

ALLEGHENY COUNTY AUTHORITIES

January 29, 2026

Request for Proposals for General Counsel

SCHEDULE

RFP is Advertised and/or Distributed to Law Firms	January 29, 2026
Question and Clarification Period	January 30– February 6, 2026
Answers to Question/Clarification posted Online	February 9, 2026
Statement of Qualifications and Proposals Due	February 27, 2026
Internal Review and Interviews w/Shortlisted Respondents	February 27 – March 13, 2026
General Counsel is Selected	March 26, 2026

OBJECTIVE

The purpose of this Request for Proposals (the "RFP") is to provide interested Legal Firms (collectively, "Firms", and in the singular, a "Firm") with information to enable them to prepare and submit a proposal to provide General Counsel regarding general legal matters of the Allegheny County Authorities ("Authorities") and to enable the Authorities to select a qualified and experienced legal firm to undertake these services.

GENERAL INSTRUCTIONS AND INFORMATION

About this Document

This document is a Request for Proposals. The Authorities are currently seeking proposals for a Firm to perform the following services for a three (3) year period:

1. Provide legal advice and assistance to the Authorities Board and staff on the full spectrum of legal matters associated with the Authorities except for matters relating to taxable and tax-exempt bond issuances.
2. All legal matters relating to Municipal Law and the Municipality Authorities Act of 1945.
3. All legal matters relating to Redevelopment issues and the Urban Redevelopment Law, Act of 1945.
4. All legal matters relating to redevelopment issues. Legal assistance will be provided during the entire life of a project, including redevelopment plan adoption and implementation.
5. Assist and advise the Authorities' Board and staff with the following: (i) certification of redevelopment areas; (ii) adoption of redevelopment plans, proposals, and related amendments; (iii) matters related to documentation of blighted areas in connection with project eligibility; (iv) areas of real state and public law relevant to the acquisition of land, including eminent domain and its potential litigation, relocation law, and regulations/guidelines applicable to public acquisitions; and (v) matters related to the Authorities' function as the Allegheny County Planning Commission.
6. Review and approve all other pertinent documents and documentation relating to any authority issued loans, including loans to Municipalities.
7. Review and approve all amending documentation as it relates to proposed changes in outstanding loans.
8. Attend Regular Monthly and Special Board of Director Meetings. The Solicitor will be expected to comment on the legality of all Authority related business at this time.
9. Prepare or cause to be prepared all initial and amending resolutions to be adopted by the Board for financed projects, and all additional resolutions which the Authority from time to time may need to adopt to administer their programs.
10. Provide legal advice and support related to compliance with the Pennsylvania Right-to-Know Law (RTKL) and other applicable open records requirements.
11. Perform any other legal services that may be reasonably requested from time to time by the Board and staff of the Authority. Matters generally include but are not limited to deed preparation & filing and title evaluations. Such other services will include matters relating to litigation, bankruptcy, and the preparation of filing of disclosure reports or documents required of the Authorities.

PROGRAMS SERVICED

1. Allegheny Home Improvement Loan Program (AHILP)

AHILP provides rehabilitation loans to eligible borrowers based upon program criteria such as income and family size. The administration of the program requires legal assistance relating to the following matters, including but not limited to:

- Power of Attorney document review and advice and other related or similar applicant-related scenarios (i.e. Trusts, etc.).
- Assist with the preparations of loan or related documents for unique situations and as needed per regulatory and programmatic changes.
- As requested, assist with advice in response to bankruptcy filings by borrowers and any filings as requested; Sheriff Sale actions against borrowers; assumption of mortgages.
- As requested, assist with decedent estates: collection of outstanding loan payments; mortgage assumptions by family members; partial disbursement of loan funds.
- As requested, assist with demanding notes due as result of fraud, incomplete work, or any failure to comply with the program requirements.
- Assist with any and all issues relating to the collection and settling of loan accounts.
- Assist with vendor contracts and related items.

2. Allegheny County Gaming Economic Development Tourism Fund (GEDTF)

The GEDTF program provides grants and loans to qualifying entities to facilitate economic development through eligible infrastructure-related projects in Allegheny County. The administration of the program requires legal assistance relating to the following matters, including but not limited to:

- Provide legal advice and assistance to the Authorities and staff on economic development matters pertaining to projects approved for grants or loans from the Fund ("GEDTF Projects"). Legal assistance will be provided during the entire life of the GEDTF Project.
- Prepare all resolutions, grant agreements and loan/note documents for GEDTF Projects approved by the Authorities, as well as other actions of the Authorities relating to the Fund.
- Review and approve all amending of loan or grant documentation as they relate to proposed changes in GEDTF Projects.
- Attend working group meetings with respect to GEDTF Projects on behalf of the Authorities, as deemed necessary by the Director or Deputy Director.
- Review and comment on all documents to be executed and delivered by the Authorities with regards to GEDTF Projects.
- Attend regular monthly and special meetings of the Board of Directors of the Authorities where a significant amount of Fund business is scheduled to be discussed, as deemed necessary by the Director or Deputy Director. Special Counsel will be expected to be available to provide comments on the legality of all Fund-related business at this time.

