

**TOWN OF MCCANDLESS
REQUEST FOR PROPOSALS & QUALIFICATIONS (RFP)
FOR TOWN ATTORNEY
RFP 2026-1-1**

I. PURPOSE AND INTENT

Through this Request for Proposal (RFP), the Town of McCandless hereinafter the “Municipality” seeks to engage a respondent as Town Attorney (Solicitor) for the Municipality commencing April 1, 2026 or upon appointment, whichever is later.

II. PROPOSAL SUBMISSION

An original, clearly marked as the “ORIGINAL” and eight (8) full, complete and exact copies of each proposal shall be submitted in a sealed envelope and must be marked as “RFP #2026-1-1 Town Attorney” and addressed to:

John F. Schwend, Town Manager
Town of McCandless
9955 Grubbs Rd.
Wexford, PA 15090

The proposal must be received no later than **February 2, 2026 at 11:00 a.m.** at which time they will be opened publicly in the Powers Room of the McCandless Town Hall, 9955 Grubbs Rd., Wexford, PA 15090

Faxed or emailed proposals will NOT be accepted. Any inquiry concerning this RFP should be directed in writing to:

John F. Schwend, Town Manager
Town of McCandless
9955 Grubbs Rd.
Wexford, PA 15090

All documents/information submitted in response to this solicitation shall be available to the general public. The Municipality will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Municipality reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Municipality further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all respondents submitting proposals.

III. GENERAL INFORMATION ON THE TOWN OF MCCANDLESS

The Town of McCandless is located in Allegheny County, Pennsylvania and operates under a Home Rule Charter form of government, with a seven (7) member Town Council and an appointed Town Manager. The Municipality is approximately 16 square miles, has a 2020 Census population of 28,457, an annual General Fund budget of \$19.7 million, and has approximately 80 employees. Town Council meets on the second and fourth Monday of each month as well as special meetings on an as needed basis.

IV. MINIMUM QUALIFICATIONS

The Municipality requires the services of a firm or individual that is able to provide legal advice on a variety of matters. See Exhibit A for details on needed services.

V. MANDATORY CONTENTS OF PROPOSAL

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

1. Contact Information: Provide the name and address 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 Municipality.
2. A three year rate proposal for 2026, 2027, and 2028. The proposal should include a rate schedule detailing Personnel Classifications, rates per hour, direct expenses such as auto travel, copies etc and any other costs that may be applicable.
3. An executive summary of not more than two (2) pages, identifying and substantiating why the respondent is best qualified to provide the requested services.
4. A staffing plan listing those persons who will be assigned to the engagement if the respondent is selected, including the designation of the person who would be the respondent'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 respondent.
5. A description of the respondent's experience in performing services of the type described in this RFP. The respondent shall have at least eight (8) years experience as a municipal/township solicitor for a municipality/township in the state of Pennsylvania. Provide specific examples of work within the scope of services required under this RFP in similarly sized municipalities. It is imperative to show experience in similarly sized municipalities.

6. A description of the systems that will be established for monthly reporting of the status of projects, requests, and litigation.
7. The location of respondent's office, if other than the respondent's main office, at which the respondent proposes to perform services required under this RFP. Describe your presence in Pennsylvania and any familiarity your firm has with the Allegheny County area.
8. References, including at least three (3) similar sized municipal clients, three (3) current clients for whom services have been provided for at least three (3) years, and two (2) former clients for whom services have been provided within the past seven (7) years. Provide the contact names, titles and phone numbers.
9. If the respondent or any principal therein has been engaged as a defendant in any litigation involving a sum of \$100,000 or more and/or has been subject to any professional disciplinary action over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action.
10. A description of any ongoing investigations and/or litigation matters involving the respondent, its directors, officers and principals and any individuals employed by the respondent that relate to the performance of the respondent in the proposed field of expertise.
11. 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.

VI. INTERVIEW

The Town Manager and/or the Town Council reserve the right to interview any or all of the respondents submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Municipality reserves the right to request clarifying information subsequent to submission of the proposal.

