



ROSS TOWNSHIP

REQUEST FOR PROPOSAL

SPECIAL LABOR COUNSEL

DUE THURSDAY, MARCH 12, 2020

ROSS TOWNSHIP

Ross Township
Municipal Building
1000 Ross Municipal Drive
Pittsburgh, PA 15237-2725
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OFFICERS

PRESIDENT

Stephen L. Korbel, Esq.

VICE PRESIDENT

Daniel L. DeMarco, Esq.

TAX COLLECTOR

Matthew Mager
Phone: (412) 266-0669

PROPERTY TAX COLLECTED BY

Jordan Tax Service
Phone: (724) 731-2331

SOLICITOR

P.J. Murray, Esq.

MANAGER

Ronald Borczyk

TOWNSHIP ENGINEER

The Gateway Engineers, Inc.
Richard D. Minsterman, P.E.

COMMISSIONERS

Daniel L. DeMarco, Esq.
Stephen L. Korbel, Esq.
Sarah Poweska
Joseph Laslavic
William McKellar
Jason Perring
Pat Mullin
Jeremy Shaffer
Jack Betkowski

I. PURPOSE AND INTENT

Ross Township, Allegheny County, is requesting proposals for the position of Township Special Labor Counsel. Applicants should submit written proposals to Ronald Borczyk, Township Manager, Ross Township, 1000 Ross Municipal Drive, Pittsburgh, PA 15237.

As Township Special Labor Counsel, the selected Firm will be expected to represent the Township in all labor-related legal matters and advise the Commissioners, the Manager and the Departments as required in the administration of Township Government.

II. PROPOSAL SUBMISSION

An original, (10) full complete and exact copy of each proposal, and an electronic version shall be submitted in sealed envelopes and must be marked "Township Special Labor Counsel" and addressed to:

Ronald Borczyk, Township Manager
Ross Township
1000 Ross Municipal Drive
Pittsburgh, PA 15237

The proposal must be received no later than 4:00 p.m. on Thursday, March 12, 2020.

No email proposals will be accepted. Any inquiries concerning this RFP should be directed in writing to the above.

All information and documents submitted in response to this solicitation shall be available to the general public. The Township reserves the right to reject any or all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make investigations as it deems necessary to the qualifications of any and all applicants submitting proposals. The Township reserves the right to re-solicit proposals.

III. SCOPE OF SERVICES

The services may include, but are not limited to:

1. Furnish legal advice and assistance to the Board of Commissioners or other officers of the Township under the direction of the Township Manager
2. Give opinions and rulings on questions of law at the request of a majority of the members of the Board of Commissioners or the Township Manager.
3. Prepare or approve all labor related legal instruments relating to the business of the Township.
4. Represent the Township in any employment or labor related contract negotiations, litigation, conduct trials, appeals and other proceedings affecting the interest of the Township as necessary or desirable, subject to the approval of the Board of Commissioners.
5. Maintain records of all action suits, proceedings and matters which relate to the Township's interest, and report as the Manager or Board of Commissioners may require.
6. Have power to enter into any agreement, compromise or settlement or litigation in which the Township is involved, subject to prior approval or ratification by the Board of Commissioners.
7. When necessary, may recommend special counsel within the limits of available appropriations, to assist in the preparation, trial or argument of any issue or in such capacity as they determine, subject to approval or ratification by the Board of Commissioners.
8. Shall attend meetings or executive sessions of the Board and/or other meetings as requested by the Board.

If the Special Labor Counsel is disqualified with respect to any matter or recommends the appointment of special counsel, the Board of Commissioners may appoint special counsel to represent the Township with respect to such matter, within the limits of available appropriations.

Upon termination of service with the Township, Special Labor Counsel shall surrender all Township property, papers and records, together with written consent to substitute the successor in any pending actions or proceedings.

IV. CONTENT OF PROPOSAL

1. Contact Information
 - a. Provide the name and address of the firm; the name, telephone number, fax number and email address of the individual responsible for the preparation of the proposal.
 - b. List the names of the firm's partners/principles and all local offices of the firm.
 - c. Identify the location of the firm's main office

- d. List of all projects or contracts in which the firm is currently involved with in Ross Township.

2. References

- a. List of all Pennsylvania local government jurisdictions where your firm presently serves as Employment or Labor Counsel or provides similar services. Identify the duration of service at each community. The list should include the address, phone number, and point of contact for each client listed.
- b. Identify up to three (3) non-municipal clients you wish to include as references, including contact information and a point of contact.

3. Insurance

- a. Detail your professional liability/malpractice insurance coverage applicable to the services described herein. Include insurance certificates summarizing such insurance coverage.

4. Cost of Services

- a. Provide the Special Labor Counsel's pricing schedule for providing services. The rate schedule shall identify rates for all applicable personnel (i.e. professionals, technicians, and support staff).
- b. Identify rates for various types of services as they would apply to the requirements of the Township. For example: Rates for meetings, research time, etc. If the candidate does not differentiate between types of services, the proposal must clearly identify its services and rates.
- c. Identify the minimum period of time billed for services (i.e. telephone calls, conferences, correspondence, etc.).
- d. Provide the Township with detailed monthly activity reports and detailed invoices.

5. Miscellaneous

- a. Please supply a proposed engagement letter.
- b. Please discuss any other factors not included above, which you believe relevant to this proposal.

V. INTERVIEW

The Township Manager and/or the Board of Commissioners 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.

VI. SELECTION PROCESS

All proposals will be reviewed by an ad hoc professional services committee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. The committee will evaluate each proposal and make a recommendation to the Board of Commissioners.

VII. SELECTION AND CONTRACT

As a professional service, the Township maintains sole discretion in its selection of the successful applicant. The Township will enter into a mutually satisfactory engagement letter which will set forth the terms and conditions of the representation. The Township Solicitor shall review and approve the applicable engagement letter prior to the formal appointment of the successful applicant.