



8 Boonetown Road, Birdsboro, PA 19508
Phone: 610-582-4636 FAX: 610-582-0032
<https://www.robesontownship.com>

REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP)

MUNICIPAL SOLICITOR

ROBESON TOWNSHIP is requesting proposals for Municipal Solicitor Professionals for the 2026 calendar year.

I. PURPOSE AND INTENT

Through this Request for Proposal & Qualifications (RFP), the Township of Robeson (hereinafter the “Township”) seeks to engage a firm as Solicitor commencing upon appointment. This contract will be awarded through a fair and open process. This Request for Proposal & Qualifications (RFP) is a part of a competitive procurement process, which helps to serve the Township’s best interests. It also provides law firms with a fair opportunity for their services to be considered. The Township has the flexibility it needs to negotiate with law firms to arrive at a mutually agreeable relationship.

II. PROPOSAL SUBMISSION

Bidder / Proposal Documents can be obtained at no cost on PennBid at <https://pennbid.bonfirehub.com/>.

Bids must be submitted electronically via PennBid prior to 8:00am December 22, 2025.

Questions regarding this project shall be submitted electronically via the “Ask a Question” feature in PennBid no later than **December 16, 2025 at 8:00am**. Responses to questions which require an addendum or changes to the Bidding Documents will be issued via a Public Notice and posted on PennBid. Bidders who have registered with and downloaded documents for this project from PennBid will be notified by email when a change or addenda has been posted.

Instructions for the PennBid system can be found at <https://pennbid.net/vendor-training-documents/>.

For assistance contact PennBid at info@PennBid.net or by phone at 610-693-4769 option 1.

All documents/information submitted in response to this solicitation may be available to the public. The

Township will not be responsible for any costs associated with the oral, 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. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. The Township reserves the right to re-solicit proposals.

III. GENERAL INFORMATION ON ROBESON TOWNSHIP

Robeson Township is in the southern portion of Berks County, with a five (5) member Board of Supervisors, and a Township Manager. The Township is approximately 36 square miles, has a 2020 census population of 7,538 residents, an annual General Fund Budget Four (4) Million Dollars, and 15 full-time employees, including the Robeson Township Police Department. The Board of Supervisors has a scheduled Workshop Meeting on the second Tuesday of the month, and a Regularly Scheduled Meeting on the third Tuesday of the month.

IV. MINIMUM QUALIFICATIONS

See Exhibit A

V. MANDATORY CONTENTS OF PROPOSAL

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

- 1) 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.
- 2) A fee proposal for the 2026 calendar year including: a detailed listing of your firm's method of charging for professional and administrative services; a listing of billable rates for all personnel of your firm; a description of expenses, multipliers, overhead charges and other applicable fee information and a description of minimum billings, if any. In addition to proposals that include straight hourly rate billing, the Township will consider alternative fee arrangements, including, without limitation, fixed fee or capped fee arrangements. Applicants proposing such arrangements should clearly define the scope of work to be included and excluded (if any) from such arrangements. Any such arrangements may be proposed instead of, or as an alternative to, hourly billing arrangements. A proposal showing minimum and maximum ranges is not acceptable. Please include the anticipated annual increase in your rate schedule and the percentage change in your rates, if any, over the last five (5) years. Also, provide a sample bill for services depicting the billing format utilized.
- 3) An executive summary of not more than two (2) pages, identifying and substantiating why the firm is best qualified to provide the requested services.
- 4) A staffing plan listing those persons who will be assigned to the engagement if the firm is selected, including the designation of the person who would be the firm'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. This 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 firm.

