



Request for information for Solicitor Appointment

Please return in a single PDF document by January 13, 2022 to gschuster@lowerprovidence.org

Part 1. Administrative:

Firm name: _____
 Firm address: _____
 Firm url: _____
 Name, cell phone, and email of prime contact: _____

Part 2. Hourly Rates

Please fill out the table below with rates for 2022 through 2026 by category. Add additional rate categories as needed:

	2022	2023	2025	2025	2026	
	Hourly Rates					
						General Municipal Law
						Litigation
						Real Estate / Land Use Matter
						Research
						Right to Know
						Admin
						Other

Part 3. Historic Billings (for baseline BOS and township support) for 5 townships

Township Name	2017	2018	2019	2020	2021	Notes

Part 4. Historic Billings (for non-standard support – such as lawsuits or large projects)

Name (same as above)	2017	2018	2019	2020	2021	Notes



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Part 5. Pass through Billings (NOT billed to the municipality)

Name (same as above)	2017	2018	2019	2020	2021	Notes

Part 6. Staff:

Our meetings will be on the 1st and 3rd Thursday of each month. Please name who will assign as solicitor and their backup.

Solicitor (name, email, phone): _____

Backup (name, email, phone): _____

Managing partner / supervisor (name, email, phone): _____

Attach resumes of each.

Part 7. Firm and Expertise

Please describe your firm and its expertise in municipal law along.

Part 8. References

Please include at least 3 references for municipalities similar to Lower Providence, PA

Part 9. Ethics

Please review the township’s ethics resolution (2021-16) and state how your firm will comply.

https://www.lowerprovidence.org/sites/g/files/vyhlf4626/f/uploads/resolution_2021-16_ethics_policy_for_elected_and_appointed_officials_staff_and_professional_consultants.pdf