- Inform the staff of the Authorities of developments in laws related to GEDTF Projects and/or the Fund.
- Perform any other legal services that may be reasonably requested from time to time by the staff of the Authorities pertaining to the Fund. Such other services will not include matters relating to litigation, creditors' rights, collection, bankruptcy or the preparation for filing of disclosure reports or documents required of the Authorities. In the event that an opinion is requested by the Authorities, Special Counsel will be separately compensated.

3. Economic Development Fund (EDF)**

- Provide legal advice and assistance to the Authorities and staff on economic development matters pertaining to projects approved for loans from the Fund ("EDF Projects"). Legal assistance will be provided during the entire life of the EDF Project.
- Prepare all resolutions, grant agreements and loan/note documents for EDF loans approved by the Authorities.
- Review and approve all amending of loan or grant documentation as they relate to proposed changes in EDF loans.
- Review and comment on all documents to be executed and delivered by the Authorities in regard to EDF loans.

*** The EDF program has been used minimally in the last several years*

4. Allegheny Lead Safe Homes (ALSH) Program Legal Services

- Working knowledge of US Department of Housing & Urban Development (HUD), specifically Office of Lead Hazard Control and Healthy Homes guidelines, regulations, programs and policies, Lead Safe Housing Rule, Environmental Protection Agency Lead-based Paint Regulations, Pennsylvania Department of Labor and Industry Lead requirements and other relevant laws, regulations, guidelines, etc.
- Assist with the creation and updating of partner and vendor contracts and related forms and documents.
- Assist with trouble-shooting areas of concern up to and including non-compliance with programmatic and contractual documents.
- Assist with programmatic and contractual items as needed at the request of staff.
- Handle Litigation/Administrative hearing matters as needed.
- Balance customer service, partnership relationships with Authorities liability.

5. Vacant Property Recovery Program

- Advise on day-to-day programmatic/legal/land use/applicant/municipal matters.
- Help ensure compliance with existing program parameters, including but not limited to the Urban Redevelopment Law, Eminent Domain Code, County Enabling Legislation, Program Bylaws, Program Policies and documents.

- Advise on compliance, changes and improvements to existing programmatic documents including legal documents, applicant documents, Authority documents, etc.
- Attend Blight Review Committees meetings (monthly) and ensure compliance at those meetings.
- Advise staff as needed on responses to Blight notifications including reviewing and/or drafting letters or response; also includes convening, staffing, preparing for and documenting appeal hearings, inclusive of any follow-ups necessary or requested.
- Prepare and file Declaration of Taking (D/T) petition and Notice of Condemnation. Undertake any and all necessary notifications inclusive of legal notices.
- Respond to communications and Preliminary Objective filings and respond to in-keeping with staff guidance.
- Prepare and file EJC and related petitions and attend requisite court hearings. Schedule court dates.
- Respond to communications and filings as a result of EJC filings.
- Litigate to defend D/T or EJC as requested by staff to the extent requested by staff and prepare defenses in consultation with staff, collect documentation, recruit and prepare witnesses, etc. attend court hearings, etc. as needed.
- Prepare deeds for applicants, conduct closings and file deeds. Answer applicant closing-related. Arrange for and provide title insurance as requested by applicants.
- Review tax records to assure liens are appropriately addressed by the Civil Division.
- File Certificates of Completion as requested by staff.
- Assist with Vendor contracts and related items.
- Condemnation notices to be prepared, recorded (civil+ real estate) and distributed by mail and legal ads.
- Title searches ordered and returned.

6. Tax Increment Financing

The Authority can administer a Tax Increment Financing (TIF) Program, which entails the issuance of tax-exempt bonds. TIF operates as a financing tool that uses incremental increases in property, sales or other tax collections within specified areas to finance capital improvements to draw businesses and residents to the community.

7. Miscellaneous

All court costs, acquisition costs, filing fees, copying fees, deed preparations and alike, shall be viewed as reimbursables to be billed separate from the retainer.

The Authorities will consider proposals from local firms that have the experience and personnel to handle such legal issues.

The Authorities reserve the right to award multiple contracts if deemed in its best interest to do so. Respondents are expected to use their own initiative in formulating a response to this RFP.

This RFP shall not be construed to create or provide any private or public right or cause of action for or by any person or entity, or to impose any specific obligations on the Authorities.

The RFP process allows the Authorities to receive and review proposals and if necessary, negotiate with Firms prior to entering into a Legal Services Agreement. A Legal Services Agreement shall be awarded to a qualified responsible Firm submitting the best overall proposal. The Authorities reserve the right to select, negotiate and subsequently recommend to the Authorities Board the Firm that submits the best overall proposal.

HOWEVER, the issuance of this RFP does not obligate the AUTHORITIES to enter into any Legal Services Agreement, and the AUTHORITIES reserves the right to reject all proposals submitted.

The Authorities, therefore, invites interested Firms to submit their qualifications and proposals for their services. This information, coupled with the Fee Schedule offered as well as other information provided in the submitted proposal, will serve as the basis for subsequent negotiations and selection.

The Authorities may select and/or contract with several Firms for professional legal services for all Authority matters.

Examination of RFP Documents

Interested Firms shall carefully examine all RFP documents and thoroughly familiarize themselves with all requirements prior to submitting a proposal to ensure that the proposal meets the intent of this RFP.

Addenda to RFP

The Authorities reserves the right to issue addenda for the purpose of supplementing, clarifying, revising or amending the RFP (collectively, the "Addenda"). Any Addenda so issued shall be kept on file at the Authorities' offices. In addition, all Addenda will be mailed to each Firm who received a copy of this RFP and who has entered its name and address on the list maintained by the Authorities for such purposes. Nevertheless, it is the responsibility of each responding Firm to: (1) inquire as to the issuance of any Addenda, (2) ascertain prior to submitting a proposal that all Addenda have been received, and (3) acknowledge in said proposal that all Addenda have been received. All Addenda shall become part of this RFP at the time they are issued, and all responding Firms shall be deemed to have constructive knowledge and notice of, and to be bound by, such Addenda, whether they are in actual receipt thereof.

Conflict of Interest

Firms shall neither offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the Authorities. By signing their proposal, the Responding Firm certifies and represents to the Authorities that the Responding Firm has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Proposal Preparation Costs

Each Responding Firm agrees that the cost of all materials, preparations and presentations involved in the submission of its proposal and/or its participation in the selection process, shall be borne by said responding Firm at its sole cost and expense. The Authorities shall not, under any circumstances, be responsible for any costs or expenses incurred by a responding Firm in preparing a proposal or response to this RFP, or in

participating in any subsequent steps in the selection process, such as providing additional information to the Authorities, engaging in negotiations and/or discussions with the Authorities, and/or making presentations to any interested parties. Each responding Firm agrees that all documentation and materials submitted either with a proposal or at any point during the selection process shall remain the property of the Authorities.

Diversity

The Authorities do not discriminate based on race, color, creed, religion, disability, or sexual orientation. Furthermore, minority, women, and disadvantaged business owners are encouraged to pursue business opportunities with the Authorities.

No Co-partnership

No partnership, joint venture, other business combination or agency relationship is created between the Authorities and any responding Firm by virtue of this RFP, the selection process or otherwise.

Proposal Coordinator

For additional information concerning this Request for Proposals, interested parties may contact Beth O'Donnell, Authorities Coordinator at beth.odonnell@alleghenycounty.us or 412-350-1067.

BACKGROUND

Redevelopment Authority of Allegheny County (RAAC)

Established in 1950 under and pursuant to the Urban Redevelopment Law, Act of May 24, 1945. The Authority assists in the generation, stimulation and management of economic and community growth. It achieves this mission by acquiring and preparing real estate for economic development activities, managing finances from various public sources and facilitating the reuse of vacant, tax-delinquent or blighted property.

SELECTION PROCESS AND CRITERIA

Review and Selection

Representatives of the Authorities will review all submissions to identify those which, in the Authority judgment, offer the best return to the Authorities, and is the most qualified Firm. The review may include requests for additional information, interviews and negotiations with responding Firms ("responding Firms"). **The Authorities reserve the right to reject all submittals, in whole or in part, in its sole discretion, for any reason.**

Upon receiving the proposals, the Authorities will commence the review and selection process. At any time during the selection process, the Authorities may request from responding Firms more detailed project information, including but not limited to financial information. The Authorities, in its sole discretion, may require Responding Firms to make one or more formal presentations to the Authorities and/or any other interested parties.

One or more submittals may be selected by the Authorities as best meeting the goals for the proposal and

such submittals may be explored further by the Authorities.

