

REQUEST FOR PROPOSALS (RFP)
ZONING HEARING BOARD SOLICITOR SERVICES



HAMILTON TOWNSHIP

Board of Supervisors

Township Formed August 29, 1810

272 MUMMERT'S CHURCH ROAD

ABBOTTSTOWN, PA 17301

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Hamilton Township

Adams County, Pennsylvania

272 Mummerts Church Road

Abbottstown, PA 17301

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REQUEST FOR PROPOSALS (RFP)
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Hamilton Township, Adams County, is soliciting proposals from qualified law firms or individuals to serve as the appointed Solicitor for the Township's Zoning Hearing Board. The selected individual or firm will provide specialized legal services in compliance with applicable laws and regulations governing zoning and land use.

RFP SUBMISSION REQUIREMENTS:

Qualified candidates are invited to submit proposals demonstrating their experience and expertise in zoning and municipal law. Submissions should include:

1. **Transmittal Letter**
 - A statement about the firm's or individual's qualifications, understanding of the role, and commitment to perform the work within the required time frame.
2. **Qualifications and Experience Information**
 - Primary office location.
 - Identification of the primary attorney to serve the Zoning Hearing Board, including a detailed resume and examples of similar representation.
 - A list of municipalities served, including contact information for three references.
3. **Fee Schedule**
 - Hourly rates for all personnel involved, effective through calendar year 2025.
4. **Insurance**
 - Proof of professional liability insurance.
5. **Submission Instructions**
 - Submit six (6) copies of the proposal by **3:00 PM on Tuesday, December 31, 2024** to:

Hamilton Township, Adams County

Attn: Board of Supervisors
272 Mummerts Church Road
Abbottstown, PA 17301

BASIS FOR SELECTION

Proposals will be evaluated on the following criteria:

- Relevant experience and qualifications.
 - Record of successful representation in zoning-related matters.
 - Timeliness and capacity to provide services.
 - Absence of conflicts of interest.
 - Cost of services, though cost will not be the sole determining factor.
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SCOPE OF SERVICES

The appointed Solicitor will be expected to provide the following services:

1. Basic Services:

- Attend Zoning Hearing Board meetings and hearings, typically held monthly or as needed.
- Provide legal guidance on zoning issues, including variances, special exceptions, and appeals.
- Draft legal documents, including resolutions and findings of fact.

2. Additional Services (Upon Request):

- Represent the Board in court proceedings, if required.
- Provide training or updates on legal developments affecting the Zoning Hearing Board.

RESPONSIBILITIES OF THE TOWNSHIP

1. Provide relevant data, reports, and other materials required for legal representation.
2. Coordinate meeting schedules and provide advance notice of agenda items.

TERM OF AGREEMENT

The agreement will be for a one-year term, automatically renewable unless terminated by either party with a 30-day written notice.

COMPENSATION

1. **Basic Services:** Compensation will be based on the fee schedule provided.
2. **Additional Services:** Fees for additional work will be agreed upon before commencement.
3. Monthly invoices must include detailed descriptions of services rendered.