

# REQUEST FOR PROPOSAL

## Solicitor

Issued by

Borough of Conshohocken Authority



Date Issued: July 10, 2025

Submittals Due by September 3, 2025

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

EDWARD MONGAN III, OPERATIONS MANAGER

BOROUGH OF CONSHOHOCKEN AUTHORITY

601 EAST ELM STREET, CONSHOHOCKEN, PA. 19428

(610) 828-0979 X100

[emongan@conshohockensa.com](mailto:emongan@conshohockensa.com)

[www.conshohockensa.com](http://www.conshohockensa.com)

**I. GENERAL INFORMATION**

**A. Purpose.** This request for proposal (RFP) is to contract for legal services to be provided Conshohocken Borough Authority for the period of January 01, 2026, to December 31, 2026

**B. Who May Respond.** Only attorneys who are currently licensed to practice law in Pennsylvania and maintain an office in Pennsylvania, or law firms including such attorneys, may respond to this RFP.

**C. Instructions on Proposal Submission.**

**1. Closing Submission Date.** Proposals must be submitted no later than 7:00 am, September 01, 2025.

**2. Inquiries.** Inquiries concerning this RFP should be mailed to:

Edward Mongan III

Operations Manager

Borough of Conshohocken Authority

601 East Elm Street, Conshohocken, PA. 19428

Or e-mailed to: [emongan@conshohockensa.com](mailto:emongan@conshohockensa.com)

**3. Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Borough of Conshohocken Authority, (hereinafter referred to as ("BCA").

**4. Instructions for Prospective Contractors.** Your proposal should be addressed as follows:

Edward Mongan III, Operations Manager

Borough of Conshohocken Authority

601 East Elm Street, Conshohocken, PA. 19428

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following instructions:

Request for Proposal

SEALED PROPOSAL for Legal Service

[www.conshohockensa.com](http://www.conshohockensa.com)

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to ensure that the proposal is received by BCA, by the time and date specified above. Late proposals will not be considered.

5. **Right to Reject.** BCA reserves the right to reject any and all proposals in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
  6. **Small and/or Minority-Owned Business.** Efforts will be made by BCA to utilize small businesses, women and / or minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 C.F.R § 121.201).
  7. **Notification of Award.** It is expected that a decision selecting the successful Firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this RFP will be informed, in writing, of the name of the successful consultant. It is expected that the contract shall be a contract for work performed within a specific period with a retainer and additional fees considered on a monthly basis.
- D. **Description of Entity.** BCA is a Wastewater Collection and Treatment Facility that serves Conshohocken, Pennsylvania, and neighboring communities. BCA is a non-profit/Government Entity and has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. BCA has an annual budget of approximately 2.7 million dollars and is governed by a five (5) member volunteer Board of Directors, which meets at 400 Fayette Street, Suite 200, Conshohocken, PA. 194728. BCA employs ten (10) people.

#### **BCA's Mission**

Provide safe, high quality wastewater treatment and quality control services for all the Borough of Conshohocken residents, retail and industrial customers and surrounding communities.

Provide a well-maintained wastewater treatment facility and quality control infrastructure to extend the service life and reliability of the facility.

Perform wastewater treatment and quality control services in a socially, ethically and environmentally responsible manner to protect health, well-being and quality of life to our customers and the public at large, living and playing along the Pennsylvania waterways.

- II. **SCOPE OF SERVICES.** The Offeror shall be readily available to perform the following legal services, as requested by the Executive Director, Operations Manager, Finance Director and/or Board of Directors.
1. Review, draft and negotiate contracts and leases
  2. Advise on individual labor and employment matters

3. Review personnel, fiscal, policies and by-laws
4. Attend Board of Directors and Committee meetings as necessary
5. Advise on government grant and contract issues
6. Advise on responses to subpoenas, court orders and requests for information from third parties
7. Defend lawsuits, administrative claims, or other legal claims
8. Conduct legal litigation as necessary
9. Advise on legal matters regarding developer's projects
10. Record liens, easements, resolutions and other Authority forms and documents
11. Timely response to BCA staff so that ratepayers and developers are not left waiting, making the Authority look non-responsive. No charge for reminder communications
12. All invoices for the previous month are due by the 15<sup>th</sup> of each month
13. Shall submit monthly Board meeting report and action items on or before the third Wednesday of each month
14. Leins filings and satisfactions completed within two weeks of request
15. Other legal services as needed

#### **Additional RFP Content**

- Describe your typical interactions with your clients.
- List the size of your staff
- Describe your response time to client requests?
- Provide a sample of a typical monthly report for a similar client.

Here at BCA, we expect clear and respectful communication to allow us to provide consistently prompt and thorough service to our ratepayers and developers.

The offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into increments of no more than a quarter hour. The offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below. The offeror shall submit a monthly report to be presented at the monthly Board of Directors meeting, outlining services and actions performed.

III. **PROPOSAL CONTENTS.** The Offeror, in its proposal, shall, as a minimum, include the following;

- A. **Legal Experience.** The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three (3) clients, preferably including clients similar to BCA. Experience should include the following categories:
  1. Experience advising non-profit, government entities
  2. Experience advising clients conducting similar business as wastewater treatment facilities
  3. Experience advising on new construction and infra-structure projects
- B. **Organizational, Size, and Areas of Practice.** If the Offeror is a Firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if

appropriate, if the firm is a small or minority/owned business. Also include a copy of Equal Opportunity/ Affirmative Action Policy, if the firm has one.

**C. Attorney Qualifications.** The Offeror should have experience in the following areas: Non-profit government entities, contract, labor/employment, land development, labor/legal negotiations, deed/easement/resolutions recording. Th Offeror should describe the qualifications of attorneys to be assigned the representation. Descriptions should include:

1. Professional and Education background of each attorney.
2. Overall supervision to be exercised.
3. Prior experience on the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

**D. Price.** The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. BCA reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

#### IV. **PROPOSAL EVALUATION**

**A. Submission of Proposals.** All proposals shall include an original and two (2) copies.

**B. Evaluation Procedures and Criteria.** BCA's Operations Manager and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval.

**C.** The Operations Manager and Board members may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified to work on this representation.
3. The Offeror's experience working with similar clients and legal matters.
4. Response from references.
5. Cost.
6. Interviews, if conducted.