The Authorities will carefully review all responses to the RFP and will schedule follow-up meetings with the most qualified responding Firms who have submitted a proposal consistent with the goals and objectives of this RFP.

The Authorities may elect to negotiate with responding Firms to determine which submittal(s) is most appropriate for working towards final agreements with the Authorities.

Sources of Information and Criteria

The Authorities will make their decisions based upon the following sources of information:

- The responding Firms' proposal submitted in response to this RFP
- Potential Interviews with oral presentations by the responding Firm
- Investigations of prior and similar work completed by the responding Firm
- The responding Firms' performance in previous undertakings
- Credit record, civil judgment search and criminal background search
- Financial information submitted by or requested from responding Firm
- The Firm's experience, qualifications and references
- Ability of the Firm to meet or exceed the requirements defined in the RFP
- Responding Firms' fee schedule
- Responding Firms' qualifications and experience (including but not limited to Principals, key managers, consultants and team members)
- Commitment by the responding Firms to meet or exceed Allegheny County's Authorities' M/W/DBE participation goals. Additionally, responding Firms should include any demonstration of meeting or exceeding the Authorities M/W/DBE participation goals on prior projects.
 - For information on the M/W/DBE Program, please contact the Allegheny Department of Equity and Inclusion at:
 - (412) 350-4309 or
 - <https://www.alleghenycounty.us/Projects-and-Initiatives/Business-Inclusion>
- The responding Firms' ability to undertake, complete and manage the Authorities' legal affairs
- References; including at least three (3) municipal clients, three (3) current clients for whom services have been provided for at least three (3) years. Provide contact names, titles and phone numbers for these clients
- Such other factors that the Authorities determine are relevant to this undertaking

SUBMISSION REQUIREMENTS

Procedures for Submission of Responses to RFP

To be considered, the responding Firms shall submit a complete response to this RFP. The Authorities encourage creative and innovative submittals. Submittals shall be straightforward and contain a concise delineation of the responding Firms' capability to deliver the proposed objective.

Submittals shall be comprehensive, accurate, bound and contained on 8-1/2" X 11" paper with foldouts if necessary. Responding Firms shall submit five (5) copies of all documents required as part of the RFP. Submissions must be hand delivered or delivered by postal or delivery service by the time indicated below;

e-mail or electronic delivery will also be accepted.

Submissions lacking one or more of the requested documents may be considered irregular. The Authorities reserve the right to reject any irregular submission and reserve the right to waive any irregularity in submissions.

It is the Responding Firms' sole responsibility to read and interpret this RFP and the written instructions contained herein.

Submission Deadline

Responses are due on or before 3:00 p.m. on February 27, 2026. Responses to the RFP that are not received in the above office prior to the time and date specified will be considered late.

Mailing Address, Responses to the RFP shall be submitted or emailed to:

Jim Johnston, Assistant Director, Operations
Allegheny County Department of Economic Development
Koppers Building, 436 Seventh Ave., Suite 500
Pittsburgh, PA 15219

Jim.Johnston@alleghenycounty.us

Content of Proposals & Firm Qualifications

RESPONDING FIRMS PROPOSALS SHOULD CONTAIN THE FOLLOWING PROPOSAL INFORMATION AND A STATEMENT OF FIRM QUALIFICATIONS IN THE FOLLOWING ORDER:

- **Cover Page:** should include the name of this RFP, Firms name, address and phone number and date of submission.
- **Letter of Transmittal:** The Letter of Transmittal section shall contain the following information:
 - Legal name, address and organizational information of the responding Firms along with the names and addresses of the individual principals with the authority to legally act on behalf of the responding Firm.
 - Name, title, address, telephone number, fax number and e-mail address of the contact for the responding Firm.
 - Signature of lead principal of responding Firms' team.
- **Fee Schedule:** The proposed fee schedule shall include the following items:
 - Fee for initial twelve-month period; fee for second twelve-month period; fee for third twelve-month period.
 - It is the desire of the Authorities to receive a proposed fee in the form of an ANNUAL retainer amount for the first, second and third twelve-month period, respectively, as opposed to a proposed hourly quote for the same periods. The

Authorities have historically not paid their Solicitor by the hour but rather in the form of an annual retainer amount, broken down into monthly installments. It is the Authorities' preference to continue this practice.

- What percentage of that principal attorney(s) practice i.e. who will be assigned to work with the Authorities?
 - matters relating to the Urban Redevelopment Law and
 - public finance
- List the names, expertise, and hourly rates of all lawyers who are expected to be assigned to work with the Authorities and provide an estimate of the time each will spend on Authorities' matters.

