

NOTICE TO RESPONDENTS

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the City of Coatesville to obtain Municipal Solicitor services as described in the RFP for the City of Coatesville. Individuals, law firms and representatives within a law firm responding to the Request for Proposal, should have extensive experience in all phases of Municipal operations and law. A knowledgeable background and qualifications in the provision of the services described with the RFP.

The RFP package for this service is available on the City website www.coatesville.org and at the reception desk at City Hall located at 1 City Hall Place, Coatesville, PA 19320 during regular business hours (8:30 am to 5:00 pm).

Please note, the City reserves the right to conduct an independent review of publicly available information, including, but not limited to the review of court dockets, media reports, etc., to verify the responses to this Request for Proposal.

CITY OF COATESVILLE
REQUEST FOR PROPOSALS (RFP)
FOR CITY SOLICITOR

I. PURPOSE AND INTENT

Through this Request for Proposal (RFP), City of Coatesville hereinafter the "City" seeks to engage a vendor as Solicitor for the 2021 City year commencing January 3, 2022 or upon appointment, whichever is later.

II. PROPOSAL SUBMISSION

An original, clearly marked as the "ORIGINAL" and ten (10) full, complete and exact copies of each proposal shall be submitted in sealed envelopes and must be marked with the "City Solicitor" and addressed to:

James Logan, City Manager
City of Coatesville
1 City Hall Place
Coatesville, PA 19320

A copy of the proposal may also be emailed to jlogan@coatesville.org

The proposal must be received no later than December 15, 2022 at 2:00 p.m.

Faxed proposals will NOT be accepted. Any inquiry concerning **this RFP should be directed in writing to:**

James Logan
City Manager
610-384-0300 ext. 3129
jlogan@coatesville.org

All documents/information submitted in response to this solicitation shall be available to the general public. The City will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The City reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The City further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals.

III. GENERAL INFORMATION ON THE CITY OF COATESVILLE

City of Coatesville is located in Chester County, Pennsylvania and operates under the Third Class City Code form of government, with seven (7) members of Council and a Manager. The City Council meets the second and fourth Monday of each month (6pm- Executive Session followed by 7:30pm – Public Meeting) for their monthly public meeting. All meetings are held at 1 City Hall Place, Coatesville, PA

IV. MINIMUM QUALIFICATIONS

- 1.) The applicant must have experience as a municipal solicitor and comply with the requirements of the City Charter and Third Class City Code.
- 2.) The applicant shall have five (5) years' experience as a municipal solicitor for a municipality in the State of Pennsylvania, three (3) years of which should be in a municipality with a General Fund budget in excess of \$4.0 million.
- 3.) The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
 - a.) The operation of local governmental units in Pennsylvania
 - b.) Acquisition and disposition of real-estate (Open Space)
 - c.) Municipal Land Use Law
 - d.) Extensive knowledge of Local Public Contracts Law
 - e.) Selling of City real estate and/or property
 - f.) Experience in a Council-Manager Form of Government
 - g.) Knowledgeable in government ethics, sunshine and right to know laws
 - h.) Attend and provide knowledgeable legal advice at City Council Meetings, Work Sessions and/or Committee meetings as requested
 - i.) Maintain availability by cell phone and e-mail, and provide timely responses to staff and Supervisor inquiries
 - 1.) Draft ordinances for City's approval, sometimes with the assistance of City staff
 - m.) Assist staff and City with interpretations of codes, ordinances, and other applicable laws/regulations
 - n.) Draft and review agreements between the City and other entities

- o.) Represent the City, as needed in court proceedings
 - p.) Recommend outside legal counsel to represent the City under circumstances where this is warranted. Work with (or supervise) outside legal counsel in representing the City.
- 4.) The applicant must be licensed to practice law in the State of Pennsylvania and be a member of the Bar in good standing and a member of the Chester County Bar Association. Include a list of any other professional qualifications; experiences and/or credentials you feel are relevant to this RFP.

V. CONDUCT AND ETHICS

- 1.) Has your firm ever provided legal services to the City of Coatesville?

If so, please identify the nature of those services and the date or dates such services were provided.

- 2.) Has your firm ever filed any civil, criminal or administrative actions or complaints against the City of Coatesville, its elected officials, members of its administration, or employees?

If so, please identify where the matter was filed, provide the case caption and docket number, if any, and the date such action or complaint was filed. If the matter has been resolved, please provide a short description the disposition.

- 3.) At any time in the last five (5) years, has your firm been involved in any fee dispute matter that resulted in a decision, order or other directive that fees be repaid to a client?

If so, please identify where the matter was filed, provide the case caption and docket number, if any, and a copy of any order or other directive for the repayment of fees.

- 4.) Please provide copies of any lawsuits, legal filings, investigations, newspaper articles, etc., regarding the applicant, that might be embarrassing for or harmful to the City, its elected officials or administration.

- 5.) If the vendor or any principal therein has 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 (3) years, the bidder must provide a description of the litigation and/or disciplinary action.

- 6.) A description of any ongoing investigations and/or litigation matters involving the applicant, its directors, officers and principals and any individuals employed by the applicant that relate to the performance of the vendor in the proposed field of expertise.

7.) Identify any existing or potential 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, or the City.

VI. MANDATORY CONTENTS OF PROPOSAL

In addition to demonstrating an ability to meet all minimum qualifications the firm must also include and address the following:

- 1.) Contact Information: Provide the name and address of the applicant, the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal, and the principal professional assigned to the City.
- 2.) Provide a roster of firm's partners and associates, and a fee proposal for the 2022 City year.
- 3.) An executive summary of not more than two (2) pages, identifying and substantiating why the vendor is best qualified to provide the requested services.
- 4.) A description of the vendor's experience in performing services of the type described in this RFP. Specifically identify client size and provide specific examples of work within the scope of services required under this RFP in similarly sized municipalities.
- 5.) The location of vendor's office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in Pennsylvania and any familiarity your firm has with the Chester County area.
- 6.) References, including a complete list of all municipal clients for whom services have been provided for at least three (3) years. Provide the contact names (CV's), titles and phone numbers.

VII. INTERVIEW

The City Manager and the City Council 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 City reserves the right to request clarifying information subsequent to submission of the proposal.

VIII: SELECTION PROCESS

All proposals will be reviewed by the City Manager to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy IV "Minimum Qualifications" and V "Mandatory Contents of Proposal" the City'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 vendor's general approach to providing the services required under this RFP.
- 2.) The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- 3.) Costs and fee schedules.

IX. SELECTION AND CONTRACT

The City will select the vendor deemed most advantageous to the City, with price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.