

EASTTOWN TOWNSHIP
REQUEST FOR QUALIFICATIONS



MUNICIPAL LABOR ATTORNEY
SERVICES

Issue Date: August 07, 2023

Response Deadline: September 08, 2023 at Noon

INTRODUCTION

Easttown Township is located in Devon, Chester County, Pennsylvania. The Township provides municipal and infrastructure services to a vibrant and affluent residential community of approximately 11,000 residents in 8.2 square miles. The Township has an overall payroll of approximately 50 full time and part time employees. There are two bargaining units representing uniformed and non-uniformed employees.

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified law firms to provide labor relation legal services for the Township. The firm must have substantial experience in the area of labor relations, including contract negotiation experience with larger municipalities in Pennsylvania.

It is understood that the Township reserves the right to reject any or all proposals, or part thereof or items therein, and to waive technicalities or requirements set forth herein if it finds, in its sole discretion, that such waiver is in the best interests of the Township and/or the public. The Township has the right to reject, in its sole discretion, any proposal that fails to include any information or documentation required in this RFP.

It is further understood that by requesting these proposals, this is not a bidding solicitation and nothing contained herein shall create any contractual rights or obligations by and between the Township and any person or entity responding hereto. Regarding proposals for professional services, the Township is not constrained to select the proposal from the lowest responsible bidder, and expressly reserves the right to evaluate proposals on such factors, both objective and subjective, as the Township deems relevant and material in its sole and absolute discretion, without being bound to award the contract solely or even primarily on the basis of cost.

The Scope of Services of a firm that can demonstrate specialization in the following areas:

1. Civil Rights/Discrimination Law
2. Public Sector Labor Law/Arbitration/Interpretation of Collective Bargaining Agreements
3. Workers Compensation
4. Family Medical Leave Act/ADA
5. First Amendment Rights

SPECIFIC RESPONSE REQUIREMENTS

All proposals shall be submitted in accordance with the instructions detailed below

and address the following requested information or questions.

1. Letter of Transmittal – 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 – Provide the following:
 - a. An overview of the firm and its qualifications, including the location of the firm's primary office, as well as any other offices in the Commonwealth of Pennsylvania or other states.
 - b. Describe the firm's and proposed key-personnel's relevant Municipal Labor Practice experience 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 municipalities of similar size with names and direct line telephone numbers.
3. Legal Services Team – Provide the following:
- a. Provide summaries of experience for each individual who would be assigned to represent the Township. Then describe the specific roles that each attorney would be expected to play with respect to the Township and identify the lead or senior attorney.
 - b. Provide detailed resumes for each of the attorneys summarized above.
4. Conflicts of Interest – Provide the following:
- a. Description of any material financial relationships that the firm or any employee has with any individual or organization that may create a conflict of interest in representing the Township.
 - b. Description of any family relationship that any employee of the firm has with any public official that may create a conflict of interest or the appearance of a conflict of interest in representing the Township.
 - c. Description of any other matter that the firm believes may create a conflict of interest or the appearance of a conflict of interest in representing the Township and the manner in which such conflicts described in this paragraph will be resolved.
5. Fee Proposal – 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.

EVALUATION CRITERIA AND SELECTION PROCESS

The Board of Supervisors reserves the right to:

- 1. Select a proposal in its entirety or some portion(s) thereof.
- 2. Reject any and all proposals, in whole or in part.
- 3. Waive irregularities.
- 4. Request oral presentations and/or individual interviews from those

- individuals or firms determined to be in a competitive range.
5. Make the final selection using criteria judged to be the maximum benefit to the Township as a whole.
 6. This proposal solicitation does not commit the Township to enter into any agreement or to pay any costs incurred in the preparation of a Firm's proposal.
 7. The selection of a Firm will be determined within the sole and absolute discretion of the Township.
 8. The Township reserves the right to reject or disqualify any proposals, in its sole discretion, pursuant to the selection criteria and minimum requirements for a Firm.

PROPOSAL SUBMISSION

Proposal submission shall be made in the following manner:

1. Proposals, including any/all attachments, cover letter and tabs should not exceed ten (10) pages in length on 8 ½ x11 inch paper, single spaced using a minimum font size of 12 point. Do not provide marketing materials.
2. 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.
3. One (1) original hard copy of the proposal to be submitted.
4. Proposals are to be submitted to:

Easttown Township
566 Beaumont Road
Devon, PA 19333
Attn: Municipal Labor Attorney RFQ

JEwald@Easttown.org

Subject line shall be: Municipal Labor Attorney RFQ

5. Proposals must be received by the Township no later than 12:00 p.m. prevailing time on Friday, September 08, 2023. Late proposals will not be considered.
6. All questions regarding the RFP shall be addressed the Assistant Township Manager, Jonathan Ewald JEwald@Easttown.org.
7. Any Addendum will be included on the website along with the original RFP at <https://www.easttown.org>.

SELECTION TIMETABLE

Selection will be based on proposals submitted and final determination by the Board of Supervisors. It is anticipated that the successful firm will be engaged by the Board of Supervisors at its January 03, 2024 Reorganization Meeting.

End of Request for Proposals