

**REQUEST FOR PROPOSALS (RFP)
LEGAL SERVICES
COUNTY OF CHESTER
DEPARTMENT OF COMMUNITY DEVELOPMENT**

A. Purpose and Description:

The Chester County Department of Community Development (DCD) invites qualified legal service providers to submit proposals for the purpose of awarding a general contract for the period January 1, 2022 to December 31, 2023.

DCD annually awards a variety of federal, state and local grant funding to non-profit and municipal organizations for a variety of community and workforce development activities. On an as-needed basis, DCD will use legal services in connection with funded and special projects.

The general scope of the legal service contract will include: general counsel and contract preparation and review.

B. Scope of Services:

The applicant and subsequent provider of service will work in consultation with the County Solicitor and/or its representatives to:

- Prepare and review contracts and legal instruments relating to DCD housing development, infrastructure and public works, commercial and residential renovation and rehabilitation, and public service and workforce development programs.
- Provide legal services relating to real estate transactions, including preparation and review of lease and purchase agreements, deeds, title reports, closing, and insurance documents.
- Provide legal counsel relating to Federal, State, and Local funding programs administered by the DCD. DCD typically administers funding from the U.S. Department of Housing and Urban Development, the U.S. Department of Labor, the Pennsylvania Departments of Human Services and Community and Economic Development, County Bond financing for capital projects and Act 137 local Housing Trust Funds.
- Participate in meetings, real estate closings, and conference calls as a legal representative of DCD.
- Conduct municipal zoning ordinance reviews for compliance with the Fair Housing Act and related civil rights statutes, and provide technical assistance for ameliorating barriers to affirmatively furthering fair housing.
- Provide other legal duties as requested.

C. Response Requirements and Instructions:

Responses must include a Statement of Qualifications and a Cost Proposal, as further described below. The Cost Proposal will not be used as part of the Selection Criteria (see part "D"), but will be used as the basis for negotiating a contract price and to demonstrate cost

reasonableness in compliance with allowable costs for local governments are determined in accordance with U.S. Office of Management and Budget (OMB) requirements at 2 CFR §200.420 through §200.475.

I. Statement of Qualifications

- a) **Overall/Corporate Qualifications:** the response must include a comprehensive statement of the firm’s qualifications, including the firm’s experience and capacity to provide the Scope of Services. The response must also include the location of the office that will serve as the primary location for delivery of services.
- b) **Qualifications of Key Personnel:** the response must identify and provide qualifications for personnel that will be primarily responsible for delivery of services (“Key Personnel”). Full resumes of Key Personnel must be included.
- c) **Work History:** the response must include a work history relative to the Scope of Services for the past two (2) years. The Work History must include the name and owner of the project, cost of services provided, identification of Key Personnel providing services under the contract, status of the contract, and references.
- d) **Licenses, Insurance and Special Designations:** the response must include relevant professional licenses of the firm or Key Personnel; evidence of Liability Insurance; and any designation as a minority-owned (MBE), woman-owned (WBE), disadvantaged or Section 3 (as identified by the U.S. Department of Housing and Urban Development) business. DCD encourages participation of Section 3, MBE and WBE businesses.

II. Cost Proposal

- a) Each response must include a per-hour fee schedule for the period January 1, 2022 to December 31, 2023, for all personnel that will provide services. A cost escalator for hourly fees is allowable on an annual basis.
- b) The Cost Proposal must also include a list of fees for incidentals such as travel and printing and duplication.

III. Submission Instructions

- a) **Submission Format:** DCD uses an electronic submission format, available on DCD’s website at <https://www.chesco.org/1924/Apply-for-Grants>. Applicants must complete and submit the electronic application form and all required attachments. Applications in any other format will not be considered for funding.
- b) **Contact Information:** All questions concerning this RFP shall be directed to (whenever possible, all inquiries shall be made via e-mail):
Trish Hennessy, Planner II
phennessy@chesco.org
610-344-5412
- c) **Length of Contract:** The term of the contract will be from January 1, 2022 to December 31, 2023.

d) **Due Date**: Completed applications are due by **3:00 p.m. on Friday, October 29, 2021.**

e) **Attachments**: Applicants are required to submit the following:

- Proof of insurance
- Recent audit or financial statements
- Resumes of key personnel
- Cost proposal
- Evidence of licenses
- Identification of other projects
- **Applications will not be accepted by the electronic system without the required attachments**

D. Selection Criteria:

A fixed-price contract for general legal services will be awarded based on the following criteria:

- a. **Firm Qualifications (35 Points)** – DCD will focus on the overall experience and qualifications of the firm relative to the Scope of Services.
- b. **Key Personnel Qualifications (30 Points)** – DCD will evaluate specialized qualifications and project experience of Key Personnel.
- c. **Work History (20 Points)** – DCD will evaluate the firm’s record of completed projects and past performance.
- d. **Capacity (15 Points)** – DCD will consider the firm’s ability to provide responsive, flexible, quality services, including the location of the firm’s primary office relative to the Project site.

E. County Requirements:

- I. **Reports and Monitoring**: As a recipient of public funds, all successful applicants who sign a contract with DCD will be required to fully comply with ongoing reporting, monitoring, and monthly invoicing requirements.
- II. **Certifications and Reservations**: Provision of services specified in this RFP requires substantive knowledge and understanding of the applicable rules and regulations. Recipients of federal, state, or local funding must certify compliance with applicable funding regulations and adhere to applicable definitions described in this Application Instructions & Guidelines. Additional certifications may be required depending on the specific program.
- III. **Proposal Rejections**: The County reserves the right to reject any and all proposals received as a result of this RFP and to negotiate separately with competing applicants. The County reserves the right to waive any and all technical requirements and informalities, as it deems necessary. No costs associated with the preparation or submittal of this application is reimbursable.