

TOWAMENCIN TOWNSHIP

REQUEST FOR PROPOSALS/QUALIFICATIONS (RFP/Q):

MUNICIPAL SOLICITOR

PROPOSAL INFORMATION

Submittal Deadline:

January 30, 2026

RFP/Q

David G. Kraynik
Township Manager
Towamencin Township
1090 Troxel Road
Lansdale, PA 19446

Any inquiry concerning this RFP/Q should be directed in writing to:

David G. Kraynik
dkraynik@towamencin.org



**TOWAMENCIN TOWNSHIP
REQUEST FOR PROPOSALS/QUALIFICATIONS (RFP/Q)
FOR MUNICIPAL SOLICITOR SERVICES**

1. PURPOSE AND INTENT

Through this RFP/Q, Towamencin Township seeks to engage a respondent as Solicitor upon appointment.

2. PROPOSAL SUBMISSION

The respondent must submit an original hardcopy proposal, clearly marked as the “ORIGINAL”, six (6) full, complete and exact copies, and an electronic copy of the proposal in a sealed envelope marked as “Township Solicitor – DO NOT OPEN” and addressed to:

David G. Kraynik, Township Manager
Towamencin Township
1090 Troxel Road
Landale, PA 19446

The proposals must be received no later than January 30, 2026 by 4:30 p.m.

Under the Pennsylvania Right-to-Know (the “Law”), 65 P.S., §67.101, eq. seq., as amended, and other applicable laws, a record in the possession of the Municipality is presumed to be a public record subject to disclosure to any legal resident of the United States upon request, unless protected by a statutory exception. All documents/information submitted in response to this solicitation will be available to the general public.

The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. Towamencin Township also reserves the right to negotiate with all qualified respondents, or to cancel in part or in its entirety the RFP/Q when Towamencin Township determines that such action is in its best interest.

The Township further reserves the right to make such investigation as it deems necessary as to the qualifications of any and all respondents submitting proposals.

3. GENERAL INFORMATION

Towamencin Township is located in Montgomery County, Pennsylvania and operates under the authority provided to it by the Second-Class Township Code, with a five (5) member

Board of Supervisors and an appointed Manager. The Township is approximately 10 square miles, has a population of over 18,000 residents and an annual General Fund budget of \$11.6 Million. The Board of Supervisors meets the second and fourth Wednesdays of each month and holds special meetings on an as needed basis.

4. MINIMUM QUALIFICATIONS

Towamencin Township requires the services of a firm or individual that is able to provide legal advice on a variety of matters. See Exhibit A for details on needed services. The Township also has Special Labor Counsel.

5. PERFORMANCE STANDARD:

- A. All work performed or managed must be of the highest quality and shall be performed in a timely manner.
- B. All services shall be performed in the most cost-effective manner in achieving the objectives of the Township.

6. LENGTH OF TERM:

Term shall be "at will" and may be terminated at any time, for any reason, upon a vote of the majority of the Board of Supervisors.

7. INSURANCE:

The selected candidate shall, at his/her sole cost and expense, procure and maintain, in full force and effect covering the performance of the services rendered under this agreement, insurance in the types and limits specified below. In addition to the insurance coverage and limits listed herein, the selected candidate shall obtain any other insurance coverage as may be required by law.

A. General Liability Insurance:

- | | |
|----------------------|---|
| Limits of Liability: | \$2,000,000 in the general aggregate and \$1,000,000 per occurrence. |
| Coverage: | Premise and operations, blanket contractual liability, personal injury liability (employee exclusion deleted), products and completed operations, independent |

contractors, employees and volunteers as additional insureds, joint liability, and broad form property damage (including completed operations).

B. Workers' Compensation and Employers' Liability Insurance:

Limits of Liability: Statutory Limits.

C. Automobile Liability:

Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability

D. Professional Liability Insurance:

Limit of Liability: \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

Coverage for occurrences happening during the performance of services required under this agreement shall be maintained in full force and effect under the policy. The policy shall include "tail coverage" for the work performed on behalf of the Township after the termination of his/her employment.

All insurance provided for in this section shall be obtained under valid and enforceable policies issued by insurers of recognized responsibility which are licensed to do business in the Commonwealth of Pennsylvania. The Township requires that Certificates of Insurance evidencing the existence of such insurance shall be submitted to the Township at least ten (10) calendar days before work is begun. If the term of this agreement coincides with the term of the selected firm's insurance coverage, a Certificate from the expiring policy will be accepted, but a certificate evidencing renewed coverage of a new policy must be presented to the Township no later than thirty (30) days after the effective date of the policy.

