

**REQUEST FOR QUALIFICATIONS  
for  
LEGAL SERVICES**

**Relating to the  
CITY OF READING, PENNSYLVANIA**

**RESPONSES DUE:  
3:00 PM (Eastern Time)  
FRIDAY, SEPTEMBER  
19, 2014**

**City of Reading, Pennsylvania  
815 Washington Street  
Reading, PA 19601**

The City of Reading, a Home-Rule Charter municipality, is seeking qualified firms and/or attorneys to submit written proposals to provide the City with general legal services on an as-needed basis. The City intends for this Request for Qualifications to be on a multi-award basis, meaning that all firms/attorneys deemed as qualified by the City of Reading will be included in a general pool for use by the City.

***Please note: The City will not qualify firms that require a financial retainer for services, nor will the City guarantee a pre-determined amount of business with any particular firm/attorney responding to this Request for Qualifications.***

Firms/attorneys engaged under this Request for Qualifications are responsible to and will report directly to the City Solicitor. No agency, branch, office or division of the City of Reading may engage the services of firms/attorneys that are qualified under this RFQ without the express written authorization of the City Solicitor.

**General Duties/Services that may be required by the City**

1. Prepare legal opinions on issues as they arise in the business of the City.
2. Draft ordinances, code amendments, resolutions, agreements and other documents and reports requested by the City Solicitor.
3. Be available by telephone or in person to act as legal advisor to the City of Reading.
4. Attend meetings in person with City of Reading personnel as may be requested by the City Solicitor.
5. Represent the City of Reading in legal proceedings as they arise in the business of the City.
6. Perform all other legal services deemed necessary or expedient by the City Solicitor.

**Minimum Elements to be included in Proposal for Services**

Proposal should include the following information:

1. Firm: Background on the law firm/attorney, including areas of specialty, number of years in business, location where majority of work will be performed, parent firm and other relevant information.
2. Staff: Complete professional resume of experience, educational and five work-related references (preferably municipal references) for the person or persons being proposed to serve as lead attorney representing your firm/practice.
3. Cost: A pricing list detailing the basic scope of services and straight hourly rate(s) to be charged to the City of Reading, if engaged for services.
4. Conflict: Please provide a list of any possible existing or potential conflicts of interest with the City of Reading.
5. Summary: Please provide a narrative describing the qualifications and experience in municipal law and other areas of expertise. Include any notable court cases won, other notable work performed, ratings from the State Bar or other professional organizations by your firm.

***Firms should limit their proposal response to not more than twenty (20) pages.***

**No Reimbursement for Proposal Costs**

The City does not intend to pay for any costs incurred in proposal preparation, presentation, or contract negotiation.

**Right to Request Additional Information**

The City reserves the right to request any additional information, which might be deemed necessary after the proposal has been received. The City reserves the right to request interviews with the firm and/or the persons forming the basis of the proposal.

**License Requirements**

Individuals providing service to the City of Reading will provide proof of a valid license to practice law within the Commonwealth of Pennsylvania.

**Six printed copies of your complete response must be submitted at the address on the front cover of this RFQ. Facsimile and e-mail transmissions are specifically disallowed and will not constitute a valid submission.**

**All information submitted is subject to the Pennsylvania Freedom of Information Act and may be subject to public disclosure.**

**LATE RESPONSES WILL NOT BE PART OF THE EVALUATION OF QUALIFICATIONS. THE CITY IS NOT RESPONSIBLE FOR ANY FAILED ATTEMPTS TO DELIVER.**

**ANY SELECTED FIRMS MAY BE SUBJECT TO APPROVAL BY CITY COUNCIL**

**I. Evaluation Criteria.** All responses to this RFQ will be reviewed and evaluated by members of the City's staff. The following areas will be reviewed in evaluating the qualifications included in your response:

**A. General Quality and Adequacy of Response**

- Responsiveness to Terms and Conditions

**B. Technical Ability & Qualifications**

- Demonstrated capability to provide required services
- Analytical Ability
- Responses to Specific Questions Above

**C. Organization, Personnel & Experience**

- Pennsylvania Legal Experience