

January, 2012

REQUEST FOR QUALIFICATIONS

Upper Dublin Township, 801 Loch Alsh Avenue, Ft. Washington, Pennsylvania 19034, is seeking expressions of interest and statements of qualifications for a Solicitor. The criteria are as follows:

CRITERIA FOR CONSIDERATION FOR THE APPOINTMENT OF SOLICITOR (LAW FIRM)

Eight (8) copies of the Letter of Interest are to be submitted. Letter of Interest shall include the following:

1. Rate structure for principal, associates and paralegals. Statement that the firm is amenable to handling non-retainer items (see Item 7, below) on a negotiated billing, blended rate, as well as a traditional hourly rate, basis.
2. Biographical information of firm and the principal and associates who would be assigned to this work. This should include publications, lectures and professional associations, particularly those related to municipal law.
3. Professional relationships (client list) between firm and:
 - a. Other governmental agencies.
 - b. Elected and appointed officials in Pennsylvania, Montgomery County and Upper Dublin Township.
 - c. Other individuals or entities that the firm might reasonably expect to have significant business involving Upper Dublin Township, including but not limited to real estate developers and institutions and businesses located in Upper Dublin Township.
4. Expenses and billing procedures.
5. Accessibility to Township and flexibility to schedule for Township matters.
6. Word processing software and availability of e-mail, document imaging and sharing capabilities.
7. Retainer Requirements to cover all of the following: Attendance at regular and special Board of Commissioner meetings up to a maximum of three (3) per month; Attendance at twice monthly senior staff meetings; Normal day-to-day questions from Board of Commissioners and Township staff, to include phone/e-mail consultation and copy and electronic sharing of information work associated with the normal and routine day-to-day questions and similar matters and correspondence; Preparation of monthly

invoice; Overhead for secretaries and telephone services, research data, copying and faxing equipment. Retainer may be examined for adjustment annually. The firm must be amenable to handling non-retainer items on other than an hourly rate basis.

Retainer to include all routine reporting to Township Officials and a quarterly written report on all issues under the Solicitors' purview with total costs year to date and issue since inception.

8. Error & Omissions Insurance Policy (Copy of policy to be provided if subsequently requested): (Minimum \$2,000,000 per occurrence/\$4,000,000 aggregate)
9. Professional references.
10. List any conflicts with clients regarding Township business.
11. Provide a copy of filings under Act 171 PL 893 171 of October 4, 1978 documenting political contributions by the firm and its principals for the last two (2) years.
12. Legal Experience of principal and associates who would be assigned to this work. The following areas of experience should be covered:
 - a. List experience working with municipal government, particularly Townships. Principal must have a minimum of ten years experience working with municipal government.
 - b. Experience in subdivision, land development and environmental matters, including the preparation of developer's agreements and security instruments.
 - c. Experience in drafting ordinances and amendments to ordinances. Current samples are to be submitted.
 - e. Knowledge of bonding and financing procedures.
 - d. Litigation experience for plaintiffs and defendants, at both the Common Pleas level and Commonwealth Court levels.
 - e. Experience and knowledge of personnel law at the federal, state and local levels, including pension operations and statements, civil law, unemployment compensation and civil rights. Knowledge of uniform and non-uniform employee laws and experience in handling these matters before various administrative and judicial organizations.
 - f. Knowledge of Pennsylvania laws, codes and regulations pertaining to the operation of a First Class Township.
 - g. Expertise in debt collection bankruptcy, real estate contracts, public contracting and purchasing and administrative and judicial procedures relating to municipal government.
 - h. Expertise in preparing public sector easements and deeds of dedication.
 - i. Knowledge and expertise in implementation of property acquisition for public works projects.

- j. Expertise in the preparation and review of public contract documents, including consultants contracts, with respect to performance, responsibilities, and liability requirements.
 - k. Expertise in the review of reimbursement agreements with State or Federal agencies for Township projects.
 - l. Ability to access the Montgomery County Court House on-line data base.
 - m. Expertise in real estate assessment proceedings, including securing the exemption of real estate and appeals of valuations
 - n. Expertise in working with the Local Tax Enabling Act, which includes Act 511, and in drafting tax ordinances and regulations.
13. Listing of all actions taken, whether public or private, against current Lawyers in the firm by The Disciplinary Board of the Supreme Court of Pennsylvania.

Interested persons may seek further information ONLY via e-mail addressed to the undersigned at pleonard@upperdublin.net . The Township reserves the right to share any such requests for information and its responses to other interested persons.

Recognizing the sensitivity of many of the items required above, the Township will use reasonable efforts to keep confidential any information submitted with a written request for confidentiality. However, disclosure of such information is expected to be made to the Board of Commissioners and to Township staff and others involved in the selection process.

We would appreciate receiving the Applicant's Letter of Interest at the Township Manager's Office no later than February 3, 2012 at 3:00 P.M.

PAUL A. LEONARD
TOWNSHIP MANAGER