REQUEST FOR PROPOSALS
ERIE-WESTERN PENNSYLVANIA PORT AUTHORITY
LEGAL COUNSEL SERVICES

The Erie-Western PA Port Authority is issuing this Request for Proposals ("RFP") to provide the process for the selection of a qualified law firm to serve as General Counsel (hereinafter called the "Applicant") to perform Legal Counsel Services for the Erie-Western PA Port Authority.

The Authority will receive sealed proposals until 4:30 PM local time on Wednesday, November 19th, 2025 by email to info@porterie.org. Proposals received after this date and time will not be accepted.

Applicants may submit questions in writing only before 4:30 pm on November 12, 2025. The Authority will not respond to questions submitted after that time.

Documents are available in pdf format and may be downloaded from the Authority's website www.porterie.org. The Authority reserves the right to reject any or all proposals.

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I. PURPOSE AND INTENT

This Request for Proposals ("RFP") is issued to provide the selection process for the selection of a qualified law firm to serve as General Counsel (hereinafter called the "Applicant") to enter into a contract to perform Legal Counsel Services for the Erie-Western PA Port Authority commencing on January 1, 2026 for a two-year term with an optional three-year renewal term.

II. PROPOSAL SUBMISSION AND SCHEDULE OF IMPLEMENTATION

Proposals shall be submitted electronically to info@porterie.org no later than 4:30 PM on November 19th, 2025. A confirmation email will be provided.

Questions and inquiries regarding the RFP should be directed in writing by email no later than 4:30 PM on November 12, 2025 to:

Anna Frantz, Deputy Executive Director
Erie-Western PA Port Authority
afrantz@porterie.org

The Authority will issue a response to all questions by email and posting on the Authority's website.

Notice: Other than the individual listed above, direct contact with the Authority, the Board, or other related parties to seek answers to questions or otherwise interact regarding this RFP, may be cause for the Respondent's removal from the RFP process.

III. PROPOSED SCHEDULE OF IMPLEMENTATION

November 5, 2025:	RFP Released
November 12, 2025:	RFP Questions due
November 14, 2025:	RFP Answers posted
November 19, 2025:	RFP Submission Deadline
November 21st / November 24th (tentative):	Interviews
December 3, 2025:	Recommendation to Board
December 15–31, 2025:	Transition Period
January 1, 2025:	Commencement of Two-Year Term

The Authority reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Authority reserves the right to request clarifying information after submission of the proposal.

IV. GENERAL INFORMATION

The Erie-Western PA Port Authority (EWPPA or the Authority) is a municipal authority in the City of Erie, established under the Pennsylvania Third Class City Code. EWPPA is governed by an 11-member board of directors which meets every other Wednesday with committee meetings scheduled for the same days, as well as special meetings on an as-needed basis. EWPPA owns approximately 665 acres of property along Erie's waterfront, of which 361 are on dry land and the remaining are water lots. These properties encompass a variety of uses including marinas and a campground, industrial properties, maritime operations, public parks and pathways, a landmark observation tower and an historic lighthouse. EWPPA manages several facilities including the Bicentennial Tower, Lampe Campground and Marina, and boat storage operations. Other properties are leased to private operators, such as the DonJon Shipyard, Carmeuse Shipping Terminal, and several marinas. EWPPA's 2025 budget is approximately $13 million and the Authority employs approximately 14 full-time staff and 12 part time and/or seasonal staff.

V. SCOPE OF WORK TO BE PERFORMED

EWPPA is seeking a multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, Pennsylvania employment and personnel issues. The Applicant must be licensed to practice law in the Commonwealth of Pennsylvania and be a member of the Bar in good standing. The Applicant shall have experience serving municipal agencies in the Commonwealth of Pennsylvania.

The principal professional for the proposal shall have at least seven (7) years experience practicing law in Commonwealth of Pennsylvania, two (2) years of which should be in service to a municipality with a General Fund budget in excess of $5.0 million and/or over 40 full time employees.

The Applicant must demonstrate a high degree of knowledge, experience, and ability with the following:

- Pennsylvania Third Class City Code
- Acquisition and disposition of real-estate
- Municipal Land Use Law
- Extensive knowledge of Local Public Contracts Law
- Real estate law, easements, and leases
- Assembling Employment Practices Liability (EPL) policies
- Experience with Municipal Authority Board Management
- Government ethics law
- Environmental law
- Procurement
- Bonds and loans
- Employee and personnel related matters
- Insurance related matters
- PA Right-to-know Law
- PA Sunshine Law
- Litigation experience for plaintiffs and defendants, not only at the Common Pleas level, but at the Commonwealth Court level as well as higher levels

The selected applicant shall be responsible for:

- Advise the Board and the Executive Director when thereto requested, upon all legal questions arising in the conduct of Authority business.
- Provide written opinions on any legal matter or question submitted to him by the Board or the Executive Director or any of its committees.
- Preparing and negotiating leases.
- Attend all Board meetings in their entirety for the purpose of giving the Board and the Executive Director legal advice.
- Represent the Authority in all legal actions brought by or against the Authority.
- Prepare for execution all contracts and instruments, including leases and easements, to which the Authority is a party and approve as to form all bonds required to be submitted to the Authority.
- Have the power to adjust, settle, compromise or submit to arbitration any action or causes of action, accounts, etc., in which the Authority is concerned, as directed by the Board.
- Keep records and deliver all records and documents and property of every description in the Applicant's possession, belonging in the office or to the Board, to the successor in office, who shall duplicate receipts therefor.

