

LOWER ALLEN TOWNSHIP
CUMBERLAND COUNTY, PENNSYLVANIA

REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL LEGAL SERVICES – SOLICITOR

1. INTRODUCTION

Lower Allen Township (“Township”), Cumberland County, Pennsylvania, invites qualified law firms (“Respondents”) licensed to practice law in the Commonwealth of Pennsylvania to submit proposals to provide professional legal services as Solicitor to the Township, the Lower Allen Township Development Authority (“LATDA”), and the Lower Allen Township Stormwater Authority (“LATSA,” and together with LATDA, the “Authorities”).

The Township is a First Class Township governed by a five-member Board of Commissioners (the “BOC”) and administered by a Township Manager. LATDA and LATSA are both five-member authority boards appointed by the BOC. The Township and Authorities are each seeking a highly qualified, responsive, and collaborative legal partner capable of providing comprehensive municipal legal services and practical legal guidance to elected officials, appointed board members, management, and staff.

The Township and Authorities desire a firm that emphasizes responsiveness, accessibility, efficiency, risk management, and proactive legal guidance while maintaining a collaborative working relationship with Township staff.

2. PURPOSE

The purpose of this RFP is to identify and select the firm best qualified to provide legal services to:

- Lower Allen Township
- Lower Allen Township Development Authority
- Lower Allen Township Stormwater Authority

Selection shall be based upon qualifications, experience, responsiveness, expertise, staffing, references, and overall value to the Township and associated authorities. Appointment shall not necessarily be made to the respondent submitting the lowest fee proposal.

3. INDEPENDENT SELECTION AUTHORITY

Although this RFP is being issued jointly by the Township, LATDA, and LATSA for administrative efficiency and convenience, each entity reserves the right to independently evaluate proposals and select the legal counsel that it determines best serves its respective operational, legal, and organizational needs.

Nothing contained in this RFP shall be interpreted as requiring a unified selection, joint appointment, or common legal representation among the Township, LATDA, and LATSA.

Each entity reserves the right to appoint the same firm, different firms, or to take no action regarding the appointment of legal counsel, as determined to be in its respective best interests.

The Township and Authorities may participate in a coordinated review and interview process; however, final selection and appointment decisions shall remain within the sole discretion of the governing body of each respective entity.

4. TERM OF APPOINTMENT

The BOC anticipates appointing a Solicitor at its first regular meeting scheduled for January 11, 2027.

The selected firm shall participate in a transition and orientation process with the Township's current Solicitor during the approximately thirty (30) to sixty (60) day period preceding the appointment date. The transition process is expected to include coordination meetings, review of active matters, review of pending land development projects, ongoing litigation matters, authority-related matters, file transfer activities, and other activities necessary to facilitate an orderly transition of legal services.

Future appointment (reappointment) is by the BOC at its Reorganization meetings held at the beginning of even numbered years.

The Township reserves the right to terminate the engagement at any time in accordance with applicable law and the terms of the professional services agreement.

5. GENERAL EXPECTATIONS

The Township and Authorities each seek a law firm that:

- Functions as a trusted legal advisor.
- Understands the complexities of municipal government.
- Provides practical and business-oriented legal advice.
- Offers a designated lead attorney and designated alternate attorney.
- Maintains sufficient staff depth to ensure uninterrupted service.
- Provides prompt responses to requests.
- Works collaboratively with Township staff and other consultants.
- Provides cost-conscious legal services.

The Township and Authorities expect the Solicitor to actively identify legal risks and opportunities and to provide proactive legal guidance rather than simply react to legal issues as they arise.

6. SCOPE OF SERVICES

The Solicitor shall provide all legal services customarily associated with representation of a Pennsylvania First Class Township and affiliated authorities.

Services shall include, but not be limited to, the following:

A. General Municipal Counsel

Provide day-to-day legal advice and consultation, furnish written legal opinions upon request, advise regarding Township operations, statutory compliance, risk management and assist in avoiding and minimizing litigation.

