



TOWNSHIP OF WARMINSTER

Office of the Township Manager

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REQUEST FOR PROPOSAL FOR GENERAL MUNICIPAL LEGAL SERVICES FOR 2018

Warminster Township is seeking proposals for its professional legal services related to the general legal representation for the Township. Warminster Township is a Second Class Township with a five member Board of Supervisors and a population of approximately 32,000 residents. Labor legal services is not included in the RFP, but covered under a separate RFP.

Warminster Township spent approximately \$90,000 on general legal services in 2016 and is anticipated to spend approximately \$105,000 in 2017. Land use professional services escrow accounts totaled approximately \$145,000 in 2016 and approximately \$115,000 for 2017.

Selected firm will provide typical municipal legal services including, but not limited to, review of subdivision and land development applications, preparing approval letters and agreements for land development projects, draft municipal resolutions, ordinances, contracts, and other legal documents, represent the Township in all legal proceedings, provide advice and counsel to Township on a variety of matters, and prosecution of cases related to ordinance violations.

Attendance is required at Board of Supervisors meetings (first and third Thursday of every month) and Planning Commission meetings (second and fourth Tuesday of every month) as requested.

Proposals should include the following:

1. General billing rate per hour, municipality billing rate per hour, and retainer rate, if applicable. Please include rates by position if applicable. If a retainer rate is included, please provide a description of what work falls under that charge.
2. Summary of Municipal Experience
3. References from existing clients
4. Information on proposed individuals who will be assigned to the account
5. Disclosure of any known or potential conflicts.

Proposals are due to the Township by **December 15, 2017**. Proposals can be mailed, emailed or dropped off at the Township Building.

Warminster Township
Attn: Township Manager
401 Gibson Avenue
Warminster, PA 18974

townshipmanager@warminsterpa.org