

TOWNSHIP OF
MIDDLETOWN
BUCKS COUNTY

3 Municipal Way
Langhorne, PA 19047

**Request for Qualifications (RFQ)
For Police Labor Legal Services**

DECEMBER 13, 2024

SUBMISSION INFORMATION

Responses must be submitted by 10:00 AM (EST) on Friday, December 27, 2024 to
Township Manager Stephanie Teoli Kuhls at steoli@middletownbucks.org.

INTRODUCTION
**RFQ FOR PROFESSIONAL POLICE LABOR LEGAL SERVICES
TOWNSHIP OF MIDDLETOWN, BUCKS COUNTY, PENNSYLVANIA**

Middletown Township (Township) is requesting qualifications from interested and qualified parties to provide professional police labor legal services. This contract will commence January 2025 and have the option for renewal annually thereafter. This contract will be awarded through a fair and open process. The appointed firm serves at-will at the discretion of the Board of Supervisors, who may dismiss the firm at any time.

Firms are to review all documents herein attached and appended prior to submitting a response. All responses must be submitted by 10:00AM (EST) on Thursday, December 27, 2024, via email to Township Manager Stephanie Teoli Kuhls at steoli@middletownbucks.org. Responses submitted by any other means will not be accepted.

A firm will be appointed through a competitive review process. Firms should demonstrate the capacity to complete the required work and provide several examples of completing comparable work in similarly-sized communities. Top firms may be invited in for an interview with the Township prior to selection. Interviews may be held in-person and/or virtually.

All questions about and submissions for this project must be submitted in writing to Township Manager Stephanie Teoli Kuhls at steolikuhs@middletownbucks.org. Correspondence and qualifications submitted via mail, fax, phone, or other means are not permissible and will be considered invalid.

Middletown Township is located in lower Bucks County in southeastern Pennsylvania, just northeast of the City of Philadelphia, and encompasses significant portions of the Langhorne and Levittown areas. Middletown Township is a second-class township governed by five (5) elected Supervisors under a council-manager form of government. The Township operates with a \$41 million annual budget and serves over 46,000 residents. It is the third-largest municipality in Bucks County and the eighth-largest municipality in suburban Philadelphia. The Township is home to several schools in the Neshaminy School District, the county's largest mall (Oxford Valley Mall), the county's largest hospital (St. Mary Medical Center), the George School, and Sesame Place Theme Park. The Township is a full-service municipality with approximately 120 full-time employees. The Township is home to many busy highway corridors including I-295 (formerly I-95), US-1, US-1 Business, and several major state road corridors.

RFQ DETAILS
**RFQ FOR PROFESSIONAL POLICE LABOR LEGAL SERVICES
TOWNSHIP OF MIDDLETOWN, BUCKS COUNTY, PENNSYLVANIA**

1. Selection Process

All submissions will be reviewed by the Township Manager or her designee. Valid responses will be evaluated with, at a minimum, the following criteria:

- a. The firm's general approach to providing the services required under this RFQ.
- b. The firm's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFQ.
- c. The qualifications and experience of the firm'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 RFQ.
- d. The overall ability of the firm 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 firm to perform the services required by this RFQ; the availability and commitment to the engagement of the firm's management, supervisory and other staff proposed.
- e. Costs and fee schedules.

The Township Manager/designee and/or Board of Supervisors reserve the right to interview some or all of the applicant submitting qualifications. The Township reserves the right to request clarifying information subsequent to the submission of qualifications.

2. Mandatory Contents of Submissions

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

- a. Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address(es) of the individual(s) responsible for the preparation of the submission and the principal professional assigned to the Township.
- b. A specific fee schedule for the 2025 calendar year. A submission showing minimum and maximum ranges is not acceptable.
- c. An executive summary of not more than two (2) pages, identifying and substantiating why the firm is best qualified to provide the requested services.
- d. A staffing plan listing those persons who will be assigned to the engagement if the firm is selected, including the designation of the person who would be the firm's principal professional responsible for all services required under the engagement. This portion of the submission should include the relevant resume information for the individuals who will be

assigned. This 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 firm.

- e. A description of the firm's experience in performing services of the type described in this RFP. Specifically identify client size and 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.**
- f. The location of firm's office, if other than the firm's main office, at which the firm proposes to perform services required under this RFP. Describe your presence in Pennsylvania and any familiarity your firm has with the Bucks County area.
- g. Five (5) references, including at least three (3) municipal clients, including 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 with the past seven (7) years. Provide the contact names, titles, email addresses and phone numbers.
- h. If the firm 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 firm must provide a description of the litigation and/or disciplinary action.
- i. A description of any ongoing investigations and/or litigation matters involving the applicant, its directors, officers and principals and any individuals employed by the applicant that relate to the performance of the firm in the proposed field of expertise.
- j. In its submission, the firm must 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 Township.
- k. Firm must maintain Professional Liability and Errors and Omissions Insurance in the minimum amount of \$1,000,000.00.
- l. Firms must acknowledge that any and all records and work products pertaining to the Township and its operations are to be considered property of the Township and subject to full access by the Township and its agents. Furthermore, firms must acknowledge that in the event of dismissal any and all records and work products pertaining to the Township are to be transferred to the Township and/or the newly appointed firm.

3. Scope of Services to be Provided

Firms submitting qualifications must possess the following credentials and experiences, or demonstrate the capacities to perform the following functions:

- a. Firm or attorney specializing in public sector labor relations and whose practice is primarily or solely comprised of representing management. The applicant shall have seven (7) years experience as a municipal labor attorney for a municipality in the State of Pennsylvania, five

- (5) years of which should be in a municipality with at least two (2) Collective Bargaining Associations (CBA's), at least one of which should be a police or fire union.
- b. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
1. Collective Bargaining with major public sector unions (Ex: FOP, PBA, AFSCME, Teamsters) representing management.
 2. Interest arbitration.
 3. Grievance arbitration.
 4. Formulating management proposals.
 5. Employer-Employee Relations Act, ADA, FMLA
- c. Applicant must list any public sector labor union clients they are currently representing.
- d. The applicant 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; experience and/or credentials you feel are relevant to this RFP/Q.

**ATTACHMENT A - Contractor Insurance Requirement
RFQ FOR PROFESSIONAL POLICE LABOR LEGAL SERVICES
TOWNSHIP OF MIDDLETOWN, BUCKS COUNTY, PENNSYLVANIA**

Without limiting contractor's indemnification, it is agreed that contractor shall maintain in force at all times during the performance of this Agreement, the following policies of insurance:

General Liability

Comprehensive General Liability, including

Premises & Operations	\$1,000,000 per Occurrence
Products & Completed Operations	Combined Single Limit
Contractual Liability	Occurrence Form
Personal Injury Liability	
Broad Form Property Damage	
Independent Contractors' Liability	

Automobile Liability

Comprehensive Automobile Liability	\$1,000,000 per Occurrence
Covering, as applicable, owned	Combined Single Limit
Non-owned, and hired automobiles,	Occurrence Form
Including contractual liability.	

Automobile Physical Damage and/or

Functional Replacement

Inland Marine (as appropriate)

Cost New

Workers' Compensation & Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	\$500,000 per Occurrence

Each insurance policy required by this contract shall contain the following clause:

"This insurance shall not be cancelled, reduced in coverage or limits, or non-renewed until after forty-five (45) days prior written notice has been given to Township or its representative."

Each insurance policy required by this contract, except for the Workers' Compensation policy, shall contain the following clauses:

"The Township, its employees, agents, officials and volunteers are hereby added as additional insured as respects the operations and activities of this contract."

As part of a valid submission, firms must provide insurance certificates confirming the existing of the insurance required by this contract.