The Township reserves the right to review categories and levels of insurance coverage held by the selected firm in an ongoing program of risk management. The selected firm will be notified, in writing, of coverage requirements as determined by this review and the firm agrees to secure such requested coverage.

8. UNDUE INFLUENCE:

The successful candidate agrees not to hire any Township Personnel who may exercise or has exercised discretion in the awarding, administration or continuance of this agreement for up to and including one (1) year following the termination of the employee from Township service. Failure to abide by this provision shall constitute a breach of this agreement.

9. MANDATORY CONTENTS OF PROPOSAL:

In addition to demonstrating an ability to meet all minimum qualifications described in Exhibit A, the firm must also include and address the following:

- a. Contact Information: Provide the name and address of the firm; 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 Township.
- b. A two-year rate proposal for 2026 and 2027. The proposal should include a Rate Schedule for principal, associates and paralegals, detailing Personnel Classifications, rates per hour, direct expenses such as auto travel, copies, etc. and any other costs that may be applicable.
- c. An executive summary of not more than two (2) pages, identifying and substantiating why the respondent is best qualified to provide the requested services.
- d. A staffing plan listing those persons who will be assigned to the engagement if the respondent is selected, including the designation of the person who would be the respondent's principal professional responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. The information should include, at a minimum, a description of the principal's relevant professional experience, years and type of experience, and number of years with the respondent.
- e. A description of the respondent's experience working with the Second-Class Township Code. Additionally, please provide a listing of all current clients that are governed by the Second-Class Township Code.
- f. A description of the respondent's experience in performing services of the type described in this RFP/Q. The respondent shall have extensive experience, preferably not less than five (5) years, as a municipal solicitor in the State of Pennsylvania. Provide specific examples of work within the scope of services required under this RFP/Q.
- g. A description of the systems that will be established for monthly reporting of the status of projects, invoices, and litigation.
- h. The location of respondent's office, if other than the respondent's main office, at which the respondent proposes to perform services required under this RFP/Q.

Describe your presence in Pennsylvania and any familiarity your firm has with the County of Montgomery.

- i. References, including all municipal clients, three (3) current clients for whom services have been provided for at least three (3) years, and two (2) clients for whom services have been provided within the past seven (7) years. Provide the contact names, titles and phone numbers.
- j. If the respondent 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 respondent must provide a description of the litigation and/or disciplinary action.
- k. A description of any ongoing investigations and/or litigation matters involving the respondent, its directors, officers and principals and any individuals employed by the respondent that relate to the performance of the respondent in the proposed field of expertise.
- l. It is important that the Solicitor, and the firm, representing the Township not have any other clients that have or would be in conflict with Township issues. Specify if there are any actual or potential conflicts of interest with the Township. Include a disclosure of clients who have had dealings with the Township, including all boards and commissions. Explain how your firm would handle such conflicts. Also, set out any allowance in contract price if the Township has to retain other legal counsel because of a conflict of interest with your firm. Present evidence of firm's malpractice coverage.
- m. A detailed listing of the method of charging for professional and administrative services; the billable rates for all personnel of your firm who may provide services to the Township (do not list a range of rates.); a description of the multipliers, overhead charges and other applicable fee information; a description of minimum billings; hourly or per meeting rates associated with attending Township evening meetings, as requested. Any costs incurred by proposer in preparing or submitting offers are the proposer's sole responsibility.

10. INTERVIEW

The Township Manager and/or the Board of Supervisors reserve the right to interview any or all of the respondents submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. Towamencin Township reserves the right to request clarifying information subsequent to submission of the proposal.

11. SELECTION PROCESS

All proposals will be reviewed by the Township Manager and/or Board of Supervisors to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For respondents that satisfy the Minimum Qualifications and the Mandatory Contents of Proposal the Township'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:

- a. The respondent's general approach to providing the services required under this RFP/Q.
- b. The respondent's municipal experience and to the engagement addressed by this RFP/Q.
- c. The qualifications and experience of the respondent's management, supervisory or other key personnel assigned to the engagement, with emphasis on municipal experience and to the services required by this RFP/Q.
- d. The overall ability of the respondent to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the respondent to perform the services required by this RFP/Q; the availability and commitment to the engagement of the respondent's management, supervisory and other staff proposed.
- e. Costs and fee schedules.
- f. Other criteria as deemed appropriate by the Towamencin Township Board of Supervisors.

12. SELECTION

Towamencin Township will select the respondent deemed most advantageous to the Township with all factors included in this RFP/Q. Towamencin Township shall not be required to appoint the lowest cost respondent.

13. FILES

At the termination of the employment of the solicitor, he/she shall promptly return to the Township all files complete with all documents, memos, legal research notes, correspondence and all other material contained therein including but not limited to electronic data, at no cost to Township.

14. EXCEPTIONS

Any exceptions to terms, conditions, or other requirements in any part of this RFP/Q must be clearly pointed out in the candidate's proposal. Otherwise, the Township will consider that all items offered are in strict compliance with this RFP/Q, and the successful proposer will be responsible for compliance.

15. QUESTIONS / CLARIFICATIONS:

Any official questions and/or clarifications shall be directed, in writing, to the person noted below by January 26, 2026. Questions raised after this cut-off will remain unanswered.

David G. Kraynik
Township Manager
Towamencin Township
dkraynik@towamencin.org

Questions will be answered in writing (via email).

Exhibit A

Towamencin Township
Request for Qualifications for Municipal Professionals
Minimum Qualifications

General Solicitor

Respondents must establish that they meet the following minimum qualifications:

1. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, Pennsylvania employment and personnel issues. The respondent shall have experience working for Second-Class municipalities in the State of Pennsylvania. The respondent must demonstrate a high degree of knowledge, experience and ability including, but not limited to, the following:

- a. Working with government, including townships in the Commonwealth of Pennsylvania
- b. Experience in a Supervisor - Manager Form of Government
- c. Pennsylvania laws, codes and regulations
- d. Business law, particularly in areas of bankruptcy, contracts and purchasing
- e. Preparation and review of ordinances, resolutions, agreements, contracts, forms, and other documents required by the Township
- f. Zoning regulations
- g. Subdivision, land development and environmental matters
- h. Bond and finance procedures
- i. Acquisition and disposition of real estate
- j. Tax law, debt collection, business law, bankruptcy, real estate, construction contracts, management and dispute resolution; various administrative and judicial procedures
- k. Litigation experience for plaintiffs and defendants, not only at the Common Pleas level, but at the Commonwealth Court level as well
- l. Government ethics laws

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- m. Expertise in reviewing contract documents for contractors, performance, responsibilities and liability requirements
 - n. Expertise in writing deed descriptions for property transfer
 - o. Expertise in review of reimbursement agreements with State and Federal agencies for Township projects
 - p. Expertise in review of risk management for construction contracts
 - q. Expertise in the Sunshine Act and Right to Know Law.
2. The solicitor must attend and provide legal advice at all Board of Supervisors' meetings, any additional public meetings when asked, and all other meetings as requested by the Township Manager or Board of Supervisors. The solicitor must represent the Township in all judicial issues including but not limited to the negotiation of all settlements.
3. The respondents must be licensed to practice law in the State of Pennsylvania and be a member of the Bar in good standing. Include a list of any other professional qualifications, experiences and/or credentials you feel are relevant to this RFP/Q.
4. The respondent shall comply with and be subject to all provisions of federal, state and local laws.
5. Appointment
- The Board of Supervisors may appoint a Township Solicitor, on a full-time, part-time or retainer basis, for an indefinite term. The Township Solicitor is not an official of the Township, and shall hold no public office with Towamencin Township.
6. Qualifications
- The Township Solicitor may be either an individual or a partnership or a professional legal corporation, learned in the law and in good standing and active legal practice in the Commonwealth of Pennsylvania.
7. Compensation
- The compensation of the Township Solicitor shall be fixed as agreed upon with the Board of Supervisors.
8. Scope of Authority

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All of the legal affairs of the Township shall be under the general supervision of the Township Solicitor. Except as otherwise provided by Board of Supervisors, no official, Board of Supervisor member or employee of the Township may employ additional legal counsel without express authorization to do so from the Board of Supervisors.

9. Duties

The Township Solicitor shall render such legal services as may be necessary or desirable for the best interests of Towamencin Township and shall, upon request, furnish the Board of Supervisors and/or Manager with a written opinion upon any question of law submitted by any of them in their official capacity.

10. Special Counsel

The Board of Supervisors may employ special legal counsel in connection with any legal matters involving Towamencin Township or any of its officials or employees as needed.

The Authorization to Release Records must be completed and submitted. Failure to complete and submit this required sheet, which authorizes Disciplinary Counsel disclosure, shall be considered grounds for rejection of the tended proposal.

AUTHORIZATION TO RELEASE RECORDS

I do hereby provide to Towamencin Township written authorization for the release of any and all records including, but not limited to complaints, investigation reports, recommendations and sanction actions pertaining to any complaints filed against the undersigned with the Office of the Disciplinary Counsel.

Name of Candidate: _____

Bar Registration No. _____

Date: _____