

# REQUEST FOR PROPOSAL



## MUNICIPAL SOLICITOR SERVICES

BOROUGH OF AVONDALE  
110 POMEROY AVENUE  
PO BOX 247  
AVONDALE, PENNSYLVANIA 19311

**RESPONSES DUE:  
NOVEMBER 30, 2022 at 11AM**

## **Introduction**

Avondale Borough is comprised of .5 square miles and is bordered by London Grove and New Garden Townships in the heart of southern Chester County's mushroom growing region. As of the 2020 Census, the population is 1,276. The Borough lies midway between Kennett Square and Oxford. The Borough is governed by a five-member Council, in addition to an at-large elected Mayor.

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

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, Wastewater, Storm Water and Sanitation regulations;
6. Development and Review of Ordinances, Resolutions and Policies
7. Contracts and Procurement
8. Personnel and Labor Relations
9. Legal Representation at the highest State and Federal levels
10. Other legal matters including interpretation of Municipal Law, Borough Code, and negotiations on behalf of the Borough
11. Attendance at meetings of the Borough Council as requested. Borough Council meets on the third Tuesday of each month at 7 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 at the Zoning Hearing Board 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; and,
- e) Make the final selection using criteria judged to be the maximum benefit to the Borough as a whole.

## **7. Proposal Submission**

- a) Proposals shall be submitted as a single PDF file via email to the address below.
- b) Proposals must be received by 11:00 am prevailing time on Wednesday, November 30, 2022
- c) Proposals are to be submitted to: administrator@avondaleboro.net

Subject Line: Municipal Solicitor RFP

Questions regarding the RFP should be addressed to Sharon Norris, Borough Administrator at the email address listed above or by phone at 610-268-8501.

### **Selection Timetable**

The selection of the successful candidate will be based on the proposals submitted and will be awarded at the Borough Council Meeting on January 3, 2023.