

**LOWER GWYNEDD TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**



**REQUEST FOR PROPOSALS
FOR
LABOR ATTORNEY**

1. GENERAL INFORMATION

Lower Gwynedd Township (“Township”) invites proposals from qualified law firms with experience in public sector labor and employment law to provide legal services on an as-needed basis to the Board of Supervisors (“Board”) and Township Manager (“Manager”). As described in more detail below, the proposal is to include evidence of the firm’s experience and qualifications to serve as the Township’s labor attorney.

Submit proposals and questions to Mimi Gleason, Township Manager, at mgleason@lowergwynedd.org.

The submittal deadline is Tuesday, November 19, 2024 at 4:00 pm.

2. BACKGROUND

Lower Gwynedd Township’s 9.4 square miles in central Montgomery County, Pennsylvania include the areas of Gwynedd, Gwynedd Valley, Penllyn and Spring House, and are home to just over 12,000 residents. The Township is a second-class township, governed by a five-member Board of Supervisors. There are currently 27 full-time and 8 part-time non-uniformed employees and 22 police officers. A collective bargaining unit represents the officers.

3. SCOPE OF SERVICES

The Scope of Services for the Labor Attorney includes but is not limited to the following items.

- Furnish legal advice to the Board, Manager, or to staff as directed by the Manager, on employment and labor-related matters;
- Represent the Township in grievance arbitration, mediation, unfair labor practice hearings, or other employment-related matters;
- Provide collective bargaining assistance, including support in the negotiation and

arbitration of collective bargaining agreement, as well as other matters related to the agreement with police collective bargaining unit;

- Negotiate agreements or settlement of employment-related litigation in which the Township is involved;
- Advise the Manager on human resources-related legal issues, including the formulation and implementation of personnel policies and administration of benefits;
- Preside over or conduct employee investigations and grievance hearings and issue a written decision for each hearing, as requested;
- Attend meetings or executive sessions, and respond in a timely manner to pertinent questions, as requested by the Board or Manager; and
- Perform other related legal services deemed necessary or expedient by the Board or Manager.

4. QUALIFICATIONS

Qualifications of the Labor Attorney must include:

- being licensed to practice law in the Commonwealth of Pennsylvania and a member of the Bar in good standing;
- having a high degree of knowledge, experience, and ability in public sector labor and employment law;
- having extensive experience with police collective bargaining units, including the bargaining, discipline and grievance processes;
- having a strong knowledge of municipal law, including the full range of applicable state laws such as the Pennsylvania Second-Class Township Code, Right to Know Law, Sunshine Act, etc.; and
- performing and managing all work in a high quality, timely, and to the extent possible, cost-effective manner.

5. PROPOSAL SUBMISSIONS

A. Firm Experience and Qualifications:

- Provide an overview of the firm and its qualifications. Include the location of the firm's primary office, as well as any other offices in Pennsylvania or other states.
- Describe the firm's relevant experience for the past ten years as Labor Attorney for municipal clients in Pennsylvania consistent with the scope of services above.

- List the firm's current or recent similar or related appointments with other PA municipalities.
- Describe the firm's equal employment opportunity policies and programs.
- Detail the firm's professional liability/malpractice insurance coverage applicable to the scope of services above; include insurance certificates summarizing such insurance coverage.
- Provide a list of municipal references with contact information and a description of the services provided by the firm.

B. Legal Services Team:

- Specify who will serve as the lead attorney and primary point of contact if the firm is selected.
- Describe the experience and qualifications of the lead attorney to fulfill the scope of services described above.
- Describe the experience and qualifications of any other key staff who may do work for the Township, including the specific roles that each person would be expected to play.
- Provide detailed resumes for each of the attorneys whose experience is summarized above.
- Provide information about the legal services team's ability to perform on short notice and in a timely manner, including if the designated lead attorney is not available.
- Describe the team's approach to service delivery, and an explanation of how tasks and projects are managed to ensure timely response and completion.
- Include any other information about the firm or legal services team that could be relevant.

C. Conflicts or Litigation:

- Disclose and describe actual or potential conflicts of interest with the Township, and the manner in which such conflicts would be addressed.
- Describe any litigation and/or disciplinary action the firm, or any principal or employee included in the legal services team above, has been involved in as a defendant involving their provision of professional services in the past ten years.
- Describe any ongoing investigations and/or litigation matters involving the firm, its partners, shareholders, principals, officers, and any individuals employed by the firm,

which relate to the performance of the firm for the scope of services above.

D. Fee Proposals:

- Provide a 2025 hourly fee proposal for the lead attorney, associates, and staff as applicable. The rate must also include what increment of time is billable. State the minimum time the firm will hold the fee proposal in effect without increases.
- List anticipated reimbursable expenses, and the rate charged for each.
- Describe any applicable rate adjustment, such as the difference between the typical versus municipal rate.

E. The Board reserves the right to:

- Select a proposal in its entirety or some portions thereof.
- Reject any and all proposals, in whole or in part.
- Waive irregularities.

6. SELECTION PROCESS

The Board and Manager will evaluate the submitted proposals, and, at their discretion, conduct interviews with some or all the submitting Attorneys. Candidates will be notified of an interview date as applicable. The Board will make a final selection using criteria judged to be the maximum benefit to the Township as a whole.

The Board's intention is to select a Labor Attorney by the end of the year to ensure the appointment can be made at the Board of Supervisors' organization meeting on January 6, 2025. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected firm's proposal, and any changes agreed to by the Board and the firm. The Township reserves the right to request clarifying information subsequent to submission of any proposal.

7. FILES

The selected firm is expected to maintain records of all actions, suits, proceedings and matters which relate to the Township's interests in the areas of employment and labor law. At the termination of the engagement as Labor Attorney, the firm shall promptly return to the Township all files, in paper or electronic format, complete with all documents, memos, legal research notes, correspondence and all other material contained therein, at no cost to the Township. The selected firm shall not destroy or purge any Township files during or after the engagement as Labor Attorney without written authorization from the Township.