

TOWNSHIP OF SOUTH PARK
ALLEGHENY COUNTY, PENNSYLVANIA

REQUEST FOR PROPOSALS (RFP) – TOWNSHIP SOLICITOR

Proposal Due: Friday, June 12, 2026 by 4:00 p.m.

1. Introduction and Background

South Park Township (the “Township”) invites qualified law firms and attorneys admitted to practice in the Commonwealth of Pennsylvania to submit proposals to provide comprehensive municipal legal services as Township Solicitor. The Solicitor will serve as the primary legal counsel to the Board of Supervisors and Administration, providing general counsel, legislative drafting, meeting attendance, contract review, labor and employment guidance, land use and zoning counsel, and litigation oversight, among other duties. This RFP outlines the scope of services, minimum qualifications, proposal requirements, and evaluation criteria.

2. Scope of Services

- General Counsel: Provide legal advice to the Board of Supervisors and Township Administration; respond to inquiries; issue written opinions as requested.
- Meetings: Attend regular and special public meetings of the Board of Supervisors; attend committee meetings as requested; advise on Sunshine Act compliance and parliamentary procedure.
- Legislation: Draft, review, and revise ordinances, resolutions, policies, and procedures; assist with codification and legal publication requirements.
- Contracts & Procurement: Review, draft and negotiate contracts, intergovernmental agreements, RFPs, change orders, and other procurement documents; advise on competitive bidding, cooperative purchasing, and prevailing wage matters.
- Labor & Employment: Provide counsel on collective bargaining, grievances, arbitration, discipline, workplace investigations, FMLA/ADA/Title VII compliance, and related policies; negotiate and/or coordinate with labor counsel as needed.
- Real Estate & Public Works: Prepare easements, rights-of-way, deeds, and acquisition documents; advise on public improvements, road vacation/dedications, stormwater/MS4 compliance, and infrastructure projects.
- Right-to-Know & Records: Advise on Pennsylvania Right-to-Know Law requests, appeals, retention schedules, and litigation; coordinate with the Township’s Open Records Officer.
- Public Safety: Provide counsel regarding police, fire, code enforcement, and emergency management issues.

- Litigation: Represent or oversee representation of the Township in administrative, trial, and appellate matters in state and federal courts; manage outside counsel where specialized expertise is required; provide regular litigation status reports.
- Risk & Insurance: Advise on risk management, liability claims, insurance coverage, and indemnification provisions.
- Ethics & Conflicts: Provide guidance on ethics, conflicts of interest, and required disclosures under applicable laws.
- Training: Provide periodic training to elected officials and staff on relevant legal topics.
- Other: Perform additional legal services customarily provided by municipal solicitors or as directed by the Township.

3. Minimum Qualifications

- Licensed to practice law in good standing in the Commonwealth of Pennsylvania.
- Minimum five (5) years' experience in Pennsylvania municipal law; Second Class Township Code, Sunshine Act, Right-to-Know Law, Municipalities Planning Code (MPC), and public sector labor law experience preferred.
- Demonstrated experience advising elected bodies, drafting ordinances, and handling municipal litigation.
- Capacity to provide timely, responsive service and meet attendance requirements for evening meetings.
- No conflicts of interest that would preclude representing the Township. Any potential conflicts must be disclosed with proposed mitigation strategies.

4. Proposal Content Requirements

- Cover Letter: Summarize qualifications, commitment, and understanding of municipal practice.
- Firm/Attorney Profile: Organizational structure, office locations, resumes of key personnel, Pennsylvania attorney ID numbers, and percentage of practice devoted to municipal law.
- Relevant Experience: Describe recent engagements as municipal solicitor or special counsel; include at least three (3) comparable client references with contact information.
- Approach & Availability: Describe service delivery approach, meeting coverage, response times, and proposed primary contact(s).
- Fee Proposal: Provide an itemized fee schedule (e.g., hourly rates by role, monthly or annual retainer options, meeting attendance charges, travel, and reimbursable expenses). Identify litigation billing rates and any alternate fee arrangements.
- Conflicts & Independence: Disclose any current or potential conflicts and proposed mitigation.
- Insurance: Provide certificates of insurance evidencing professional liability (malpractice) coverage of not less than \$1,000,000 per claim

and \$2,000,000 aggregate, and general liability and workers' compensation as applicable.

- Sample Work: Provide samples such as ordinance, resolutions, legal opinions, or briefs (redacted, as necessary).
- Required Forms: Completed Non-Collusion Affidavit, Proposal Form, and Fee Schedule (see Appendices).

5. Submission Instructions

Proposals must be received by the Township no later than the Proposal Due date indicated above. Hard copies ((1) one original and (5) five copies) may be delivered to Township Manager, 2675 Brownsville Road, South Park, PA 15129. Late proposals may not be considered.

6. Questions & Addenda

All questions must be submitted in writing to: Karen Fosbaugh, Township Manager, southparktwp@southparktwp.com.

7. Evaluation & Selection

- Relevant municipal experience and qualifications of assigned personnel.
- Quality of proposal, demonstrated understanding, and service approach.
- Availability, responsiveness, and capacity to meet Township needs.
- Proposed fees and overall value.
- References and past performance with municipal clients.
- Compliance with RFP requirements and absence of disqualifying conflicts.

The Township will conduct interviews, request additional information, and scope prior to award. The Board of Supervisors reserves the right to reject any or all proposals, waive informalities, and award in the best interests of the Township.

8. Legal & Administrative Requirements

- Compliance: The selected Solicitor must comply with all applicable federal, state, and local laws, including but not limited to the Second Class Township Code, Sunshine Act, Right-to-Know Law, Municipalities Planning Code, and ethics requirements.
- Open Records: Proposal contents may be subject to public disclosure under the Pennsylvania Right-to-Know Law. Proposers should mark proprietary information as confidential, subject to applicable law.

- Insurance & Indemnification: The selected firm must maintain required insurance and indemnify the Township to the extent permitted by law.
- Non-Discrimination: Contractors shall not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected status.
- Reservation of Rights: This RFP does not commit the Township to award a contract or pay any costs incurred in preparation of a proposal.

Appendix A – Proposal Form

Proposer Legal Name: _____

Primary Contact & Title: _____

Address: _____

Phone: _____ Email: _____

PA Attorney ID(s): _____

Authorized Signature: _____ Date: _____

By signing, the Proposer certifies that it has read and agrees to the terms of this RFP and that the information provided is true and correct.

Appendix B – Fee Schedule

- Hourly Rates: Partner \$_____ / Associate \$_____ / Paralegal \$_____
- Retainer (if proposed): \$_____ per month covering _____
- Meeting Attendance: \$_____ per meeting (or included in retainer)
- Litigation Rates: \$_____ (trial) / \$_____ (appeals) / \$_____ (admin)
- Travel & Expenses: [Describe and list any billable expenses or not billable]
- Alternate Fee Arrangements: [Describe, e.g., blended rates, caps]

Appendix C – References

Provide at least three (3) municipal client references: