

Borough of Conshohocken Authority
Request for Proposals for Solicitor
October 5, 2020

The Borough of Conshohocken Authority (the “Authority”) will receive proposals for professional legal services related to the appointment as the Authority’s Municipal Solicitor.

All proposals must be sealed and addressed to:

Board of Directors, Borough of Conshohocken Authority
Attention: Ed Mongan, Operations Manager
601 E. Elm Street
Conshohocken, PA 19428.

The proposals shall be marked “Proposal for Professional Legal Services as Authority Solicitor” on the outside of the envelope.

All proposals must be submitted to the Authority offices at the above address by 2:00 p.m., prevailing time, on November 3, 2020.

INTRODUCTION

The Borough of Conshohocken Authority (“Authority”) is a municipal authority under the Pennsylvania Municipal Authorities Act. The Authority is governed by a five member board. Each Board Member is appointed to a five year term by the Council of the Borough of Conshohocken.

The Authority is soliciting proposals for professional legal services related to the appointment of Authority Solicitor. Interested parties should submit proposals describing their Firm’s experience in representing municipal authorities. Although the Authority is interested in reviewing each Firm’s experience and qualifications, the primary focus in the selection process will be on the individual(s) proposed for the appointment.

BACKGROUND

The Authority owns and operates a sewage treatment plant located at 601 East Elm Street in Conshohocken, Montgomery County, PA. the plant provides wastewater treatment for the residents of the Boroughs of Conshohocken and West Conshohocken as well as a portion of Plymouth Township. The Authority owns and maintains the collections systems in both Conshohocken Borough and West Conshohocken Borough.

The current annual operating budget of the Authority is approximately \$2.7 million. The Authority has a five year capital plan budgeted at approximately \$3.8 million.

The Authority’s Board of Directors meets monthly at 6:30 p.m. on the fourth Tuesday of the month. Currently the Authority is holding virtual meetings, but live meetings are held at the Authority’s offices at 601 East Elm Street, Conshohocken, PA.

Borough of Conshohocken Authority
Request for Proposals for Solicitor
October 5, 2020

The current Board Members are:

Ms. Carol Smith, Chairwoman
Ms. Janene Rielly, Vice-Chairwoman
Mr. Felix Raimondo, Secretary
Ms. Jane Flannigan, Treasurer
Mr. Kyle Elliot, Member

Ed Mongan is the Operations Manager. Shannon Stewart is the Finance Director. Ebert Engineering is the appointed Authority engineer.

PROPOSAL SUBMISSION

The proposals should demonstrate the attorney's experience and qualifications representing municipal sewer authorities, along with the experience and qualifications in the same areas of the proposed Solicitor's Firm, which may be called upon to support the Solicitor. The proposals should include a list of all municipal authorities that the Firm and the proposed Solicitor(s) currently represents. The proposals should also include the qualifications of other key staff members proposed for the assignment.

The proposals should contain a listing of similar or related appointments, and shall highlight the experience of the proposed representative.

The proposals should address any potential conflicts of interest for the lead attorney, support staff or the Firm, and should explain how the conflicts will be addressed.

The proposals shall include the proposed fee structure.

A list of references and contact information shall be included in the proposal.

Six (6) copies of the proposals shall be submitted to the Authority offices on or before the specified date and time.

AUTHORITY CONTACT

For additional information or questions, please contact Ed Mongan, Operations Manager, at (610) 828-0979 x105, between 7:00 a.m. and 3:00 p.m., or via email at emongan@conshohockensa.com.