- 5) A description of the firm's experience, both within Berks County and the Commonwealth, in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP in similarly sized municipalities. **It is imperative to show experience in similarly sized municipalities.**
- 6) Identify what experience, if any, your firm has with Municipal matters. List those clients for which you presently provide these services and those you previously served and the duration of the representation.
- 7) Identify to what extent your firm has litigated both in the local court system as well as in the Appellate Courts. Please include litigation in the following: Labor & Employment, Land Use, Zoning, etc.
- 8) The location of firm's office, if other than the firm's main office, at which the firm proposes to perform services required under this RFP. Describe your presence in Pennsylvania and any familiarity your firm has within the Berks County area.
- 9) Four (4) references, including at least two (2) municipal clients and two (2) current clients for whom services have been provided for at least three (3) years. Provide the contact names, title, and contact information.
- 10) If the firm or any principal therein has been subject to any professional disciplinary action within the last three (3) years, the bidder must provide a description of the event and the disciplinary action.
- 11) A description of any ongoing investigations and/or litigation matters involving the applicant, its directors, officers and principals and any individuals employed by the applicant, that relate to the performance of the firm in the proposed field of expertise.
- 12) Identify the municipal organizations to which your firm is a member and what municipal publications your firm currently receives.
- 13) In its proposal, the firm must identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Township. Identify what percentage, if any, of your practice is dedicated to representing local developers and businesses.

VI. SUBCONTRACTORS

If the Firm intends to subcontract out any part of the work contained in the scope of this RFP, the Firm shall provide a complete description of the services to be subcontracted, an estimate of the overall amount of work to be subcontracted, the rationale behind the need to subcontract, and a comprehensive description of the qualifications and experience of the proposed subcontractor. The Township reserves the right to disapprove any proposed subcontractor and to revoke previous approval of a subcontractor should the need arise.

VII. INDEMNIFICATION

The selected Firm shall defend, indemnify, and hold harmless the Township, its officers, agents and employees from any and all claims and costs of any nature, whether for personal injury, property damage or any other

liability arising out of or in any way connected with the Solicitor's negligent acts or omissions under this agreement.

VIII. INSURANCE

Detail your insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services detailed herein and must include at a minimum, general liability insurance coverage and professional liability insurance coverage. Include insurance certificates summarizing such insurance coverage.

IX. OTHER INFORMATION

Please discuss any other factors not mentioned above which you believe are relevant to the Township's selection of your firm.

X. INTERVIEW

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

XI. SELECTION PROCESS

All proposals will be reviewed by the Township Manager, or his designee, to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For firms that satisfy IV "Minimum Requirements" and V "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 firm's general approach to providing the services required under this RFP.
- (b) The firm's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- (c) The qualifications and experience of the firm's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
- (d) The overall ability of the firm 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 firm to perform the services required by this RFP; the availability and commitment to the engagement of the firm's management, supervisory and other staff proposed.
- (e) Costs and fee schedules.

XII. SELECTION AND CONTRACT

The Township will select the firm deemed most advantageous to the Township, price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected firm's proposal, and any changes negotiated by the parties.

Exhibit A

Robeson Township

Request for Proposal & Qualifications for Municipal Solicitor Professionals

Minimum Qualifications

Applicants **must** establish that they meet the following minimum qualifications:

Township of Robeson Minimum Requirements

Township Solicitor: (Board Appointment)

A. The applicant shall comply with and be subject to all provisions of the PA Second Class Township Code, Article XI. Sections 1101-11-3.

B. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, Pennsylvania employment and personnel issues. The applicant shall have seven (7) years' experience as a municipal solicitor for a municipality in the State of Pennsylvania, two (2) years of which should be in a municipality with a General Fund budget in excess of \$3 million and 15 full time employees.

C. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

- (1) The operation of local governmental units in Pennsylvania.
- (2) Experience with labor and contract negotiations for Police, Fire, and Public Works Employees
- (3) Assisting with acquiring and administering grants.
- (4) Municipal Land Use Law
- (5) Extensive knowledge of Local Public Contracts Law.
- (6) Selling of Township real estate and/or property.
- (7) Experience in a Board of Supervisor form of Government.
- (8) Knowledgeable in government ethics laws.
- (9) State Law specifically geared towards elected officials and government employee rights and protections.
- (10) Attend and provide knowledgeable legal advice at all Board of Supervisor Meetings and other Committee Meetings, as needed.

The applicant 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, experience and/or credentials you feel are relevant to this RFP.

* * * * *