B. Board and Authority Representation

Attend and provide legal counsel at:

- Board of Commissioners (BOC) meetings (*2nd & 4th Mondays at 6 PM*).
- Bi-Monthly BOC Agenda Planning Teams meetings with Township staff.
- Special meetings of the BOC or Authorities.
- Workshop meetings (although typically not required for Budget Workshops).
- Monthly Development Authority meetings (*3rd Monday at 6 PM*).
- Monthly Stormwater Authority meetings (*1st Thursday at 7:30 PM*).
- Executive sessions of the BOC or Authorities.
- Public hearings of the BOC or Authorities.
- Other meetings as requested.

C. Ordinances, Resolutions, Policies, and Legislation

Prepare, review, revise, and advice regarding ordinances, resolutions, rules and regulations, policies and procedures, administrative directives, intergovernmental agreements and other legislative actions. Provide guidance regarding statutory procedures, public notice requirements, adoption procedures, and codification.

D. Land Use and Development

Provide legal services relating to Municipalities Planning Code (MPC), zoning, conditional uses, curative amendments, subdivision and land development, comprehensive planning, development agreements, Planning Commission matters, Zoning Hearing Board matters, and land use litigation.

E. Contracts and Procurement

Provide legal services relating to professional service agreements, construction agreements, procurement documents, bid specifications, requests for proposals, requests for qualifications, purchasing practices, public bidding requirements, cooperative purchasing, change orders, and grant agreements.

F. Sunshine Act, Right-to-Know Law, and Records Matters

Provide legal guidance regarding the Pennsylvania Sunshine Act, Pennsylvania Right-to-Know Law (RTKL), public meetings, executive sessions, records retention, public records requests, appeals, open government compliance, and coordinate with the Township's Open Records Officer(s) as necessary.

G. Real Estate and Eminent Domain

Provide legal services relating to easements, rights-of-way, deeds, property acquisitions, property dispositions, boundary matters, dedications, eminent domain proceedings, and utility agreements.

H. Civil Litigation

Represent or manage the representation of the Township and Authorities in administrative proceedings, trial court proceedings, Commonwealth Court matters, appellate proceedings, settlement negotiations, and provide periodic litigation status reports.

I. Code Enforcement

Provide legal services relating to property maintenance enforcement, building code matters, zoning enforcement, municipal claims, liens, and nuisance abatement.

J. Ethics and Governance

Advise regarding Ethics Act compliance, conflicts of interest, financial disclosure requirements, appearance of impropriety concerns, and good governance practices.

K. Legislative and Legal Monitoring

Monitor and provide periodic updates regarding Federal legislation, State legislation, significant court decisions, regulatory developments, municipal law trends, and provide recommendations regarding operational or policy changes resulting from such developments.

L. Economic Development and Authority Matters

Provide legal services relating to Development Authority activities, economic development initiatives, public-private partnerships, redevelopment matters, development agreements, and property development projects.

M. Stormwater and Environmental Matters

Provide legal services relating to Stormwater Authority operations, DEP compliance, environmental permitting, stormwater facilities, drainage easements, environmental enforcement matters, and Municipal Separate Storm Sewer System (MS4) requirements.

7. SHARED RESPONSIBILITIES (Drafts and Legal Notices)

The Township utilizes professional management and administrative staff and seeks to maximize efficiency and minimize legal costs whenever practical. Accordingly, Township staff may routinely prepare initial drafts of ordinances, resolutions, contracts, agreements, easements, procurement documents, policies, correspondence, notices, and other municipal documents.

Respondents should understand that Township staff frequently prepare first drafts of documents for Solicitor review, revision, legal analysis, and approval as to legal sufficiency.

The Township expects legal resources to be focused on legal analysis, legal interpretation, negotiations, litigation, risk management, and matters requiring professional legal judgment rather than unnecessary duplication of staff efforts.

Nothing herein shall prohibit the Township from requesting the Solicitor to prepare original documents when the Township determines such preparation is appropriate or necessary.

Likewise, regarding legal advertisements and public notices, Township staff generally coordinate and submit ordinance advertisements, public notices, hearing notices, bid advertisements, procurement advertisements, and other required legal notices.

The Solicitor may be requested to review advertisements and notice language for legal sufficiency and statutory compliance. Respondents should assume that routine administrative coordination and submission of legal advertisements will ordinarily be performed by Township personnel to minimize legal administrative costs.

The Solicitor shall remain responsible for advising the Township regarding legal notice requirements and publication deadlines.

8. SPECIAL COUNSEL

The Township presently utilizes and may continue to utilize special counsel, including but not limited to labor counsel, collective bargaining counsel, bond counsel, specialized litigation counsel, environmental counsel, and other specialty counsel. The Solicitor shall coordinate with such special counsel as requested.

9. REQUIREMENTS

A. Minimum Qualifications

Respondents shall demonstrate:

Required

- Licensed to practice law in Pennsylvania and in good standing.
- Minimum five years of municipal law experience.
- Experience serving Pennsylvania municipalities.

- Experience advising elected governing bodies.
- Ability to attend evening meetings.
- Ability to provide timely and responsive service.

Preferred

Experience involving Pennsylvania First Class Township Code, Municipalities Planning Code (MPC), Sunshine Act, Right-to-Know Law (RTKL), stormwater authorities, municipal authorities, development authorities, land use and zoning, environmental matters, municipal litigation, real estate transactions, procurement law, and eminent domain.

B. Staffing Requirements

Each proposal shall identify:

Lead Solicitor: The designated attorney is primarily responsible for representation;

Alternate Solicitor: The designated backup attorney to the lead attorney; and

Provide a resume for both, indicating years of practice, municipal law experience, First Class Township experience, and current municipal clients.

C. Continuity and Overflow Plan

Respondents shall provide:

Continuity Plan: Describing how services will be maintained during vacations, illnesses, emergencies, and personnel departures.

Overflow Plan: Describing how the firm will manage major litigation, significant development projects, specialized matters, and unanticipated workload increases.

D. Billing Rate Requirement

Respondents shall provide a fixed hourly rate for the lead and alternate solicitor, that is an “all-in” rate encompassing services from firm partners, associates, paralegals, legal secretaries, law clerks, and generally inclusive of nominal fees for travel, mileage, photocopies, and electronic research. The Solicitor may bill the Township to recover costs of filing fees, service fees, and postage costs.

E. Billing Format Requirement

Respondents shall confirm their ability to provide separate invoices and billing reports for, at a minimum, the following categories:

- Lower Allen Township – General Municipal Matters
- Lower Allen Township – Land Development Matters

- Lower Allen Township Development Authority
- Lower Allen Township Stormwater Authority
- Litigation Matters
- Special Projects
- Other categories as requested by the Township

Invoices shall clearly identify the matter, date of service, attorney performing the work, description of services provided, time expended, billing rate, and charges incurred. The selected firm shall also establish separate billing categories or matter codes upon request to facilitate cost tracking, grant reimbursement, project accounting, litigation monitoring, escrow accounting, and other Township financial reporting needs.

F. Cybersecurity and Confidentiality

Respondents shall describe cybersecurity practices, secure file transfer capabilities, data protection measures, breach response procedures and confidentiality safeguards. Respondents shall disclose any anticipated use of artificial intelligence (AI) tools and explain safeguards used to protect confidential information, attorney-client privilege, and work product,

G. Technology Platform Compatibility

The Township utilizes Microsoft 365 applications, including Microsoft SharePoint and Microsoft Teams, for document management, collaboration, and communication. Respondents shall describe their firm's ability to securely access, review, edit, and collaborate using documents and information shared through Microsoft SharePoint and Microsoft Teams. The selected firm should be capable of receiving and transmitting documents through secure SharePoint links, Teams-based collaboration environments, encrypted file-sharing platforms, and other secure electronic communication methods used by the Township. Respondents shall identify any technical limitations that may affect their ability to utilize the Township's Microsoft 365 collaboration environment.

