

Tuesdays of the month and the Planning Commission meets the third Tuesday of the month.

- D. The respondent must be licensed to practice law in the State of Pennsylvania and be a member of the Bar in good standing.
- E. All of the legal affairs of the Municipality shall be under the general supervision of the municipal Solicitor.
- F. The municipal Solicitor shall render such legal services as may be necessary or desirable for the best interests of the Municipality, and shall, upon request, furnish the Board of Supervisors or any official or official agency of the Municipality with a written opinion upon any question of law submitted by any of them in their official capacity.
- G. The Board may specially employ legal counsel in connection with any legal matter involving the Municipality or any of its officials or official bodies or agencies where it deems it to be in the Township's best interest to do so
- H. Include a list of any other professional qualifications; experiences and/or credentials you feel are relevant to this RFP.