

REQUEST FOR PROPOSALS

LABOR ATTORNEY SERVICES



Borough of Conshohocken | 400 Fayette Street, Suite 200 | Conshohocken, PA 19428  
Ph: (610) 828-1092 | Fax: (610) 828-0920

Issue Date: Monday, October 23, 2023

**Responses Due by: Monday, November 20, 2023**

SECTION I: INTRODUCTION

Conshohocken Borough, Montgomery County, Pennsylvania, is located about 15 miles from Philadelphia. The Borough of Conshohocken (Borough) occupies about one square mile and its current population is approximately 9,266. Further information about the Borough's government can be found at [www.conshohockenpa.gov](http://www.conshohockenpa.gov).

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified law firms to provide Labor Counsel legal services for the Borough. The Labor Attorney should have substantial experience in the area of general municipal law and in all labor-related legal matters and advise the Borough Council, the Manager and the Departments. The Borough has collective bargaining agreements with its Police Officers and Public Services Employees. All other employees are subject to the Borough's Personnel Policies. The Borough has 67 full-time and 28 part time employees.

SECTION II: SCOPE OF SERVICES

The Scope of Services of the Labor Attorney includes but is not limited to the following:

1. Furnish legal advice and assistance to the Borough Council or other Borough Administrative staff under the direction of the Borough Manager on employment and labor-related matters.
2. Give opinions and rulings on questions of law at the request of Borough Council or the Borough Manager.
3. At the request of Borough Council or the Borough Manager, prepare, review, and/or approve labor related legal instruments relating to the business of the Borough.
4. At the direction of Borough Council or the Borough Manager, represent the Borough in any employment or labor related contract negotiations, litigation, conduct trials, appeals and other proceedings affecting the interest of the Borough as necessary or desirable. Final resolution of such matters shall at all times be subject to the approval of Borough Council.
5. Maintain records of all actions, suits, proceedings and matters which relate to the Borough's interests in the areas of employment/labor, and report as the Borough Manager or Borough Council may require.
6. Negotiate and execute agreements, compromises or settlement of litigation in which the Borough is involved, subject to prior approval or ratification by the Borough Council.
7. When necessary, recommend special counsel or other professional consultants within the limits of available appropriations, to assist in the preparation, trial or argument of matters being handled by Labor Counsel, subject to approval or ratification by the Borough Council.
8. Shall attend meetings or executive sessions of Borough Council and/or other meetings as requested by the Borough Council or the Borough Manager.
9. If the Labor Counsel is disqualified with respect to any matter or recommends the appointment of special counsel, the Borough Council may appoint conflict counsel or special counsel to represent the Borough with respect to such matter, within the limits of available appropriations, with, or without, the input of Labor Counsel.
10. Upon termination of service with the Borough, the Labor Counsel shall surrender all Borough property, papers and records, together with written consent to substitute the successor in any

pending actions or proceedings.

SECTION III: CONTENTS OF PROPOSAL

1. **Letter of Transmittal:** Each proposal should be accompanied by a letter of transmittal which summarizes the key points of the proposal and is signed by an authorized officer.
2. **Firm Experience and Qualifications:**
  - a. Provide an overview of the firm and its qualifications. Include location of your firm's primary office, as well as any other offices in the Commonwealth of Pennsylvania or other states.
  - b. Describe your firm's relevant municipal practice for the past five (5) years, including specifically your work as Labor Counsel for municipal clients. Provide specific examples of work within the scope of services required under the RFP.
  - c. Describe your firm's equal employment opportunity policies and programs.
  - d. Detail your professional liability/malpractice insurance coverage applicable to the services described herein. Include insurance certificates summarizing such insurance coverage.
  - e. Submit three (3) references for different municipalities of like size with names and direct line telephone numbers.
3. **Legal Services Team:**
  - a. Provide summaries of experience for each individual who would be assigned to represent the Borough. Then describe the specific roles that each attorney would be expected to play with respect to the Borough and identify the lead of senior attorney.
  - b. Provide detailed resumes for each of the attorneys summarized above.
4. **Conflicts of Interest:**
  - a. Describe any material financial relationships that you or your firm or any employee has with any individual or organization that may create a conflict of interest in representing the Borough.
  - b. Describe any family relationship that any employee of your firm has with any public servant that may create a conflict of interest or the appearance of a conflict of interest in representing the Borough.
  - c. Describe any other matter that your firm believes may create a conflict of interest or appearance of a conflict of interest or the appearance of a conflict of interest in representing the Borough and the manner in which such conflicts described in this paragraph will be resolved.
5. **Fee Proposals:** It is requested that you provide an hourly fee proposal for lead attorney, associates and staff as applicable. This fee proposal should clearly delineate reimbursable expenses as well as overhead charges. This proposal should also delineate any rate adjustment such as the difference between the typical rate versus municipal rate. Rate must also include what increment of time is billable. Indicate whether the firm will hold the fee proposal for one, two or three years.

SECTION IV: TIMELINE AND SUBMISSION PROCEDURES

Copies of the RFP are available at Conshohocken Borough Hall located at 400 Fayette Street, Suite 200, Conshohocken, PA 19428, and the office hours are 8:30 AM to 4:30 PM Monday through Friday. Copies of the RFP are also available on the Borough website ([www.conshohockenpa.gov](http://www.conshohockenpa.gov)).

Qualified applicants shall submit one (1) original copy of the proposal in a sealed envelope and one (1) electronic copy via email or flash drive to:

Borough of Conshohocken  
Attn: Stephanie Cecco, Borough Manager (c/o Brittany Rogers)  
400 Fayette Street, Suite 200  
Conshohocken, PA 19428  
Email: [scecco@conshohockenpa.gov](mailto:scecco@conshohockenpa.gov) ([brogers@conshohockenpa.gov](mailto:brogers@conshohockenpa.gov))

**Proposals shall be stamped received no later than 4:00 PM on Monday, November 20, 2023**

SECTION V: EVALUATION CRITERIA & SELECTION PROCESS

1. The Borough Council reserves the right to:
  - a. Select a proposal in its entirety or some portions thereof.
  - b. Reject any and all proposals, in whole or in part.
  - c. Waive irregularities.
  - d. Request oral presentations and/or individual interviews from those individuals or firms determined to be in a competitive range.
  - e. Make a final selection using criteria judged to be the maximum benefit to the Borough as a whole.
2. Selection of the successful candidate will be based on proposals submitted and in-person interviews of a final set of candidates as determined by Borough Council. Candidates will be notified of an interview date as applicable.

**Questions**

Questions may be addressed to:  
Brittany Rogers, Executive Assistant to the Borough Manager  
Borough of Conshohocken  
400 Fayette Street, Suite 200  
Conshohocken, PA 19428  
[brogers@conshohockenpa.gov](mailto:brogers@conshohockenpa.gov)