H. File Transfer Requirements

Upon termination, expiration, or non-reappointment, the Solicitor shall promptly provide, without additional charge: client files, correspondence, memoranda, legal research, electronic files, litigation files, Township files, Development Authority files, and Stormwater Authority files. All records shall be transferred in a readily accessible format.

I. Insurance Requirements

The selected firm shall maintain the following:

Professional Liability Insurance

- \$3,000,000 aggregate
- \$1,000,000 per claim

Automobile Liability Insurance

- \$1,000,000 per occurrence

General Liability Insurance

- \$1,000,000 per occurrence
- \$2,000,000 aggregate

Workers' Compensation

- Statutory limits

J. Conflict of Interest Disclosure

Respondents shall disclose actual conflicts, potential conflicts, existing clients that conduct business within Lower Allen Township, existing clients appearing before Township Boards, Commissions, or Authorities, and existing clients involved in matters adverse to municipal clients. Respondents shall describe proposed conflict management procedures.

K. Non-Discrimination

Respondents shall comply with all applicable federal, state, and local non-discrimination laws.

10. RIGHT-TO-KNOW

Proposals submitted in response to this RFP may constitute public records pursuant to the Pennsylvania Right-to-Know Law (RTKL). Respondents shall clearly identify any information believed to be exempt from disclosure; however, the Township shall make all determinations concerning disclosure obligations under applicable law.

11. INTERVIEW PROCESS

The Township intends to conduct interviews with selected respondents. Interview participants may include the Township Manager, Department Directors, and representatives from the BOC, LATDA, and LATSA. The Township reserves the right to request additional information before or after interviews.

12. RESERVATION OF RIGHTS

The Township, LATDA, and LATSA each reserve the right to:

- Conduct independent evaluations of proposals.
- Reject any or all proposals.
- Waive irregularities or informalities.

- Request additional information.
- Conduct interviews.
- Negotiate scope and fees.
- Appoint special counsel.
- Select the proposal determined to be in its respective best interests.
- Select a proposal other than the lowest-cost proposal.
- Select the same law firm, different law firms, or no law firm.
- Participate in a coordinated proposal review and interview process without creating any obligation for a unified selection, joint appointment, or common legal representation.
- Make final appointment decisions independently through the governing body of each respective entity.
- Withdraw from participation in this RFP process.

13. SUBMISSION OF PROPOSALS

Proposals must be received by Lower Allen Township no later than 4:00 PM prevailing time on September 21, 2026.

Proposals shall be submitted to:

Rebecca L. Davis
Township Manager
Lower Allen Township
2233 Gettysburg Road
Camp Hill, PA 17011
rdavis@latwp.org

Late submissions may be rejected and returned unopened.

Questions regarding this RFP shall be directed to Rebecca Davis, Township Manager or designee. The Township reserves the right to issue clarifications or addenda as deemed necessary.

14. PROPOSAL CONTENT REQUIREMENTS (FORM OF PROPOSAL)

Proposals shall include:

A. Cover/Transmittal Letter (2-Pages)

Introduction, firm history, and a narrative describing qualifications and reasons the firm is best suited to serve Lower Allen Township and the Authorities.

B. Firm Profile (Appendix A)

C. Assigned Personnel

Provide resumes for lead attorney and alternate attorney.

D. Municipal Experience and References

Respondents shall provide:

- Municipal experience
- First Class Township experience.
- Authority representation experience.
- Stormwater authority experience.
- Development authority experience.
- At least five (5) municipal references.
- At least three (3) current municipal clients.
- Contact information for all references.

References involving First Class Townships, municipal authorities, development authorities, or stormwater authorities are preferred.

E. Service Approach and Methodology (2-Pages)

Describe communication practices, client service philosophy, meeting attendance approach, response times, collaboration with Township staff, and approach to cost control. Respondents should specifically acknowledge the Township's practice of preparing many first-draft documents and administering legal advertisements internally.

Respondents shall describe their firm's ability to utilize Microsoft SharePoint and Microsoft Teams for secure collaboration; maintain separate billing structures for multiple municipal entities and matter classifications; generate customized invoice reports and matter-specific billing; and project-specific legal cost tracking.

F. Sample Work Product

Provide a representative sample for one (1) of the following from each category (redact as needed):

- Municipal ordinance or resolution
- Legal opinion or brief

G. Required Forms

- 1. Firm Profile (Appendix A)**
- 2. Conflict of Interest Disclosure (Appendix B)**
- 3. Insurance Certification Form (or Insurance Certificate) (Appendix C)**
- 4. Certification and Attestation (Appendix D)**

Appendix A – Firm Profile

Respondents should complete the following:

Firm Legal Name:

Number of Office Locations:

Principal Office Address:

Primary Contact Name (for RFP):

Title:

Telephone:

Email:

Lead Solicitor Name:

Lead Solicitor Office Location:

Lead Solicitor PA Attorney ID Number:

Alternate Solicitor Name:

Alternate Solicitor Office Location:

Alternate Solicitor PA Attorney ID Number:

Number of Attorneys in Firm:

Number of Attorneys at Primary Attorney's Office Location:

Number of Municipal Clients:

Number of First Class Township Clients:

Number of Second Class Township Clients:

Respondent should provide their set hourly rate for the lead and alternate solicitor, encompassing the services of other partners, associates, paralegals, legal secretaries, law clerks, and generally inclusive of nominal fees for travel, mileage, photocopies, and electronic research.

Hourly Billing Rate: _____

Appendix B – Conflict of Interest Disclosure

Does your firm currently represent any applicant, developer, property owner, utility, contractor, consultant, engineer, architect, or business entity that regularly conducts business within Lower Allen Township?

If so, please list and describe the relationship and potential conflict.

Does your firm currently represent any party with matters pending before:

- Lower Allen Township Board of Commissioners
- Lower Allen Township Development Authority
- Lower Allen Township Stormwater Authority
- Lower Allen Township [Sewer] Authority
- Lower Allen Township Planning Commission
- Lower Allen Township Zoning Hearing Board

Respondents shall disclose:

- Actual conflicts.
- Potential conflicts.
- Existing clients that conduct business within Lower Allen Township.
- Existing clients appearing before Township boards, commissions, or authorities.
- Existing clients involved in matters adverse to municipal clients.

Respondents shall describe proposed conflict management procedures.

Appendix C – Insurance Certification

The Respondent shall provide proof of insurance (policy certificate) or attest to having insurance coverage in the amounts listed:

Professional Liability Insurance

- \$3,000,000 aggregate
- \$1,000,000 per claim

Automobile Liability Insurance

- \$1,000,000 per occurrence

General Liability Insurance

- \$1,000,000 per occurrence
- \$2,000,000 aggregate

Workers' Compensation

- Statutory limits

Appendix D – Certification and Attestations

By signing below, the Respondent certifies:

- The information contained within the proposal is true and accurate.
- The Respondent meets the minimum qualifications set forth in this RFP.
- The Respondent acknowledges the anticipated appointment date of January 11, 2027.
- The Respondent agrees to participate in the Township's requested thirty (30) to sixty (60) day transition and orientation process.
- The Respondent agrees to a fixed hourly rate of \$_____per hour for the year 2027.
- The Respondent agrees to comply with all requirements contained in this RFP.
- The proposal shall remain valid for 120 days following submission.

Authorized Representative:

Title:

Law Firm:

Signature:

Date: