



TOWNSHIP OF WARMINSTER

Office of the Township Manager

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REQUEST FOR PROPOSAL FOR MUNICIPAL LABOR LEGAL SERVICES FOR 2018

Warminster Township is seeking proposals for its professional legal services related to labor 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. General municipal legal services is not included in the RFP, but covered under a separate RFP.

Warminster Township spent approximately \$45,000 on labor legal services in 2016 and is anticipated to spend approximately \$40,000 in 2017.

Selected firm will provide typical municipal labor legal services including but not limited to review of union labor disputes and contracts, represent Township in labor related legal matters, provide counsel to Township on labor matters, and prepare documents, agreements, and contracts as requested.

Attendance at Board of Supervisors meetings (first and third Thursday 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