

West Goshen Sewer Authority
Request for Proposals (RFP)
for Authority Solicitor

West Goshen Sewer Authority
848 South Concord Road
West Chester, PA 19382

November 12, 2020

**WEST GOSHEN SEWER AUTHORITY
REQUEST FOR PROPOSALS (RFP)
FOR AUTHORITY SOLICITOR**

I. PURPOSE AND INTENT

Through this Request for Proposal (RFP), the West Goshen Sewer Authority, hereinafter the "Authority," seeks to engage an Authority Solicitor for immediate appointment.

II. PROPOSAL SUBMISSION

A single .pdf copy of the Proposal Submission shall be emailed to the Authority Chair by the proposal deadline at tmurphy@wgtsa.org

Theodore Murphy, Chair
West Goshen Sewer Authority
848 South Concord Road
West Chester, PA 19382

The proposal must be received no later than **5:00 p.m., Tuesday, December 1, 2020.** **Proposals in any format other than a .pdf shall not be accepted. Any inquiry concerning this RFP should be directed in writing via email to the Authority Chair. Interviews to commence as soon as December 8, 2020.**

All documents and information submitted in response to this solicitation shall be available to the general public. The Authority will not be responsible for any costs associated with the oral, written and/or presentation of the proposals. The Authority reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Authority further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all Solicitors submitting proposals.

III. GENERAL INFORMATION ON THE WEST GOSHEN SEWER AUTHORITY

The West Goshen Sewer Authority is located in Chester County, Pennsylvania, and operates under the Pennsylvania Authorities Act, with a five (5) member Authority Board of members. The Authority is a lease-back Authority and oversees capital improvements for the 6M gallon per day West Goshen wastewater plant and its associated wastewater collection system. West Goshen Township conducts the plant and collection system operations in collaboration with the Authority. The Authority provides sanitary sewer treatment to the entirety of West Goshen Township and portions of East Goshen Township, Westtown Township, West Whiteland Township and Thornbury (Chester) Township.

IV. MINIMUM QUALIFICATIONS

The applicant shall comply with and be subject to all provisions of the Pennsylvania Authorities Act, as amended. **(Disclaimer: Each Solicitor is responsible to review the Pennsylvania Authorities Act to apply pertinent sections.)**

V. MANDATORY CONTENTS OF PROPOSAL

In addition to demonstrating an ability to meet all minimum qualifications, 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 Authority.
- 2.) An hourly rate fee proposal for the 2021 Authority calendar year, January 1, 2021 to December 31, 2021. Such hour rate fee proposal shall include not only the rate of the principal professional assigned to the Authority but also the rates of associates and paralegals as well. A proposal showing minimum and maximum ranges is not acceptable. In addition, please provide the hourly rate for the principal professional designated to represent the Authority.
- 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. 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 firm.
- 5.) A description of the firm's experience in performing services of the type described in this RFP. Specifically identify client size and provide specific examples of work within the scope of services required under this RFP in similarly sized municipalities.
- 6.) 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 with the Chester County area.
- 7.) References, including at least three (3) municipal or authority clients, three (3) current clients for whom services have been provided for at least three (3) years, and two (2) former clients for whom services have been provided within the past seven (7) years. Provide the contact names, titles, and phone numbers.
- 8.) If the firm 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 firm must provide a description of the litigation, the status of such litigation and/or disciplinary action.
- 9.) 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.
- 10.) 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 Authority. For example, if the firm represents a neighboring municipality that has an agreement for sewage treatment with the Authority as Township Solicitor, and is also appointed as the Authority Solicitor, please describe how the firm would manage any potential conflicts of interest.

VI. INTERVIEW

The Authority Board 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 Authority reserves the right to request clarifying information subsequent to submission of the proposal.

VII. SELECTION PROCESS

All proposals will be reviewed by the Authority Board to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For firms that satisfy IV, "Minimum Qualifications", and V, "Mandatory Contents of Proposal", the Authority'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:

- 1.) The firm's general approach to providing the services required under this RFP;
- 2.) The firm's documented experience in successfully providing Solicitor services of a similar size and scope to the engagement addressed by this RFP;
- 3.) 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 with clients of similar size and scope to the services required by this RFP;
- 4.) 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; and
- 5.) Costs and fee schedules.

VII. SELECTION AND CONTRACT

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