

**DOYLESTOWN-NEW BRITAIN REGIONAL POLICE DEPARTMENT  
REQUEST FOR PROPOSAL (RFP)**

**LEGAL SERVICES**

The Doylestown-New Britain Regional Police Commission ("Commission") is requesting submission of proposals from qualified law firms/individuals to provide legal services for the year 2014 and, depending upon performance, beyond.

**Background**

The Doylestown-New Britain Regional Police Department ("the Department"), formed by an Intermunicipal Cooperation Agreement between the Boroughs of Doylestown and New Britain and serving those two Bucks County municipalities, is under the direction and control of a five-member joint Board known as the Doylestown-New Britain Regional Police Commission comprised of representatives appointed by the two municipalities. The Department is scheduled to commence operation on January 1, 2014.

**Scope of Services**

1. Provide Commission legal services as required, and in conformance with the Codes of the Boroughs of Doylestown and New Britain, the Borough Code, and the Intergovernmental Cooperation Agreement establishing a Regional Police Department between the Boroughs of Doylestown and New Britain. Possess appropriate knowledge of applicable federal, state, and municipal codes, laws, and acts.
2. Provide opinions and advice on all legal matters as requested by the Commission and/or the Regional Police Chief.
3. Attend monthly Commission meetings and other applicable meetings when requested, and other miscellaneous conferences and meetings as needed. Provide substitutes suitable to the Commission to adequately cover absences.
4. Attend staff/solicitor conferences regarding open or ongoing issues as required.
5. Provide guidance and assistance to the Regional Police Chief and the Department's in-house staff.
6. Required legal experience:
  - a. Specific legal experience representing local governments and/or regional police departments in Pennsylvania;
  - b. Litigation experience for plaintiffs and defendants at Common Pleas and Commonwealth Courts;
  - c. Experience and knowledge of personnel, labor law, and union contracts;

- d. Knowledge of state laws, codes, and regulations;
- e. Experience in pension law;
- f. Expertise in the preparation and review of contract documents.

**Submission Format and Content:**

1. The submission shall contain a general statement regarding the responder's understanding of the Scope of Services to be provided.
2. The submission shall contain a description of responder's experience as related to item six of the Scope of Services, Required legal experience.
3. The submission shall clearly state the responder's qualifications and licenses to perform the services listed. Unique strengths of the individual and firm should be indicated.
4. Submit reference(s) with a contact person and phone number of clients for whom you have provided municipal legal services in the last five years.
5. Provide the names and resumes for the specific individuals to be assigned to this engagement and the specific areas of responsibility they will be assigned. no other individuals area to be assigned to this engagement without the prior approval of the Commission.
6. Provide a certificate or statement of the amount of professional liability insurance coverage maintained.
7. Provide a description of the firm's rate structure for all applicable personnel.
8. Provide a description of other expenses and billing procedure.

**Other Provisions:**

1. Responders may be required to make an oral presentation to the Commission as part of the selection process.
2. The Commission reserves the right to reject any and all submissions.
3. Twelve (12) copies of the submission must be received by June 28, 2013, at 4:30 p.m. Submission should be mailed to John H. Davis, Borough Manager, Borough of Doylestown, 57 West Court Street, Doylestown, PA 18901.