



MOON TOWNSHIP

ALLEGHENY, COUNTY - PENNSYLVANIA

MOON TOWNSHIP

REQUEST FOR PROPOSAL

SOLICITOR

DUE WEDNESDAY, OCTOBER 31, 2018

I. PURPOSE AND INTENT

Moon Township, Allegheny County, is requesting proposals for the position of Township Solicitor.

The Township Solicitor shall be responsible for advising the Township Board of Supervisors (the "Board"), its committees, and the Township Manager on all legal questions arising in the conduct of Township business; provided, however, the Township reserves the right to appoint a special counsel to represent it in specific matters. For example, the Township currently retains a separate law firm as special counsel to represent the Township in all labor and employment matters.

II. PROPOSAL SUBMISSION

An original, (5) full complete and exact copies of each proposal and a PDF electronic version shall be submitted in sealed envelopes and must be marked "Township Solicitor RFP" and addressed and delivered to:

Dawn Lane, Township Manager
Moon Township
1000 Beaver Grade Road
Moon Township, PA 15108

The proposal must be received by the Township no later than 4:00 p.m. on Wednesday, October 31, 2018.

No email proposals will be accepted. Any inquiries concerning this RFP should be directed in writing to the above.

All information and documents submitted in response to this solicitation shall be available to the general public. The Township reserves the right to reject any or all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make investigations as it deems necessary to the qualifications of any applicants submitting proposals. The Township reserves the right to re-solicit proposals.

III. REQUIREMENTS

The Township Solicitor shall:

1. Be available to attend two (2) meetings per month with the Board. Those dates being set as the first and last Wednesday of each month.
2. Furnish legal advice to the Board or other officers of the Township under the direction of the Township Manager, concerning any matters arising in connection with the exercise of their official powers or performance of their duties.
3. Under authorization of the Board, represent the Township and every Township officer, department head, board or commission in all litigation or on matters before official regulatory agencies or other governmental bodies.
4. Prepare or approve all contracts, bonds, developer's agreements, or other written instruments in which the Township is concerned, and approve all surety bonds required to be given for the protection of the Township.
5. Under authorization of the Board and/or Township Manager, prepare or assist in preparing any ordinance or resolution for presentation before the Board.
6. Under authorization of the Board and/or Township Manager, investigate any alleged violation of Township ordinances or regulations and take necessary steps as may be reasonably necessary or appropriate to enforce or cause the enforcement of such ordinances.
7. Have all necessary incidental powers to perform and exercise any of the duties and functions of his office as set forth in the Pennsylvania Second Class Township Code or as lawfully delegated to him/her.
8. Attend all stated meetings of the Board and/or other meetings as requested by the Board and/or Township Manager.
9. Serve at the pleasure of the Board.

IV. MINIMUM QUALIFICATIONS

1. Applicant should demonstrate knowledge and experience in the areas of local municipal law, land use law, litigation, contracts, real estate, labor and employment law, and Pennsylvania Municipalities Planning Code.
2. Applicant shall provide references from at least three (3) municipal clients as well as at least three (3) non-municipal references.

3. Applicant shall demonstrate his/her working knowledge of the Second Class Township Code, for reference.
4. Applicant shall have knowledge in stormwater management regulations and issues, as well as other utility matters.
5. Applicant shall have experience in zoning and land development as it pertains to the Township.
6. Applicant shall have experience in the Uniform Construction Code and Property Maintenance Code.
7. Applicant shall have experience in dealing with the agencies of the Commonwealth of Pennsylvania
8. Applicant shall have experience with procurement and real estate transactions as it pertains to the Township.
9. Applicant shall provide a back-up attorney who would also be responsible for work on Township legal matters.
10. Applicant shall provide a fee structure and/or proposed hourly rates as well as any other costs that will be charged to the Township.
11. The applicant must be licensed to practice law in the Commonwealth of Pennsylvania and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this proposal.

V. INTERVIEW

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

VI. SELECTION PROCESS

All proposals will be reviewed by the Township Manager or his/her designee to determine responsiveness. The Township will evaluate the qualifications, experience, costs, fees in addition to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

1. The applicant's general approach to providing the services required under this RFP.
2. The qualifications and experience of the applicant's attorney(s).

3. Costs and fee schedules

VII. SELECTION AND CONTRACT

The Township will select the applicant deemed most advantageous to the Township in the Board's sole discretion, with fees and other factors considered. The Township reserves the right to require a contract, which may include this RFP, any clarifications or addenda thereto, the selected applicant's proposal, and any changes negotiated by the parties.