

**HONEY BROOK BOROUGH
CHESTER COUNTY**

REQUEST FOR PROPOSALS



**BOROUGH SOLICITOR
CONSULTING SERVICES**

**Issue Date: September 19, 2025
Response Deadline: October 31, 2025**

INTRODUCTION

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified law firms (each, a “Firm”) to provide solicitor legal services for Honey Brook Borough (the “Borough”). The details of the required services are located below under the Scope of Services. The entire RFP may be viewed at <https://honeybrookborough.net>

It is understood that the Borough reserves the right to reject any or all proposals, or part thereof or items therein, and to waive technicalities required for the best interests of the Borough and/or the public. The Borough has the right to reject any proposal that fails to include any information or documentation required in this RFP.

It is further understood that by requesting these proposals, this is not a bidding solicitation and nothing contained herein shall create any contractual rights or obligations by and between the Borough and any person or entity responding hereto. As proposals for professional services, the Borough is not constrained to select the proposal from the lowest responsible bidder, and expressly reserves the right to evaluate proposals on such factors, both objective and subjective, as the Borough deems relevant and material in Borough’s sole and absolute discretion, without being bound to award the contract solely or even primarily on the basis of cost.

BOROUGH BACKGROUND

The Borough occupies approximately 0.43 square mile and its current population is approximately 1,895. It is located near the western border of Chester County and is both commercial and residential in nature. The Borough is surrounded by Honey Brook Township.

The Borough is well connected to major transportation corridors. Route 322 (east and west) and Route 10(north and south) are heavily traveled roads

The Borough is supported by a small staff consisting of a part-time Secretary/Treasurer and part-time Borough Clerk. The Borough Clerk is in the office on Monday, Wednesday and Friday from 8:00 a.m. to 1:00 p.m. The Borough Secretary/Treasurer has flex hours and is available in the office by appointment only. Public Works consists of a part-time Public Works Director and three to four part-time and/or seasonal workers. The Borough Police Department is supported by a full-time Police Chief, one full-time Patrol officer; and one to three part-time officers.

SCOPE OF SERVICES

The Borough requires solicitor legal services including, but not limited to, the following (collectively, the “Services”):

1. Attendance at Borough Council regular meetings on the first and/or third Monday's of the month; as directed by Borough Council;
2. Serve as parliamentarian of Borough Council meetings;
3. Attendance at other meetings, as directed by Borough Council;
4. Advise and assist the BOS in the following areas:
 - a. Subdivision and Land Development;
 - b. Conditional Use;
 - c. Zoning Regulation;
 - d. Comprehensive Planning;
 - e. Code Enforcement;
 - f. Ordinances, Resolutions, and Policies;
 - g. Stormwater Regulation;
 - h. Contracts and Procurement;
 - i. Special Projects;
 - j. Public Notice, as required;
 - k. Legal Representation; and
 - l. Personnel and Labor Relations (optional).
5. Furnish Borough Council when requested, opinions upon any questions of law;
6. Prepare official Borough correspondence, as required/requested;
7. Provide training sessions, as requested; and
8. Coordinate with County, State, regional, and local agencies regarding the Borough's business, as directed by Borough Council or their designated representative.

SPECIFIC RESPONSE REQUIREMENTS

All proposals shall be submitted by the Firms in accordance with the instructions detailed below and address the following requested information or questions.

1. Letter of Transmittal – A letter of transmittal which summarizes the key points of the proposal and which is signed by an authorized officer of the Firm.
2. Firm Experience and Qualifications – Provide the following:
 - a. An overview of the Firm and its qualifications, including the location of the Firm's primary office, as well as any other offices in the Commonwealth of Pennsylvania or other states;

- b. The Firm must have ten (10) or more Pennsylvania municipal/government entities under contract as of the date of this RFP for the legal services described above; and at least ten (10) years of experience working for local government. Describe the Firm's and proposed key-personnel's relevant Borough experience for the past ten (10) years;
 - c. Description of the Firm's equal employment opportunity policies and programs;
 - d. Evidence of the Firm's errors and omissions insurance coverage; and
 - e. List of three (3) references for the Firm for municipalities of similar size with names and direct line telephone numbers.
3. Legal Services Team – Provide the following:
- a. Summary of experience of each individual from the Firm who would be assigned to the Borough;
 - b. Description of the specific roles of each individual from the Firm who would be assigned to the Borough;
 - c. Identity of the lead solicitor for the Firm who would be assigned to the Borough; and
 - d. Detailed resume of each individual from the Firm who would be assigned to the Borough.
4. Conflicts of Interest – Provide the following:
- a. Description of any material financial relationships that the Firm or any employee of the Firm has with any individual or organization that may create a conflict of interest in representing the Borough;
 - b. Description of any family relationship that any employee of the Firm has with any public official that may create a conflict of interest or the appearance of a conflict of interest in representing the Borough; and
 - c. Description of any other matter that the Firm believes may create a conflict of interest or the appearance of a conflict of interest in representing the Borough and the proposed manner in which such conflicts described in this paragraph will be resolved.
5. Fee Proposal – Provide an hourly fee proposal for lead solicitor and staff for the Firm, as applicable. Fees shall include all costs associated with labor, fringe benefits, overhead, profit, and out-of-pocket expenses for which the Firm expects

