

**REQUEST FOR PROPOSALS  
SOLICITOR SERVICES  
CLEARFIELD MUNICIPAL AUTHORITY  
Clearfield County, Pennsylvania**

**1. INTRODUCTION**

The Clearfield Municipal Authority (the “Authority”), a municipal authority organized and existing under the Pennsylvania Municipality Authorities Act, 53 Pa. C.S. § 5601 et seq., hereby invites qualified law firms and attorneys licensed to practice law in the Commonwealth of Pennsylvania to submit proposals to serve as Solicitor to the Authority.

The Authority provides water and wastewater services within portions of Clearfield County, Pennsylvania, and seeks experienced legal counsel to advise and represent the Authority on a broad range of municipal, regulatory, and operational matters.

**2. SCOPE OF SERVICES**

The Solicitor will serve as general legal counsel to the Authority and will be expected to provide legal services including, but not limited to, the following:

- Attendance at regular and special meetings of the Authority, as requested.
- Preparation and review of resolutions, ordinances, rules and regulations, policies, and procedures.
- Advice regarding compliance with the Pennsylvania Municipality Authorities Act and other applicable laws.
- Contract drafting, review, and negotiation, including service agreements, intermunicipal agreements, and easements.
- Advice on personnel, labor, and employment matters.
- Assistance with Right-to-Know Law and Sunshine Act compliance.
- Representation of the Authority in litigation, administrative proceedings, and arbitrations, as requested.
- Coordination with engineers, accountants, bond counsel, and other Authority professionals.
- General legal advice relating to Authority operations.

Specialized matters (such as complex litigation, bond counsel services, or specialized regulatory matters) may be excluded from the scope of this engagement and assigned separately at the Authority’s discretion.

**3. MINIMUM QUALIFICATIONS**

Respondents must meet the following minimum qualifications:

- Licensed and in good standing to practice law in the Commonwealth of Pennsylvania.
- Demonstrated experience representing municipal authorities or other local government entities in Pennsylvania.

- Familiarity with the Pennsylvania Municipality Authorities Act and related laws; and
- Ability to attend meetings as needed.

#### **4. PROPOSAL CONTENTS**

Each proposal should include the following information:

1. Firm Overview: Name, address, and general description of the firm.
2. Primary Attorney(s): Identification of the attorney(s) who would primarily serve as Solicitor, including resumes and relevant experience.
3. Relevant Experience: Description of experience representing municipal authorities or similar entities.
4. Approach to Services: General description of how the firm would provide legal services to the Authority.
5. Fee Proposal: Proposed fee structure, including hourly rates for attorneys and staff, and any alternative fee arrangements; and
6. Conflicts Disclosure: Identification of any actual or potential conflicts of interest.

#### **5. SELECTION PROCESS**

Proposals will be reviewed by the Authority based on qualifications, experience, fee structure, and overall responsiveness to this RFP. The Authority may, but is not required to, conduct interviews with one or more respondents.

The Authority reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities in proposals.
- Request additional information from any respondent.
- Negotiate terms and fees with one or more respondents.

#### **6. SUBMISSION INSTRUCTIONS**

Proposals must be received no later than **2:00 PM EST on March 18, 2026**. Proposals should be submitted in a sealed envelope labeled “Solicitor Proposal” mailed to:

Rich Lopez, Manager  
Clearfield Municipal Authority  
107 East Market Street  
Clearfield, PA 16830

#### **7. QUESTIONS**

Questions regarding this RFP must be submitted electronically to Rich Lopez, Authority Manager at: [rlopez@clearfieldwatersewer.com](mailto:rlopez@clearfieldwatersewer.com) no later than 2:00 PM EST on March 18, 2026.