

**INTERGOVERNMENTAL COOPERATION AUTHORITY FOR HARRISBURG
REQUEST FOR PROPOSALS (RFP) DATED MARCH 26, 2019
FOR INDEPENDENT GENERAL COUNSEL**

I. PURPOSE AND INTENT

In accordance with the Commonwealth Procurement Code, 62 Pa.C.S., the Intergovernmental Cooperation Authority for Harrisburg (the "ICA") issues this Request for Proposals (RFP) to qualified firms or individuals interested in serving as its independent general counsel. This appointment shall be "at will" and may be terminated at any time, for any reason, upon a vote of the majority of the Board of the ICA.

II. PROPOSAL SUBMISSION

Qualified parties shall submit an electronic copy of the proposal via email to hbgica@gmail.com with the subject "Proposal for Independent General Counsel." Proposals shall be addressed to:

Members of the Board
Intergovernmental Cooperation Authority for Harrisburg

The proposal must be received no later than **April 12, 2019 at 12:00pm**. Any questions concerning this RFP must be directed in writing to hbgica@gmail.com.

All documents/information submitted in response to this solicitation shall be available to the general public. Offerors are solely responsible for any costs associated with the preparation and/or presentation of their proposals. The ICA reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The ICA further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all offerors submitting proposals.

III. GENERAL INFORMATION ON THE ICA

The ICA was established by the PA General Assembly pursuant to Act 124 of 2018, the Intergovernmental Cooperation Authorities Act for Cities of the Third Class (the "Act"). A five (5) member governing board exercises the powers and duties of the ICA. The Board generally meets on the fourth Wednesday of each month and holds special meetings on an as needed basis. Although the ICA has no employees or agents at the present time, the Board may retain employees and contract for professional services. The Board now wishes to contract with an independent general counsel.

IV. SERVICES REQUIRED

The independent general counsel shall advise the ICA in all legal matters before the ICA, and perform additional tasks as assigned. The independent general counsel shall attend in person all meetings of the Board.

V. MINIMUM QUALIFICATIONS

1. Offerors shall certify compliance with all provisions of the Act, including but not limited to paragraphs (2) and (3) of Section 202(g) (relating to employees and agents).
2. Offerors shall possess at least three (3) years of experience in municipal law, municipal litigation, tort claim laws, and transactional experience in the Commonwealth of Pennsylvania.
3. Offerors shall be licensed to practice law in the Commonwealth of Pennsylvania and be a member of the Bar in good standing.

VI. MANDATORY CONTENTS OF PROPOSAL

1. Contact information, including the location of the offeror's office at which services shall be performed.

2. A statement of compliance with all the minimum qualifications set forth above.
3. An executive summary of no more than two (2) pages, identifying and substantiating why the offeror is well qualified to accept this engagement.
4. A staffing plan listing those persons who will be assigned to the engagement, including their experience qualifications and resumes or CVs. The staffing plan shall designate a principal professional responsible for all services performed under this engagement.
5. A fee proposal for the 2019 and 2020 calendar years.
6. References, with contact information, for three (3) current or former governmental entities for whom services have been provided within the past five (5) years.
7. If the offeror is the subject of any ongoing investigation, is a defendant in any litigation, and/or has been subject to any professional disciplinary action over the last five (5) years, provide a description of the same.
8. Disclosure of any existing or potential conflicts of interest as may relate to this appointment.

VII. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The successful offeror shall adhere to all federal and state regulations in respect to equal opportunity, affirmative action, and minority representations. Minority firms or individuals are encouraged to apply. If the offeror is either a Department of General Services Bureau of Minority and Women Business Opportunities (BMWBO)-certified minority business enterprise (MBE) or women business enterprise (WBE) that qualifies as a small business, or the United States Small Business Administration certified 8(a) small disadvantaged business, then documentation of same shall be included with the proposal.

VIII. INTERVIEW

The ICA reserves the right to interview any or all of the offerors submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The ICA reserves the right to request clarifying information subsequent to receipt of proposals.

IX. EVALUATION FACTORS

Award shall be made to the responsible offeror determined to be best qualified based on, but not limited to, the following criteria (not necessarily listed in order of significance):

1. Responsiveness to the Mandatory Contents of Proposal. Non-responsive proposals may be rejected without further evaluation.
2. General approach to providing the services required under this RFP.
3. Relevant experience.
4. Overall ability to mobilize, undertake, and successfully perform services for the ICA.
5. Costs and fee schedules.

X. SELECTION AND APPOINTMENT

The ICA will accept the proposal deemed most advantageous to the ICA, with fees, any changes negotiated by the parties, and other factors considered.