reimbursement. In addition, provide the hourly billing rates for any staff that will serve the Township for any Services or other work authorized by the Borough Council or by a Borough representative. Clearly indicate the amount (if any) charged for drive time associated with the Services. Describe in detail any added reimbursable costs that the Firm may seek from the Borough for such expenses including, without limitation, printing, mileage, data or sub-consultants. The proposal must also include what increment of time is billable. Indicate the number of years that the Firm will hold the proposed fees requested above.

EVALUATION CRITERIA AND SELECTION PROCESS

Borough Council reserves the right to:

1. Select a proposal in its entirety or some portion(s) thereof;
2. Reject any and all proposals, in whole or in part;
3. Waive irregularities;
4. Request oral presentations and/or individual interviews from those individuals or Firms determined by the Borough, in the Borough's sole and absolute discretion, to be in a competitive range;
5. Make the final selection using criteria judged by the Borough, in the Borough's sole and absolute discretion, to be of the maximum benefit to the Borough as a whole;
6. This proposal solicitation does not commit the Borough to enter into any agreement or to pay any costs incurred in the preparation of a Firm's proposal;
7. The selection of a Firm will be determined within the sole and absolute discretion of the Borough; and
8. The Borough reserves the right to reject or disqualify any proposals pursuant to the selection criteria and minimum requirements for a Firm.

SELECTION CRITERIA

The Firms will be evaluated based on the following criteria listed in order of importance:

1. Expertise and experience serving Boroughs;
2. A record of success in serving Boroughs for all items specified in Scope of Services; and

3. The degree of completeness of the Firm's response to the RFP and degree to which the Firm followed instructions for submittal.

PROPOSAL SUBMISSION

All proposal submissions shall be made by the Firms in the following manner:

1. Proposals, including any/all attachments, cover letters and tabs should not exceed ten (10) pages in length on 8 ½ x11 inch paper, single spaced using a minimum font size of 12 point. Do not provide marketing materials;
2. Proposals shall be scanned as a PDF file and submitted in electronic format via email to Janis Rambo, Secretary/Treasurer at secretary@hbboro.net. Subject line shall be: Borough Solicitor Consulting Services RFP;
3. One (1) original and eight (8) copies of the Firm's proposal are to be mailed or hand-delivered to Janis Rambo, Secretary/Treasurer Attention: Borough Solicitor Consulting Services RFP;
4. Proposals must be received by Janis Rambo, Secretary, no later than 4:00 PM prevailing time on October 31, 2025. Late proposals will not be considered and will be returned unopened;
5. All questions regarding the RFP shall be addressed to Janis Rambo, Secretary/Treasurer, secretary@hbboro.net no later than 4:00 PM on October 25, 2025; and
6. Any Addendum will be included on the website along with the original RFP at <https://www.honeybrookborough.net>.

ORAL PRESENTATION

The Firms may be required to clarify their proposals by making individual presentations upon request of the Borough, in the Borough's sole and absolute discretion.

INSURANCE

The successful Firm shall maintain general public liability insurance, including coverage for acts of independent contractors or subcontractors, in an amount not less than \$1,000,000 for each occurrence and \$2,000,000 in the aggregate. The successful Firm shall also maintain property damage insurance in an amount not less than \$500,000 for each occurrence and \$1,000,000 in the aggregate. With submission of a signed agreement to provide the requested Services, the successful Firm shall submit evidence of the required insurance coverage naming the Borough as additional insured or (co-insured as appropriate). The successful Firm shall provide copies of the required policies of

insurance upon request by Borough. Such insurance shall be carried with financially responsible insurance companies licensed in Pennsylvania and shall be kept in force during the entire term of the agreement.

SELECTION TIMETABLE

The selection of the successful Firm will be based on proposals submitted and final determination by Borough Council. It is anticipated that the successful Firm will be engaged by Borough Council at its 2026 Reorganization Meeting (January 5, 2026). The Board may also consider an alternate and/or conflict solicitor and/or labor counsel.

End of Request for Proposals