

LOWER GWYNEDD TOWNSHIP

MONTGOMERY COUNTY, PENNSYLVANIA



REQUEST FOR PROPOSALS FOR BOND COUNSEL

1. GENERAL INFORMATION

Lower Gwynedd Township (“Township”) Is soliciting proposals from law firms with attorneys licensed to practice law in Pennsylvania to serve as Bond Counsel in anticipation of upcoming bond issuances for capital projects. The Board of Supervisors (“Board”) intends to select the most qualified firm that best meets the interests of the Township. As described in more detail below, the proposal is to include evidence of the firm’s experience and qualifications to fill this role.

2. BACKGROUND

Lower Gwynedd is a second-class township, governed by a five-member Board of Supervisors. The community’s 9.4 square miles in central Montgomery County, Pennsylvania are home to just over 12,000 residents. The Township anticipates issuing bonds to fund construction of a new Public Works Facility, and potentially other capital projects, over several years with the next issuance likely later in 2025. The most recent bond issuance was in 2024 when the Township was assigned an Aa1 rating by Moody’s.

3. SCOPE OF SERVICES

Bond Counsel will be expected to provide professional legal services necessary to advise and assist the Township with preparing necessary documents, tax law compliance, and all aspects of bond issuance and compliance, including but not necessarily limited to the following:

- working with the Township’s financial advisor, PFM Financial Advisors LLC, and the selected Underwriter to prepare the necessary statements, notices, and other documents for the issuance of bonds;
- rendering an objective legal opinion addressing whether the bonds are valid and binding obligations of the Township, the sources of payment or security for the bonds, whether and to what extent interest on the bonds is exempt from federal income taxes and from the taxes, if any, imposed by the Commonwealth of Pennsylvania, and other customary matters;

- preparing the necessary ordinances, resolutions, and other authorizing documents for the preparation of bonds, and attend Board meetings as necessary;
- providing guidance and assistance with federal and state continuing disclosure requirements;
- providing support and advice on cost efficiencies throughout the issuance process;
- preparing timetables for issuance of bonds and notes;
- advising on federal and state regulations, including IRS code rulings, which may affect Township policies, programs, or processes regarding bond issuance and compliance; and
- providing other related legal services as requested by the Board or Township Manager.

4. QUALIFICATIONS

The qualifications of Bond Counsel must include:

- being licensed to practice law in the Commonwealth of Pennsylvania and a member of the Bar in good standing;
- having a high degree of knowledge, experience, and ability with public debt offerings in Pennsylvania;
- having a strong knowledge of municipal law, including the full range of applicable state laws such as the Pennsylvania Second-Class Township Code, Right to Know Law, Sunshine Act, etc.; and
- performing and managing all work in a high quality, timely, and to the extent possible, cost-effective manner.

5. PROPOSAL SUBMISSIONS

Submit proposals to Mimi Gleason, Township Manager, at mgleason@lowergwynedd.org, by Tuesday, August 5, 2025, at 4:00 pm, with the following information:

A. Experience and Qualifications:

- Provide a brief overview of the firm and its qualifications that are pertinent to this RFP.
- List the attorney who will have primary responsibility for the engagement as well as all other attorneys expected to play a role in the representation and describe their relevant experience and qualifications consistent with the scope of services described above.
- List the firm's current or recent comparable work with other PA municipalities.
- Provide a list of municipal references with a description of the services provided by the

firm for each reference, as well as contact information for individuals who are in a position to speak knowledgeably about the quality of the firm's work as Bond Counsel.

- Detail the firm's professional liability/malpractice insurance coverage applicable to the scope of services above and include insurance certificates summarizing such insurance coverage.
- Include any other information about the firm or listed Attorneys that could be relevant.

B. Conflicts or Litigation:

- Disclose and describe actual or potential conflicts of interest with the Township that the firm might have, or which might arise during the course of any financing by the Township, and the manner in which such conflicts would be addressed.
- Describe any litigation and/or disciplinary action the firm, or any principal or employee included in the legal services team above, has been involved in as a defendant involving their provision of professional services in the past ten years.
- Describe any ongoing investigations and/or litigation matters involving the firm, its partners, shareholders, principals, officers, and any individuals employed by the firm which relate to the performance of the firm for the scope of services above.

C. Fee Proposals:

- Describe the basis, method, and timing upon which fees for professional services will be calculated and paid for any particular debt issuance.

D. Indemnification

- Include a statement concurring with, or explaining requested changes to, the following statement: The selected firm shall defend, indemnify and hold harmless the Township, its officers, agents and employees and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the scope of services required by this RFP, including the acts or omissions perpetrated by employees of the firm.

6. SELECTION PROCESS

The Board and Township Manager will evaluate the submitted proposals and, at their discretion, conduct interviews with some or all of the submitting firms. If interviews are conducted, they will take place on **Tuesday, August 12, 2025, between 6:00 pm and 8:00 pm** on Zoom or in person at the Lower Gwynedd Township Building. Candidates will be notified of an interview date as applicable. The Board will make a final selection using criteria judged to be of the maximum benefit

to the Township as a whole. Note that the lowest price proposal will not necessarily be selected. Technical components will be weighed in addition to costs to ensure the Township is procuring the best value. **The Board's intention is to select Bond Counsel by their regularly scheduled public meeting on August 26, 2025.** The resulting contract will include this RFP, any clarifications or addenda thereto, the selected Attorney's proposal, and any changes agreed to by the Board and Attorney.

The Township reserves the right to request clarifying information subsequent to submission of any proposal and to waive any minor informality in the RFP. The Township reserves the right to reject any or all proposals if they fail to satisfy the Township that a firm is properly qualified to carry out the scope of work in the RFP. In the event that all proposals are rejected, the Township reserves the right to start over the process from the beginning and re-solicit proposals.