Township of Maidencreek, Berks County, Pennsylvania
Request for Proposals
Professional Legal Services
For 2018

The Township of Maidencreek is requesting proposals for municipal legal services. All correspondence relating to this RFP shall be submitted in a sealed envelope or other enclosure marked "Proposal for Professional Legal Services" with the firm's name and address in the lower right corner mailed or delivered to:

Township of Maidencreek
Diane Hollenbach, Manager
1 Quarry Road
PO Box 319
Blandon, PA 19510

Proposals must be received no later than 12:00 p.m. on Wednesday January 31, 2018. Proposals received after that date and time, or not in accordance with the requirements set forth in this Request for Proposals, will not be accepted or considered by the Township. Once submitted, consultant's proposals may not be withdrawn. Any proposal submitted shall constitute an irrevocable offer for a period of ninety days, to provide the services set forth in the proposal. Consultants are informed that, once delivered to the Township and accepted by the Board of Supervisors, consultant's proposals are considered public information and, as such, are available for public review as provided in Act 3 of 2008 also known as Pennsylvania's Right to Know Law.

Consultants requiring additional information or clarification relative to the RFP may direct written inquiries to the Manager's office at PO Box 319, Blandon or maidentwp@gmail.com. All questions shall be received no later than January 24, 2018 so that the questions and answers may be shared with all firms wishing to submit proposals.

The Township will not reimburse recipients of the RFP for the cost incurred in preparing the proposal. The Township reserves the right to reject any and all proposals either in its entirety or in parts, received as a result of the RFP. The Township reserves the right to appoint the consultant(s) as the Township deems in its best interest. The Township reserves the right to modify this RFP at any time prior to January 24, 2018 by sending notice of such modifications to all interested parties who have contacted the Township Manager wishing to submit a proposal. The Township reserves the right, at its sole option, to reject any or all proposals, to waive any irregularities in the proposals or the procedures, and to seek new proposals if the Township determines such a procedure is in its best interests. The Township also reserves the right to request additional information and/or clarifications from any consultants responding to this RFP.

Any award by the Township for legal services would be until reorganization in 2019 with the Township reserving the option to appoint professionals for additional periods, or portions thereof, if the Township determines that such appointments would be in its best interest.

Appointment as the Township's Solicitor does not necessarily guarantee any amount of legal work as the Township intends to use the selected consultant on an as needed basis.

SCOPE OF WORK

MINIMUM QUALIFICATIONS
The applicant shall comply with and be subject to all provision of Article XI of the Second-Class Township Code. The applicant must be licensed to practice law in Pennsylvania and a member of the Bar in good standing.

EXPERIENCE
The Township Solicitor shall be experienced in municipal law, municipal litigation and tort claim laws, Pennsylvania employment and personnel issues. The applicant shall have ten (10) years experience as solicitor for a municipal entity in the Commonwealth of Pennsylvania.

The applicant must demonstrate a high degree of knowledge, experience and ability with the following:

1. The operation of local government units in Pennsylvania;
2. Acquisition and disposition of real-estate;
3. Municipal land use law;
4. Local Public Contract Law;
5. Experience in a Board of Supervisor – Manager form of government;
6. Ability to attend Board of Supervisors and Planning Commission meetings on the second Thursday and first Wednesday of each month;
7. Draft ordinances;
8. Draft and review agreements;
9. Represent the Township in Common Pleas and Commonwealth Court proceedings; and recommend outside legal counsel where warranted;
10. Bond and finance procedures.

CONTENT OF PROPOSAL

NUMBER OF COPIES: The Consultant shall submit five (5) copies of their Proposal.

FIRM IDENTIFICATION QUESTIONNAIRE: Complete attached Exhibit A.

INSURANCE: The Solicitor shall, at its sole expense, acquire and continuously maintain during the period in which the Solicitor is performing services and provide the Township with acceptable proof of the following types and amounts of insurance coverage:

- Statutory Workers Compensation Insurance
- Comprehensive General Liability Insurance
- Professional Liability Insurance

EVALUATION CRITERIA

The criteria, which will be considered in the evaluation of the proposals, shall include, but not necessarily be limited to, the following:

A. Avoidance of personal and organizational conflicts of interest.
B. Past record of performance in the provision of similar services, including such factors as a control of cost, quality of work, and ability to meet schedules.
C. Project organization and management, including staffing, management control and subcontractor utilization.
D. Qualifications and utilization of the firm's employees assigned to the provision of these services, including previous work experience, education and training.
E. Analysis of hourly rates and other costs for the services proposed.
F. Firm’s ability to provide full spectrum of legal services.
G. Geographical location in relation to the Township of Maidencreek.
H. Familiarity and experience with the Berks County Planning Commission and Conservation District, the Pennsylvania Department of Transportation and the Pennsylvania Department of Environmental Protection.

EXHIBIT A Qualification Questionnaire for Professional Legal Services for the

Township of Maidencreek Year 2018

INSTRUCTIONS FOR COMPLETION OF QUESTIONNAIRE

1. Questionnaire is to be completed in typewritten form. Five copies are to be submitted. Questionnaires may be duplicated as required. Attach additional sheets as required or desired.

2. Illustrated brochure(s) and professional records may be attached and submitted to augment the data included in this questionnaire.

1. Firm Name:

2. Year Established:

3. Former Firm Name(s), if any, and years in business.

4. Home Office/Business Address and Telephone Number:

5. Branch Offices/Business Address and Telephone Numbers:

6. Associates and Principals: Name-Title-Specialties (Attach Resumes)

7. Total Personnel of Firm:

a. Professional:

b. Non-Professional:

c. Other:

8. Principal professional and key personnel to be involved in the provision of these services:

(Name-Title-Specialties-Degree-Registration-Years Experience)

9. What outside Associates and Consultants does your firm normally work with? Include:

a. Name and Address

b. Specific Services

c. Name of Last Joint Project

10. Hourly rate.

11. Please describe your firm’s experience in performing legal services for municipalities. Identify client size and provide specific examples of work with a similarly sized municipality.

12. Please provide three municipal references to whom you have provided service in the last three years and two municipal clients to whom you have provided service in the last seven years.

Include:

a. Client

b. Contact person and phone number

c. Services provided

13. Discuss how your firm will respond quickly to Township needs. How will you maintain close effective communications with Township staff?

14. Provide a discussion of your firm's familiarity with the Township.

15. Please indicate if you are aware of any personal or organizational conflicts of interests. Explain how your firm would handle such conflicts.

16. Provide an explanation of your firm's involvement in ongoing or pending litigation, claims, if any involving directors, officers, principals and any individuals employed by your firm that relate to the performance of the applicant in the proposed field of expertise.

17. Has the applicant or any principal been engaged as a defendant in any litigation involving a sum of $100,000 or more and/or has been subject to any professional disciplinary action over the last three years. Provide a written description of the litigation and/or disciplinary action.