REDEVELOPMENT AUTHORITY OF THE CITY OF COATESVILLE

REQUEST FOR QUALIFICATIONS – AUTHORITY SOLICITOR

I. INTRODUCTION

The Redevelopment Authority of the City of Coatesville (RDA) is soliciting the interest and services of qualified professional law firms or individuals to provide a full range of legal services serving the RDA as its solicitor and legal counsel on a part-time and as-needed basis as of January 1, 2027. The RDA is seeking a 1 year contract with an option to renew upon mutual agreement.

II. RDA PROFILE

The Redevelopment Authority of the City of Coatesville (RDA) was created by the Coatesville City Council and incorporated on June 13, 2000. In accordance with the Pennsylvania Urban Redevelopment Law, and its By-Laws, it works in conjunction with the City of Coatesville administration and City Planning Commission to identify properties within the City needing redevelopment, demolition, rehabilitation, conservation or general improvements to land and structures. The RDA can purchase, sell, develop, rehabilitate or otherwise increase the property values and uses in order to create increased tax ratables within the City. It has the power to enter into contracts, make, directly or indirectly, secured or unsecured loans to any purchaser or owner of a residential housing or a commercial or industrial project for the purpose of financing the purchase, construction, rehabilitation, demolition or equipping of a residential housing or a commercial and industrial redevelopment program and to perform other acts in accordance with applicable laws.

III. SCOPE OF SERVICES

The legal services require the attendance of a regular meeting conducted at least once every two months, and any additionally called meetings, including meetings with the Board of Directors, RDA staff and consulting engineers, developers, prospective developers, municipal entities including the City Council and City Planning Commission, County, State and Federal agencies, or other entities having business with the RDA. The RDA's Solicitor is expected to conduct research, provide recommendations and legal opinions and represent the RDA in any and all legal matters as directed by the Board of Directors. Specific assignments may include investigating, advising, negotiating, drafting, and/or reviewing documents and litigation or representation in court, administrative hearings and alternative dispute resolution processes.

IV. SUBMITTAL REQUIREMENTS/INFORMATION

Please provide general background information with respect to the law firm and/or responsible attorney(s) with special focus on the area(s) of activity involving agency representation and land use and development law. The responsible attorney(s) who will represent the RDA must have at least five (5) years of relevant experience and be well versed with the Pennsylvania Urban Redevelopment Law, Municipalities Planning Code, Right to Know Law, and other applicable state and federal laws and regulations. Counsel must be able to demonstrate through experience, references and evidence of past performance that counsel will be capable of effectively representing the RDA in all aspects of the RDA's operations and mandates.

At a minimum, your response shall identify the following information:

1. Number of attorneys in the firm with relevant experience in each of the specified areas required;
2. Names of attorneys, along with number of years of relevant experience in the areas of agency/authority law and land use law and their position in the firm hierarchy for billing purposes (i.e. partnership, senior associate, junior associate, etc.);
3. The type of firm organization (i.e. partnership, sole practitioner, etc.);
4. Name of party, partner/senior shareholder in charge of the practice area(s);
5. Names of other municipal, agency, and/or authority clients for whom counsel have been retained to provide legal services in similar areas;
6. References from at least five former or current clients with similar municipal, agency, and/or authority activities;
7. Résumés of all attorneys who would work on RDA matters if your firm is selected for a contract; and
8. In addition, please identify the hourly rates and supply a standard fee agreement complying with the provisions regarding fee structure as set forth in Subsection V below.

To be considered, law firms and attorneys applying for the contract must be an active member of the Pennsylvania Bar in good standing and must provide proof of professional liability insurance professional liability insurance policy as described below.

Eight (8) paper copies, and one .pdf electronic file, of the Response to Request for Qualifications as herein outlined shall be submitted **on or before 10:00 am on December 11, 2026**, delivered to the following address, for evaluation by the RDA's Board of Directors:

Redevelopment Authority of the City of Coatesville
Attn: RDA Chairman
Coatesville City Hall, One City Hall Place
Coatesville, PA 19320
E-mail: **admin@coatesville.org**

V. FEE STRUCTURE

Provide the applicable hourly rates for each of the individuals who will be responsible for or who may provide services in conjunction with representation in RDA issues and matters. Specifically, provide rates for Senior Partner/Shareholder; Junior Partner; Of Counsel; Senior Associate; Junior Associate; Paralegal; Specialized Paralegal; Other. Rates should generally be consistent with those provided to other municipal and/or municipal authority clients of the firm/attorney. The hourly rate quoted should include all salary and compensation, overhead expenses, time and costs of travel to and from Coatesville and/or other meeting locations within fifty miles of Coatesville, profits and other employee costs, including but not limited to clerical and word processing expenses.

