

REQUEST FOR QUALIFICATIONS

OUTSIDE LEGAL COUNSEL

Overview

Chester Township has prepared this Request for Qualifications ("RFQ") to solicit Statements of Qualifications and other pertinent information from individual attorneys and/or firms summarizing their unique experience, capabilities, knowledge, resources, skills, and any other special characteristics enabling them to provide outside legal counsel to the township and the township Board of Trustees.

Any parties interested in submitting a Statement of Qualifications in response to this RFQ are invited to do so, in compliance with the guidelines provided in this document, by 4:00pm (EDT) on August 6th, 2026. Responses to this RFQ should be emailed in PDF file format to the Township Administrator at mpurchaseta@chestertwp.org, and submitting parties shall confirm by telephone, before the response deadline, that their electronic (emailed PDF) submittal was received by calling (440) 729-7058.

To learn more about Chester Township, please visit: chestertwp.com

Overview of Scope of Work

Services provided by a potential selected provider will be on an "on-call" or "as-needed" hourly basis.

Scope of work may include:

- Review and/or drafting of contracts with vendors, contractors, consultants and other service or product suppliers of the township.
- Provide general guidance on legal matters related to the township, township operations, etc..
- Represent the Township in litigation, if requested.
- Provide legal advice, counsel and services related to employment matters, including union matters.
- Attend township meeting as or if requested.
- Review and advise Township of relevant changes to State law affecting operations of the Township.
- As requested, develop, review, or provide guidance related to resolutions, amendments to resolutions and general matters under consideration by the township or the Board of Trustees.

- Support township in efforts to liaison with Geauga County Prosecutor's office related to township matters as/when required and approved by the Board of Trustees.
- Other services and assignments requested by the township Board of Trustees.

Statement of Qualifications Content Requirements

The township requests interested parties provide their responses in the format and structure identified in this document.

- I. Executive Summary
 - a. Firm Name, Address, Phone Number.
 - b. Firm Contact Person, and Contact Person's Phone number and email address.
 - c. Name of attorney to act as primary point of contact for services to the township, should the attorney or firm be selected to provide services.
 - d. About the firm (if applicable)
 - e. Statement on why the attorney and/or firm is best positioned to serve the township and its residents as outside counsel.
 - f. Listing of specific attorneys and/or staff members that are planned to work for the township, should the submitter be selected to provide services, along with an estimated percentage of township support time for each individual in a given typical year (ie. Acme Law Firm provides 100 hours of service in a period, John Doe is 70 hours of that service, Jane Doe is 30 hours of that service, the percentage of total amount of township support time would be John = 70%, Jane = 30%). Note: It is understood that this is simply an estimate with limited information on workload or topics.
 - g. Resumes and/or biographies of attorneys and/or staff members planned to work for the township, should the submitter be selected to provide services.

- II. Experience Basis
 - a. Listing of current townships, municipalities, or government entities represented by or otherwise engaged in procuring legal services from, the submitting party.
 - b. Listing of townships, municipalities or government entities not currently represented by, or otherwise engaged in procuring legal services from, the submitting party, but that have been

represented by, or otherwise engaged in procuring legal services from, the submitting party in the past five (5) years.

III. Financial

- a. Listing of billing rates for the following roles, as/if applicable (note: this is the currently planned billing rate table categories the township is considering. Meaning all services would be performed under these billing titles and associated rates).
 - i. Partner
 - ii. Counsel/Of Counsel
 - iii. Associate
 - iv. Junior Associate
 - v. Administrative / Paralegal
- b. Listing from I.c. with title from III.a assigned to each individual.

IV. Other Information of Value

- a. Include in this section any other relevant information the responding party would like to provide to the township.

Questions & Answers

For this RFQ process and submittal, questions are not being accepted. It is recommended that submittals be kept direct, formatted to the structure and guidelines provided above, and, if there is a question, make your best assumption to the answer and, if meaningful, disclose your question and assumed answer in section IV. of your response.

Review

The Chester Township Board of Trustees will review all submittals received, and may, at its sole discretion conduct in-person interviews with all or a portion of those who submitted a response to this RFQ.

No Guarantee

Chester Township makes no guarantee of the award of contract or services to any respondent to this RFQ. Additionally, Chester Township makes no guarantee that this RFQ will result in the procurement of services to any respondent. Respondents to this RFQ are responsible for all costs associated with their submittal of a response to this RFQ.

