



TREDYFFRIN-EASTTOWN FIRE COMMISSION (TEFC)



TEFC Board Members: David Miller, Chair, Tredyffrin Township Supervisor, Michael Wacey, Vice Chair, Easttown Township Supervisor, Julie Gosse, Tredyffrin Township Supervisor, Eamon Brazunas, Tredyffrin Township Supervisor, and Susan LeBoutillier, Easttown Township Supervisor

REQUEST FOR PROPOSALS

RFP 26-01

**Tredyffrin-Easttown Fire Department
Municipal Solicitor Services
March 19, 2026**

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the Tredyffrin-Easttown Fire Commission (TEFC) to obtain Municipal Solicitor services as described in the RFP for the Tredyffrin-Easttown Fire Department. Individuals, law firms and representatives within a law firm responding to the Request for Proposal, should have extensive experience in all phases of Municipal operations and law. A knowledgeable background and qualifications in the provision of the services described with the RFP. The RFP package for this service is also available on the Tredyffrin Township website www.tredyffrin.org and at the reception desk at the Tredyffrin Township Office 1100 DuPortail Road, Berwyn, PA 19312 during regular business hours (8:00 am to 4:30 pm). Please note, the TEFC reserves the right to conduct an independent review of publicly available information, including, but not limited to the review of court dockets, media reports, etc., to verify the responses to this Request for Proposal.

REQUEST FOR PROPOSALS

RFP 26-01

Tredyffrin Easttown Fire
Department

MUNICIPAL SOLICITOR
SERVICES

ISSUED: March 19, 2026
RESPONSES DUE: April 10, 2026 at 4:00 PM

Introduction

The Tredyffrin Township and Easttown Township Board of Supervisors formally established the Tredyffrin-Easttown Fire Commission (TEFC) and the Tredyffrin-Easttown Fire Department (TEFD) in December 2025, and the Commission held its first organizational meeting in February 2026. The TEFC, composed of three representatives from Tredyffrin and two from Easttown, is responsible for overseeing the specialized fire and emergency medical services provided by the TEFD.

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified law firms to provide Solicitor legal services for the TEFC and TEFD. The Solicitor should have substantial experience in the area of general municipal law, including experience in dealing with multi-municipal agencies.

The Scope of Services of the Solicitor includes but is not limited to:

1. Development and review of resolutions and policies;
2. Contracts and procurement;
3. Personnel and labor relations;
4. Legal representation at the highest state and federal levels;
5. Other legal matters including interpretation of municipal law, Borough Code, and negotiations on behalf of the Commission; and,
6. Attendance at meetings of the TEFC meetings as requested. The Commission meets on the 3rd Wednesday of the month at 3pm. It will have additional evening meeting(s) during budget preparation in October/November

Specific Response Requirements

All proposals should be submitted in accordance with the instructions detailed below. Responses should address the following requests for information or questions.

1. Letter of Transmittal

Each proposal should be accompanied by 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

- A. Provide an overview of the firm and its qualifications. Include the location of your firm's primary office, as well as any other offices in the Commonwealth of Pennsylvania or other states.

- B. Describe your firm's relevant municipal practice for the past five (5) years.
- C. Describe your firm's equal employment opportunity policies and programs.
- D. Submit evidence of errors and omissions insurance coverage.
- E. Submit three (3) references for different municipalities or similar entities of like size with names and direct line telephone numbers.

3. Legal Services Team

- A. Provide summaries of experience for each individual who would be assigned to represent the TEFC at meetings. Then describe the specific roles that each attorney would be expected to play with respect to the TEFC and identify the lead or senior attorney.
- B. Provide detailed resumes for each of the attorneys summarized above.

4. Conflicts of Interest

Describe any material financial relationships that you or your firm or any employee has with any individual or organization that may create a conflict of interest in representing the TEFC.

Second, describe any family relationship that any employee of your firm has with any public servant that may create a conflict of interest or the appearance of a conflict of interest in representing the TEFC.

Third, describe any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in representing the TEFC and the manner in which such conflicts described in this paragraph will be resolved.

5. Fee Proposals

It is requested that you provide an hourly fee proposal for lead attorney, associates and staff as applicable. This fee proposal should clearly delineate reimbursable expenses as well as overhead charges. This proposal should also delineate any rate adjustment such as the difference between the typical rate versus municipal rate. Rate must also include what increment of time is billable. Indicate whether the firm will hold the fee proposal for one, two, or three years.

6. Evaluation Criteria and Selection Process

The TEFC reserves the right to:

- A. Select a proposal in its entirety or some portion(s) thereof;

- B. Reject any and all proposals, in whole or in part;
- C. Waive irregularities;
- D. Request oral presentations and/or individual interviews from those individuals or firms determined to be in a competitive range; and,
- E. Make the final selection using criteria judged to be the maximum benefit to the TEFC as a whole.

7. Proposal Submission

- A. Proposals shall be submitted as a single PDF file via email to the email address below.
- B. Proposals must be received by 4:00 PM prevailing time on April 10, 2026
- C. Proposals are to be submitted to:

**Email to: TEFC@tredyffin.gov
Subject Line: TEFC Solicitor RFP**

***Any inquiries regarding the RFP should be emailed in writing to:
William F. Martin, Township Manager at TEFC@tredyffin.gov***

8. Selection Process

All proposals will be reviewed by the TEFC Selection Committee to determine responsiveness. Non responsive proposals will be rejected without evaluation. For vendors that satisfy IV "Minimum Qualifications" and V "Mandatory Contents of Proposal" the City's evaluation will include but will not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- A. The vendor's general approach to providing the services required under this RFP
- B. The vendor's documented experience (including items under item Two) in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- C. Costs and fee schedules.