



# REQUEST FOR PROPOSALS

## MUNICIPAL SOLICITOR SERVICES

**BOROUGH OF PHOENIXVILLE  
351 BRIDGE STREET – SECOND FLOOR  
PHOENIXVILLE, PA 19460**

**September 22, 2021**

## **Introduction**

Phoenixville Borough, Chester County, Pennsylvania, is located about 25 miles northwest of Philadelphia. The Borough of Phoenixville (Borough) occupies about 3.8 sq. mi. and its current population is approximately 18,602. Further information about the Borough's government can be found at <https://phoenixville.org/Bids.aspx>

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified law firms to provide Solicitor legal services for the Borough. The Solicitor should have substantial experience in the area of general municipal law, including experience with larger boroughs or municipalities in Pennsylvania.

The Scope of Services of the Solicitor includes but is not limited to:

1. Sub-division and Land Development
2. Zoning;
3. Comprehensive and Regional Planning;
4. Code enforcement;
5. Water, water Distribution, Waste Water, Storm Water and Sanitation regulations
6. Development and review of Ordinances, Resolutions and Policies;
7. Contracts and procurement;
8. Law enforcement including matters involving traffic and parking;
9. Personnel and labor relations;
10. Legal representation at the highest state and federal levels;
11. Other legal matters including interpretation of municipal law, Borough Code, and negotiations on behalf of the Borough;
12. Attendance at meetings of the Borough Council and Planning Commission as needed. Borough Council meets on the second Tuesday of each month at 7:00 pm. Planning Commission, if needed, meets on the second Thursday of each month 6:00 pm.

## **Specific Response Requirements**

All proposals should be submitted in accordance with the instructions detailed below. Responses should address the following requests for information or questions.

### **1. Letter of Transmittal**

Each proposal should be accompanied by a letter of transmittal which summarizes the key points of the proposal and which is signed by an authorized officer.

### **2. Firm Experience and Qualifications**

- A. Provide an overview of the firm and its qualifications. Include the location of your firm's primary office, as well as any other offices in the Commonwealth of Pennsylvania or other states.

- B. Describe your firm's relevant municipal practice for the past five (5) years.
- C. Describe your firm's equal employment opportunity policies and programs.
- D. Submit evidence of errors and omissions insurance coverage.
- E. Submit three (3) references for different municipalities of like size with names and direct line telephone numbers.

### **3. Legal Services Team**

- A. Provide summaries of experience for each individual who would be assigned to represent the Borough at Council or Planning Commission meetings. Then describe the specific roles that each attorney would be expected to play with respect to the Borough and identify the lead or senior attorney.
- B. Provide detailed resumes for each of the attorneys summarized above.

### **4. Conflicts of Interest**

Describe any material financial relationships that you or your firm or any employee has with any individual or organization that may create a conflict of interest in representing the Borough.

Second, describe any family relationship that any employee of your firm has with any public servant that may create a conflict of interest or the appearance of a conflict of interest in representing the Borough.

Third, describe any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in representing the Borough and the manner in which such conflicts described in this paragraph will be resolved.

### **5. Fee Proposals**

It is requested that you provide an hourly fee proposal for lead attorney, associates and staff as applicable. This fee proposal should clearly delineate reimbursable expenses as well as overhead charges. This proposal should also delineate any rate adjustment such as the difference between the typical rate versus municipal rate. Rate must also include what increment of time is billable. Indicate whether the firm will hold the fee proposal for one, two, or three years.

### **6. Evaluation Criteria and Selection Process**

The Borough Council reserves the right to:

- a) Select a proposal in its entirety or some portion(s) thereof;
- b) Reject any and all proposals, in whole or in part;
- c) Waive irregularities;

- d) Request oral presentations and/or individual interviews from those individuals or firms determined to be in a competitive range;
- e) Make the final selection using criteria judged to be the maximum benefit to the Borough as a whole.

## 7. Proposal Submission

- Proposals, including any/all attachments, cover letter and tabs should not exceed ten (10) pages in length on 8 ½” x 11” paper, single spaced using a minimum font size of 12 pt. **Please do not provide any marketing materials.**
- Proposals shall be scanned as a PDF file and submitted in electronic format via email to the below email address. Faxed proposals will **not** be accepted.
- One (1) original hard copy of the proposal to be submitted.
- Electronic proposal must be received by 11:00 am prevailing time on Wednesday, October 13, 2021.
- Proposals are to be submitted

Electronically to:

[ejkrack@phoenixville.org](mailto:ejkrack@phoenixville.org)

Subject line shall be: Municipal Solicitor RFP

Hard copy to:

Borough Manager  
351 Bridge Street, Second Floor  
Phoenixville, PA 19460  
Attn: Municipal Solicitor RFP

- Any questions regarding the RFP should be addressed to Borough Manager.

### **Selection Timetable**

Selection of the successful candidate will be based on proposals submitted and in-person interviews of a final set of candidates as determined by Borough Council.

## End of Request for Proposal ##