Any contract(s) ultimately entered will provide for the usual and customary reimbursement of third-party costs (e.g. travel costs, deposition costs, etc.) based on actual expenses and consistent with RDA policy. Costs will be reimbursed for approval expenditures where the expense is itemized in the invoice and supporting documentation is provided for the invoiced amount. All expenses shall be billed at the actual out-of-pocket cost without any mark-up.

Contracts will also provide for an accelerated payment discount as follows: if the RDA pays your invoice for legal services within fifteen (15) days of receipt, your firm agrees that the monthly payment of billed hourly fees will be reduced by 2%. If the amount owed for legal services is disputed by the RDA, then your firm agrees that the monthly payment of undisputed hourly fees may be reduced by 2% if the RDA pays the undisputed fees within 10 days of receiving your invoice, with the remaining fees paid in accordance with the dispute resolution.

If rate adjustments are anticipated during the life of the contract, the method for such anticipated adjustment should be identified in your response to the RFQ.

Proposals may include alternatives to hourly billing, if applicable, including fixed price representation or limited scope representation which is consistent with Pennsylvania Rules of Professional Conduct.

VI. INSURANCE REQUIREMENTS

If your firm is selected for a contract, you will be required to provide evidence of insurance against claims for injuries to persons or damages to property (including legal malpractice) which may arise from or in connection with the performance of the contract for legal services. The insurance must name the RDA as an additional insured, carrier must be acceptable to the RDA, and must include minimum coverage of $1,000,000.00 each claim / $2,000,000.00 aggregate.

Any modification or variation from these insurance requirements shall be made by the RDA Board of Directors in its sole discretion.

VII. CONFLICTS OF INTEREST

Any firm or attorney who is ultimately selected to represent the RDA will be prohibited from engaging in or carrying on any legal activity on behalf of any client which is adverse to the RDA or its interests, without the specific written consent and waiver of the RDA. Requests for waivers will be evaluated on a case-by-case basis. Any firm or attorney engaged to represent the RDA shall have a continuing duty to disclose such information.

VIII. SELECTION PROCESS

The Board of Directors of the RDA (currently four (4) members) will serve as the Selection Committee and will evaluate all responses to the RFQ and make the final selection and authorize a contract. The RDA Staff will act as administrative support for the Board. The RDA reserves the right to select and interview all or a reduced number of responders to the RFQ and to select the format to be instituted for each interview and to determine the criteria under which it will make a decision regarding the employment of an RDA Solicitor. It is specifically noted that the RDA is not bound by requirements of public bidding with respect to this selection and need not select the lowest quoted hourly rate for services rendered

IX. FULL DISCLOSURE

Each respondent is advised that the information relating to fees and fee structures submitted pursuant to this RFQ should not be considered confidential or proprietary with respect to a public records request made to the RDA by any person or entity and that any and all such information may be subject to disclosure upon completion of the RFQ process. Each respondent waives any right to object to such disclosure. The RDA will not disclose this information prior to completion of this RFQ process.

Each respondent is further advised that all the terms and conditions, including fees and fee structures, forming part of any agreement entered into, shall , upon such agreement being executed, become a public record of the RDA and subject to full disclosure provided it does not contain attorney/client privileged information, and each respondent waives any right to object to such disclosure.

X. REQUESTS FOR INFORMATION

Any firm and/or attorney considering a response to this RFQ may request to review public records of the RDA at its office below, such as minutes, existing contracts, audit reports, and other information not specifically exempted by law. Copies will be available at $ 0.25 per copy. To make this request(s) please notify the following:

Redevelopment Authority of the City of Coatesville
Attn: Ruthann Mowday, Executive Assistant and Open Records Officer
Coatesville City Hall, One City Hall Place
Coatesville, PA 19320
Email: **admin@coatesville.org**