



## ROSS TOWNSHIP

### REQUEST FOR PROPOSAL

### ZONING HEARING BOARD SOLICITOR

DUE THURSDAY, MARCH 12, 2020

## **ROSS TOWNSHIP**

Ross Township  
Municipal Building  
1000 Ross Municipal Drive  
Pittsburgh, PA 15237-2725  
Phone: (412) 931-7055  
Fax: (412) 931-7062  
www.ross.pa.us

### **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 Zoning Hearing Board Solicitor. Applicants should submit written proposals to Ronald Borczyk, Township Manager, Ross Township, 1000 Ross Municipal Drive, Pittsburgh, PA 15237.

As Township Zoning Hearing Board Solicitor, the selected Firm will be expected to advise the Zoning Hearing Board in all matters that come before the Zoning Hearing Board in accordance with the Municipal Planning Code and the First Class Township Code.

### **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 "Zoning Hearing Board Solicitor" 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. Review and aid in the preparation of legal documents pertaining to the Zoning Hearing Board.
2. Attendance at executive session, regular, special and continued sessions of the Zoning Hearing Board.
3. Conduct legal research and render legal opinions and assistance to the Zoning Hearing Board.
4. Represent the Zoning Hearing Board in any litigation.
5. Cooperate with the Board of Commissioners and Township Solicitor regarding any matters pertaining to the Zoning Hearing Board.

Upon termination of service with the Township, the Zoning Hearing Board Solicitor 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 Zoning Hearing Board Solicitor 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.
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 Zoning Hearing Board Solicitor 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 Board.
- 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 Zoning Hearing Board reserves the right to interview any or all applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Zoning Hearing Board reserves the right to request clarifying information subsequent to submission of the proposal.

### **VI. SELECTION PROCESS**

All proposals will be initially reviewed by an ad hoc professional services committee of the Board of Commissioners to determine responsiveness and compliance with budgetary requirements. Non-responsive proposals will be rejected without evaluation. The Zoning Hearing Board will evaluate each proposal and will select a successful applicant.

### **VII. SELECTION AND CONTRACT**

As a professional service, the Zoning Hearing Board 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.