**REQUEST FOR PROPOSAL FOR**

**TOWNSHIP SOLICITOR SERVICES**

**\_\_\_\_\_ TOWNSHIP, \_\_\_\_\_ COUNTY**

The Township of **\_\_\_\_\_**, **\_\_\_\_\_** County is soliciting Proposals for Township Solicitor Services from professional law firms to serve as the Township appointed consultant.

**RFP Submission Requirements**

The Proposal should demonstrate the firm’s multi-disciplinary experience and qualifications in the areas of Township government. Submissions should be well organized, brief, and at a minimum should contain the following information:

A. A transmittal letter that briefly states information about the firm, the firm’s understanding of the work to be performed, a commitment to perform the work within the desired time period, and a statement as to why the firm feels that it is qualified to perform the work.

B. Qualifications and experience information:

 1. Location of the primary office from which the work is to be performed.

2. Identification and experience of the individual that will service as client contact/project manager.

3. Proposed project team organization chart including resumes of key members of the project team. The responsibility of each member of the proposed project team should be identified.

4. A listing of municipalities where similar services is provided. Provide five (5) references, including addresses and telephone numbers.

C. Schedule of hourly rates for the firm and key personnel identified. Provide a rate schedule for the firm that will be valid for calendar year 2016.

D. Information on the firm’s insurance coverage.

E. Six (6) copies of the proposal shall be delivered to **\_\_\_\_\_** Township c/o [name], [address].

All proposals are to be received by [date] at 4:00 p.m.

**Basis for Selection**

Proposal will be handled confidentially by the Township during the pre-selection period. Proposal will be evaluated by the Township using the following criteria:

A. Demonstration of firm’s prior experience and qualifications for the required types of service.

 B. Record of satisfactory performance for other municipalities.

 C. Capacity of the firm to provide the outlined services in a timely manner.

 D. Absence of potential conflicts of interest.

E. Cost. The position will not necessarily be awarded to the firm with the lowest cost. Selection of a firm will be based primarily on the qualifications and capabilities deemed important to the Township.

**Basic Retainer Services**

A. Maintain a staff of knowledgeable and trained personnel in readiness to serve the Township with reasonable dispatch.

B. Attend 12 meetings of the Township Board of Supervisors per calendar year.

C. Attend meetings of the Township Planning Commission and Conditional Use Hearings as needed.

D. Provide telephone consultation, coordination, and assistance as required by the Township. Such services shall not include detailed investigations or extensive involvement of the staff.

E. Endeavor to inform Township of changes and impending changes in regulatory requirements related to Township operations.

**Additional Services**

Upon the request and authorization of the Township, the Solicitor shall perform specific assignments including but not limited to the following:

 A. Represent the Township as its Solicitor at special meetings with the public, municipal boards and agencies, local, state, and federal agencies.

 B. Any other related service.

**Responsibility of the Township**

1. Provide Solicitor with existing data, studies, and reports, including copies of ordinances, resolutions and maps as may be required by the Solicitor to complete assignments.

2. Provide accounting and other services as may be required for the solicitor to complete assignments.

**Term of Agreement**

The term of this Agreement shall be one year and will automatically renew unless terminated. This agreement may be terminated by either party upon thirty (30) days written notice.

**Compensation**

1. For the Basic Retainer Services outlined in the Agreement a lump sum fee of $

2. For additional legal services performed pursuant to this Agreement, a fee for each specific assignment will be established. This fee may be a lump sum or based upon the Solicitor’s fee schedule as agreed to by the Township and Solicitor after considering the nature of the assignment.

3. Invoices shall be rendered monthly.

**Solicitor Agrees:**

1. To prepare and submit to the Township detailed itemized invoices for services performed.

 A. All invoices shall state the project name, hours of work, and listing of services performed.

 B. A grand total of the amount billed for each project shall be placed on all invoices.

 C. A separate invoice for each project shall be presented.