VI. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

Proposals must include, but are not limited to, the items listed below. Efforts should be made to describe the Applicant's qualifications in a thorough but concise manner. Proposals shall not exceed ten (10) pages plus resumes of relevant staff and the fee proposal.

1. An executive summary of not more than two (2) pages, identifying and substantiating why the firm is best qualified to provide the requested services.
2. A staffing plan listing those persons who will be assigned to the engagement if the firm is selected, including the designation of the individual who would be the firm's principal professional responsible for all services required under the engagement and the designation of the individual(s) who would provide backup representation as needed. This portion of the proposal should include the relevant resume information for the individuals who will be assigned.
3. A description of the applicant's experience in performing services of the type described n the RFP. Specifically identify client size and provide specific examples of work within the scope of services required under this RFP for similarly sized organizations. Include a description of the firm's document management and record retention systems.
4. Identify to what extent your firm has litigated both in the local court system as well as in the Appellate Courts. Please include litigation in the following: Labor & Employment, Land Use, Zoning, etc.
5. References, including at least three (3) current clients for whom services have been provided for at least three (3) years. Provide contact names, titles and phone numbers.
6. If the applicant or any partner or other principal therein, or anyone included on the staffing plan, has been engaged as a defendant in any litigation related to legal malpractice or similar allegation and/or has been subject to any professional disciplinary action over the last 5 years, the proposer must provide a description of the litigation and/or disciplinary action.
7. Identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to

this engagement, or the Authority.
8. Discuss the process of a transition including anticipated steps, responsibilities of EWPPA, and timeframe.

VII. FEE PROPOSAL

The proposal shall include a fee proposal including:

1. A three-year rate proposal for 2026, 2027, and 2028. The fees presented for year 3 will hold if the Board extends the engagement to include that additional year.
2. The proposal should detail Personnel Classifications, rates per hour, direct expenses such as auto travel, copies etc. and any other costs that may be applicable.
3. A sample invoice shall be provided. The Authority requires monthly, itemized billing.

VIII. EVALUATION CRITERIA

The following criteria, not necessarily listed in order of importance, will be used to evaluate proposals. The Authority reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

- Cost
    - Cost-effectiveness, cost efficiency, proposed savings, and expense reduction.
    - Price, fee caps, and other cost control measures will be considered.
- Local Experience
    - Specialized experience
    - Documented prior experience in handling matters of similar size and scope
    - Demonstrated ability to meet deadlines and otherwise meet client needs
- Capacity
    - Staffing qualifications
    - Technical, administrative, financial capacity
    - Specific licensure requirements

IX. GENERAL RULES GOVERNING RFPS/PROPOSAL

1.1 REVISIONS TO RFP

The Authority reserves the right to change, modify or revise the RFP at any time. Any revision to this RFP will be posted on RFPs Online website with the original opportunity details. It is the Applicant's responsibility to check the website frequently to determine whether additional information has been released or requested.

1.2 PROPOSAL BINDING

By signing and submitting its proposal, each Applicant agrees that the contents of its proposal are available for establishment of final contractual obligations for a minimum of 180 calendar

days from the application deadline for this RFP. An Applicant's refusal to enter into a contract which reflects the terms and conditions of this RFP or the Applicant's proposal may, in the Authority's sole discretion, result in rejection of Applicant's proposal.

1.3 RIGHT OF REJECTION

The Authority reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Respondents, if such action is inthe best interest of the Authority. The Authority has the right, in its sole and absolute discretion, to select the proposal or proposals that the Authority determines best meets its needs.

1.4 RIGHT TO NEGOTIATE

The Authority reserves the right to enter into negotiations with any or all Applicants regarding price, scope of services, or any other term of their proposals, and such other contractual terms as the Authority may require, at any time prior to execution of a final contract. As set forth in 1.2, the Applicant does not have the right to negotiate with the Authority. An Applicant's refusal to enter into a contract which reflects the terms and conditions of this RFP or the Applicant's proposal may, in the Authority's sole discretion, result in rejection of Applicant's proposal

1.5 MODIFICATION AND WITHDRAWAL OF PROPOSAL

Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals due date/time provided that they are then fully in conformance with the RFP.

If, within twenty-four (24) hours after proposals are opened, any Respondent that provides written notice to the Authority and promptly thereafter demonstrates to the reasonable satisfaction of Authority that there was a material and substantial mistake in the preparation of its proposal, that Respondent may withdraw its proposal. Thereafter, the Respondent will be disqualified from further submissions under this Request for Proposal.

1.6 PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE

All proposals shall remain open for sixty (60) days after the day of the proposal opening, however the Authority may, in its sole discretion, release any proposal prior to that date.

1.7 COST OF PROPOSALS

Expenses incurred in the preparation of proposals in response to this RFP are the Proposing Firm's sole responsibility. The Authority assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.

1.8 OPEN TO THE PUBLIC

All documents/information submitted in response to this solicitation shall be available to the general public.