

**THE WILLIAMSPORT ZONING HEARING BOARD IS SEEKING QUALIFIED ATTORNEY APPLICANTS TO SERVE AS ITS SOLICITOR. THE TERMS OF SUBMISSION FOR ANY INTERESTED APPLICANT ARE LISTED BELOW. RESPONSES ARE DUE BY February 12, 2021.**

**Essential Requirements**

The Solicitor shall provide comprehensive zoning hearing board legal services to the Williamsport Zoning Hearing Board Solicitor. The Solicitor shall be licensed to practice law in the Commonwealth of Pennsylvania and may be one person or a law firm, partnership, association or professional corporation.

Legal services provided shall include, but not be limited to:

- Conduct legal research and provide interpretations of the City's zoning ordinance or other relevant material and make recommendations;
- Attend all regular, special, and continued sessions of the Zoning Hearing Board;
- Research and prepare decisions for Zoning Hearing Board cases;
- Represent the Zoning Hearing Board in litigation;
- Assist the Zoning Hearing Board in any other manner that may be necessary; and
- Cooperate with City Solicitor regarding any matters pertaining to the Zoning Hearing Board.

**Minimum Qualifications**

1. At least six (6) years of overall legal experience is preferred.
2. At least three (3) years of municipal law experience is preferred; or any equivalent combination of acceptable education and experience providing the knowledge, skills and abilities cited above by the assigned attorneys.
3. Firm and attorneys assigned to work with the City shall have knowledge and familiarity of the City's operations and legal needs.
4. Firm and attorneys shall be duly licensed and in good standing in the Commonwealth of Pennsylvania.

**Mandatory Required Information/Documentation:**

In addition to demonstrating an ability to meet all minimum qualifications as described above, the respondent must also include and address the following:

1. Assigned Attorneys: Indicate one (1) attorney within the firm who will be assigned as the Solicitor and indicate any attorneys who will be assigned as the Assistant Solicitor.
2. 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 attorneys who will be assigned to the City.
3. Resume: This portion of the proposal should include the relevant resume information for the firm and the attorneys who will be assigned. The information should include, at a minimum, a description of relevant professional experience, years and type of experience, and number of years with the firm.

4. A description of the respondents' experience in performing services of the type described in this RFP. The respondent shall have experience in municipal law. Provide specific examples of work within the scope of services required under this RFP.
5. References: Include at least three (3) municipal clients. Provide the contact names, titles and phone numbers.
6. An executive summary of not more than two (2) pages, identifying and substantiating why the respondent and the attorneys who will be assigned are best qualified to provide the requested services.
7. Disclose any actual or potential conflicts of interest that the respondent may have in performing services for the City. Please explain how your firm would handle such conflicts and set out any allowance in contract price if the City has to retain other legal counsel because of a conflict of interest with your firm.
8. The respondent shall describe ability to provide services in a timely fashion including a description of staffing and a description of your familiarity with the services required by the City.
9. Price: The respondent shall provide a fee structure including the salary of the solicitor and an hourly rate for services to be performed by assistant solicitors and paralegals. The proposal shall detail whether clerical, direct costs or other applicable costs will be billed separately or included in the hourly labor rate.

#### **Interview**

The Zoning Hearing Board may require interviews from all respondents who score high against the stated criteria. Although interviews may take place, the proposal should be comprehensive and complete.

#### **Selection Process**

All proposals shall be reviewed to determine responsiveness and shall be evaluated on the following criteria:

- a) Ability to meet all minimum qualifications
- b) Qualifications and experience
- c) Price
- d) Other criteria as deemed appropriate

Proposals shall be mailed or delivered to the Bureau of Codes Department attn. Zoning Administrator, 245 W. Fourth Street, Williamsport, PA 17701. Proposals must be enclosed in a sealed envelope and marked "**RFP for Zoning Hearing Board Solicitor Services.**"