VII. SELECTION PROCESS

All proposals will be reviewed by the Town Manager or his designee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For respondents that satisfy IV "Minimum Qualifications" and V "Mandatory Contents of Proposal" the Municipality'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:

- 1.) The respondent's general approach to providing the services required under this RFP.
- 2.) The respondent's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- 3.) The qualifications and experience of the respondent's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
- 4.) The overall ability of the respondent to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the respondent to perform the services required by this RFP; the availability and commitment to the engagement of the respondent's management, supervisory and other staff proposed.
- 5.) Costs and fee schedules.
- 6) Other criteria as deemed appropriate by the Town Council and Manager.

VIII. SELECTION AND CONTRACT

The Municipality will select the respondent deemed most advantageous to the Municipality, with price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected respondent's proposal, and any changes negotiated by the parties. The Municipality shall not be required to appoint the lowest cost respondent.

Exhibit A
Town of McCandless
Request for Proposal & Qualifications for Municipal Professionals
Minimum Qualifications

Respondent respondents **must** establish that they meet the following minimum qualifications:

Town of McCandless
Minimum Requirements
Town Attorney

Town Attorney: (Board Appointment)

1.) Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, Pennsylvania employment and personnel issues. The respondent shall have experience for a municipality in the State of Pennsylvania. The applicant must demonstrate a high degree of knowledge, experience and ability with the following:

- a.) Right to Know
- b.) Intellectual Property
- c.) Pension
- d.) Contracts
- e.) Real Estate
- f.) Construction Arbitration
- g.) Zoning
- h.) Planning
- i.) Land Use
- j.) Code Enforcement
- k.) Bond and other debt issuance
- l.) Civil Rights
- m.) Tax Issues (EIT, RET and assessment, liens)
- n.) Litigation

2.) The respondent also must demonstrate a high degree of knowledge, experience and ability with the following:

- a.) The operation of local governmental units in Pennsylvania.
- b.) Acquisition and disposition of real-estate (Open Space).
- c.) Assisting with acquiring and administering grants.
- d.) Assembling Employment Practices Liability (EPL) policies to protect the Town.
- e.) Experience in a Board of Council-Manager Form of Government.
- f.) Knowledgeable in government ethics laws.
- g.) Preparation and review of ordinances, resolutions, agreements, contracts, forms, and other documents required by the Municipality.

3.) The respondent must attend and provide legal advice at all Commission meetings and other meetings as directed and represent the Municipality in all judicial, EEOC and arbitration issues including but not limited to the negotiation of all settlements.

4.) The respondent must be licensed to practice law in the State of Pennsylvania and be a member of the Bar in good standing. Include a list of any other professional qualifications; experiences and/or credentials you feel are relevant to this RFP.

5.) The respondent shall comply with and be subject to all provisions of the Town of McCandless Code and Home Rule Charter, Article VIII – Town Attorney, as follows:

ARTICLE VIII TOWN ATTORNEY

SECTION 801. APPOINTMENT, QUALIFICATIONS AND COMPENSATION.

Council shall appoint a Town Attorney for an indefinite term and shall fix his compensation. The Attorney shall be an official of the Town; shall be appointed on a full-time, part-time or retainer basis; shall serve the Town as needed and required; shall be a person learned in the law with at least five (5) years experience in active legal practice in Pennsylvania; and shall be admitted to practice before the Supreme Court of Pennsylvania.

SECTION 802. REMOVAL.

Council may remove the Attorney at any time, with or without cause.

SECTION 803. DELEGATION OF AUTHORITY.

The Attorney may, from time to time, perform his duties by delegation of authority to qualified persons acting as his agents. However, such delegation may be made only with the knowledge and consent of Council.

SECTION 804. POWERS AND DUTIES OF THE TOWN ATTORNEY.

The Attorney shall be the chief legal officer of the Town; shall prepare and may sign on behalf of the Town, legal documents to which the Town or any agency thereof may be a party; shall commence and prosecute all legal actions brought by the Town; shall defend all legal actions brought against the Town; and shall perform every professional act incident to the office which may be authorized or required by Council. The Town Attorney shall furnish Council and the committees thereof, opinions, in writing, upon any question of law which may be submitted by them.

SECTION 805. APPOINTMENT OF SPECIAL COUNSEL.

Whenever the exigencies of the business of the Town require such action, Council shall have the right to employ special counsel.