



**ALLENTOWN PARKING
AUTHORITY**
Request for Proposal (RFP)
for Authority Solicitor

I. PURPOSE and INTENT

Through this Request for Proposal (RFP), the Allentown Parking Authority hereinafter the "APA", seeks to engage a vendor as Authority Solicitor for the calendar years, March 1, 2019 to February 29, 2020, or upon appointment, whichever is sooner.

II. PROPOSAL SUBMISSION

An original, clearly marked as the "ORIGINAL", plus five (5) full, complete and exact copies, of each proposal shall be placed in a sealed envelope and must be marked with "Authority Solicitor" and addressed to:

John N. Morgan
Executive Director
APA
603 W. Linden St.
Allentown, PA 18101

A copy of the proposal may also be emailed to morgan@allentownparking.com

The proposal must be received no later than February 20, 2019, at 4:00 p.m.
Please Note: Faxed proposals will not be accepted. Any inquiry concerning this RFP should be directed in writing to:

John N. Morgan
Executive Director
morgan@allentownparking.com

All documents/information submitted in response to this solicitation shall be available to the general public. The APA will not be responsible for any costs associated with the oral or written and/or presentation of the proposals.

The APA reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make such investigations as it deems necessary in reference to the qualifications of any or all vendors submitting proposals.

III. GENERAL INFORMATION ABOUT THE ALLENTOWN PARKING AUTHORITY

The APA is located in the City of Allentown. Allentown is a city located in Lehigh County, Pennsylvania. It is Pennsylvania's third most populous city and the 231st largest city in the United States. As of the 2010 census, the city had a total population of 118,032 and is currently the fastest growing city in all of Pennsylvania. It is the largest city in the metropolitan area known as the Lehigh Valley, which had a population of 821,623 residents as of 2010. Allentown constitutes a portion of the New York City Combined Statistical Area and is the county seat of Lehigh County. The land area of the City is 18.5 square miles. In 2012, the city celebrated the 250th anniversary of its founding in 1762.

The APA has union and non-union, full-time and part-time employees. As of January 1, 2019, the APA has a total of 68 employees. The APA Board of Directors hold their public meetings on the fourth Wednesday of each month, unless otherwise posted.

IV. DUTIES OF SOLICITOR

- A. Prepare or approve, if directed, or requested to do so by the Board of Directors or Executive Director, any bonds, obligations, contracts, leases, conveyances, ordinances and assurances to which the APA may be a party.
- B. Commence and prosecute all actions brought by the APA for or on account of any of the estates, rights, trusts, privileges, claims or demands of the APA, as well as defend the APA or any APA Officer, against all actions or suits brought against the APA or APA officers in which any of the estates, rights, privileges, trusts, ordinances or accounts of the APA may be brought in question before any Court in this Commonwealth.
- C. Perform every other professional act incident to the office which the APA Solicitor may be authorized or required to do by the Executive Director or Board of Directors.

V. MINIMUM QUALIFICATIONS

- A. All applicants for the position of APA Solicitor shall have the following minimum qualifications:
 - 1. If the Applicant is a one-person law firm. then the person must be licensed to practice law in the Commonwealth of Pennsylvania.
 - 2. If the Applicant is a partnership, association or professional corporation, then the lawyers who perform work for the APA shall be licensed to practice law in the Commonwealth of Pennsylvania.

B. The applicant also must demonstrate a high degree of knowledge, experience, and ability with the following:

1. The operation of local governmental units in Pennsylvania;
2. Acquisition and disposition of real estate (Open Space);
3. Municipal Land Use Law;
4. Extensive knowledge of Local Public Contracts Law;
5. Sale of APA real estate and/or property;
6. Assembling Employment Practices Liability (EPL) policies to protect the APA
7. Experience in Council-Manager form of government
8. Knowledgeable in government ethics, sunshine and right-to-know laws;
9. Attend and provide knowledgeable legal advice at APA Board meetings, work sessions, and/or committee meetings, as requested;
10. Maintain availability by cell phone and e-mail and provide timely responses to staff and APA Board inquiries;
11. Draft ordinances for the Board's approval, sometimes with the assistance of Board's staff;
12. Assist APA Board and staff with interpretations of codes, ordinances, and other applicable laws/regulations; -
13. Draft and review agreements between the APA and other entities;
14. Represent the APA as needed in court proceedings; and
15. Recommend outside legal counsel to represent the APA under circumstances where this is warranted. Work with (or supervise) outside legal counsel in representing the APA.

C. Include a list of any other professional qualifications, experiences and/or credentials you believe are relevant to the RFP.

VI. MANDATORY PROPOSAL CONTENT

In addition to demonstrating an ability to meet all minimum qualifications, the firm must also include and address the following:

- A. Contact Information: Provide the name and addresses 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 principal professional assigned to the APA.
- B. A fee proposal for the 2019-2020 (12-month) year. A proposal showing minimum and maximum ranges is not acceptable. A monthly retainer amount and quotes for hourly rates above the retainer amount for additional services is acceptable. The Applicant charging an hourly rate shall set forth the hourly rate of all professionals who will be performing work for the APA.
- C. An executive summary of not more than two (2) pages, in which the applicant substantiates the reason(s) the vendor is qualified to provide the requested services.

- D. A staffing plan listing those persons who will be assigned to the engagement, if the vendor is selected, including the designation of the person who would be the vendor's principal professional responsible for all services required under the engagement This portion of the proposal should include the relevant resume information for the individuals who will be assigned. The information should include, at a minimum, a description of the principal's relevant professional experience, years and type of experience, and number of years with the vendor.
- E. A description of the vendor 's experience in performing services of the type described in this RFP. Specifically identifying client size and provide specific examples of work within the scope of services required under this RFP in similarly-sized municipalities.
- F. The location of the vendor's office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in Pennsylvania and any familiarity your firm has with the Lehigh County Area.
- G. Identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest, with regard to this engagement, or the APA

VI THE INTERVIEW

The APA and Board of Directors reserve the right to interview any and all the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The APA reserves the right to request clarifying information subsequent to submission of the proposal.

VI SELECTION PROCESS

All proposals will be reviewed by the APA and Board of Directors to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy the Minimum Qualifications and the Mandatory Proposal Content portions of the application, the APA's evaluation will include, but will not be limited to, the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance;

- A. The vendor's general approach to providing the services required under this RFP.
- B. The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- C. The qualification and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on: