

January 21, 2008

PUBLIC NOTICE
REQUEST FOR PROPOSALS

The Chester County Department of Community Development (DCD) is seeking responses to a Request for Proposals (RFP) to provide DCD with legal services for a period of three (3) years.

Qualified attorneys, who would like to receive a copy of the RFP, must submit the request in writing to:

Chester County Department of Community Development
601 Westtown Road, Suite 365
P.O. Box 2747
West Chester, PA 19380-0990
(610) 344-6900
TDD Relay (800) 654-5984

Requests for an RFP may also be submitted via electronic mail to: ccdcd@chesco.org

The RFP will also be available on the DCD website: www.chesco.org/ccdcd

The RFP will be available until **February 20, 2008 at 4:00 pm** when responses are due into the Department of Community Development.

Chester County Board of Commissioners

EEO/EHO

**CHESTER COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
REQUEST FOR PROPOSALS**

(RFP)

Proposals are requested from professional service providers to supply assistance to the Chester County Department of Community Development ("DCD") for:

Legal Services in Community Development and related fields. Specific services are identified in the attached Scope of Services.

A. PROPOSALS MUST BE:

1. In writing.
2. Received no later than 4:00 p.m., Wednesday, February 20, 2008 at the Department of Community Development, 601 Westtown Road, Suite 365, West Chester, PA 19380-0990; Attn: Patrick Bokovitz, Director.
3. Responsive to the selection criteria.
4. In as much as DCD intends to negotiate a price for services with the firm or firms selected for the work, the response should indicate the hourly rates for each category of personnel whose services may be required or invoiced under a contract or contracts.

B. SELECTION CRITERIA:

1. DCD recognizes that procuring professional services is unique from procuring materials, equipment, supplies, or labor. The cost of professional services, although an important factor, will not be the sole consideration. Strong weight will be given to other factors, which may include but are not limited to:
 - (a) Overall qualifications of the firm;
 - (b) Overall qualifications of individuals within the firm most responsible for carrying out service;
 - (c) Specific qualifications of the firm relative to specific proposed project;
 - (d) Specific qualifications of individuals within the firm most responsible for carrying out service relative to a specific proposed project;

NOTE: The above four items should be addressed for the last two years and should specifically address experience in each of the items in the Scope of Services.

- (e) References: Provide identification for at least three clients for whom each of the services called for in the Scope of Services were performed in the last two years. If any of these services have not been provided, for at least three clients, a reference should be submitted with an indication that a specific service was NOT provided, or was provided to less than three clients with identification provided for such clients.
- (f) Licenses and professional designations, if applicable or appropriate for the service being provided;
- (g) Ability to provide service in a timely manner; please list office location from which service will be provided and its time and distance from DCD.
- (h) Liability insurance, if any;
- (i) Consideration for small and minority-owned businesses and women-owned business enterprises.

C. SCOPE OF SERVICES

1. The Attorney shall perform all the necessary services for a three (3) year period from January 1, 2008 to December 31, 2010. Provided however, that the Agreement may be terminated by either party at anytime, with notice to the other.

AND shall do, perform and carry out in a satisfactory and proper manner, as determined by the Department of Community Development, the following:

2. General Counsel: Provide all legal services including consultation, preparation of instruments, advice and assistance to the DCD approval of the legality of contracts and all payments hereunder, handling of all legal questions and matters arising under contracts administered by the DCD and rendering of legal opinions on all matters submitted by such Department.
3. Real Estate Closings: Provide legal services in the acquisition of land including: reading of title reports, approving contracts, preparing all necessary documents for closing title, including deed and supporting affidavit of title and conducting closing of title for all parcels to be acquired, and seeing to the recording of documents and filing of proofs with the title company.
4. Condemnations: Provide legal services which the Department of Community Development may require in acquiring by condemnation real estate, including the improvements thereon erected upon said redevelopment area. These services

shall include: preparation, filing and service of declaration of taking; notice of declaration and related documents; discussions with opposing counsel; meetings and discussions with appraisers; review of subject appraisals and declarations; filing petition for appointment of Board of View and setting up View and Hearings; research and comparison of market data and capitalization approaches as related to subject property, visits to site; preparation of Board of View citing stipulation, etc., and all documents relating to settlement; settling of property and conveyance to the DCD.

5. Reuse Parcels: Perform all necessary legal services for the disposition of reuse parcels.
6. Revolving Loan Fund Program: Preparation of Revolving Loan Fund Agreements, along with Note, Mortgage, Guaranty and any additional documents needed to secure a loan. This also includes review of title report, etc., and settlement.
7. Federal, State, and Local Funding Programs: Advisement on Community Development Block Grant; Brownfields Economic Development Initiative; Section 108 Loan Program; HOME Investment Partnership; American Dream Downpayment Initiative; Housing Trust (PA Act 137); County Bond-funded Community Revitalization Program; Emergency Shelter Grant; McKinney Vento Homeless Assistance Programs; Workforce Investment Act; PA Department of Labor and Industry Partnership Initiatives; PA Community Services Block Grant; PA Housing Redevelopment Assistance; Department of Public Welfare Initiatives and any other Federal or State programs administered by the Department of Community Development.

Questions regarding this Request for Proposals may be directed to Patrick Bokovitz at (610) 344-6959.