The Authorities expect that the pricing for each portion of the services may be different and/or divergent. Any pricing proposal for either portion of the services should include all commissions, fees, costs, hourly rates, charges and other amounts associated directly or indirectly with providing all things necessary to perform such services. If there are any services that are not included in such compensation, so state specifically, along with an indication of any proposed additional charges.

The contract period for the successful Firm will be from date of award for one year with renewable options up to three additional one-year terms. The contract may be terminated by either party with 60 (sixty) days prior notice.

For proposal purposes, proposers must submit copies of certificates of insurance for general liability and workers' compensation.

- **Proposed Vision, etc.**

The responding Firms shall present a vision for accomplishing the objectives of this RFP. The Authorities recognize that this plan is preliminary and that its composition and details may change. The Authorities are approaching this process with the flexibility it believes necessary to create a financially feasible arrangement beneficial to all parties.

- **Statement of Firms Qualifications**

In order to facilitate review by the Authorities, please submit materials in keeping with the following Statement of Qualifications format. Responding Firms will NOT be entitled to withdraw or amend their Statement of Qualifications for a period of ninety (90) days after its submission.

The responding Firms shall provide a statement of qualifications, which shall include:

- **Overview of the Responding Firms.** The Overview section shall contain the following information:
 - A concise description of the Responding Firms including organizational structure, identification of principals, identification of parent or subsidiary companies, length of time in business, office locations and number of personnel.
 - Evidence the responding Firms have the financial capability to carry out the

proposed commitments.

- **Experience Record.** The Experience Record section shall contain the following information:
 - A statement as to why the responding Firms is qualified to undertake this project.
 - A description of the responding Firms' most recent successful projects that demonstrate an ability to proceed with this project, and the details of any experience within the past ten years related to similar projects.
 - A description identifying the responding Firms' legal team, including experience of the key personnel who manage a project.
- **Qualifications.** Respondents to this RFP shall have the following qualifications:
 - Must be licensed and in good standing with the Commonwealth of Pennsylvania.

(Disclose all enforcement actions by professional licensing boards, courts or other bodies or other matters which may reflect on respondent's professional qualifications. Describe any pending litigation or other factors that could affect respondent's ability to perform the services.)

- Must have an excellent reputation in the legal community
- Must be knowledgeable in the local real estate market
- Must be knowledgeable in the use of all public real estate records
- Must be knowledgeable in all matters relating to Municipal & Redevelopment law

POST SELECTION REQUIREMENTS

Written Agreement Required

Once approved by the Authorities, the selected Firm or Firms (the "Selected Firm") must be willing to negotiate and enter a formal, written service agreement (the "agreement") with the Authorities. However, the selection of a Selected Firm in no way obligates the Authorities to enter into any binding agreement or contract with the Selected Firm. Rather, the Authorities reserve the right to terminate all discussions and negotiations with the Selected Firm at any time prior to the execution of the agreements. No legal or contractual rights or obligations between the Authorities and a Selected Firm will come into existence at any time; and no legal or contractual rights or obligations between the Authorities and a Selected Firm will come into existence unless and until the agreements have been fully executed by both parties. The legal rights and obligations which will come into existence at such times shall be limited to those expressly set forth or incorporated by reference in said agreements.

GENERAL CONDITIONS

Firms are encouraged to confer with the Authorities prior to submitting their proposals. All proposals, including attachments, supplementary materials, addenda and any other materials submitted therewith shall become the property of the Authorities and will not be returned.

Each responding Firm, by submitting a response to this RFP, hereby waives, releases and disclaims any and all rights to protest and/or seek any legal remedies whatsoever against the Authorities regarding any aspect of this RFP, the negotiation process and/or the selection process, including, without limitation, the decisions to accept or reject any proposals, reject any responding Firms and/or select the Selected Firm.

Under special circumstances, the Authorities reserve the right to contract with additional firms (designated as "Special Counsel") for unforeseen and/or new legal matters.

In addition, the Authorities also reserves the right to engage the awardee for additional and special matters which will be billed separate from the retainer arrangements, subject to the prior written permission of the awardee.

NO REPRESENTATION OR WARRANTY

BY SUBMITTING INFORMATION OR A PROPOSAL IN RESPONSE TO THIS RFP, RESPONDING FIRMS ACKNOWLEDGE AND AGREE THAT THE INFORMATION CONTAINED HEREIN WAS OBTAINED FROM A VARIETY OF SOURCES, AND THAT THE AUTHORITIES HAS NOT MADE ANY INDEPENDENT INVESTIGATION OR VERIFICATION OF SUCH INFORMATION. ADDITIONALLY, RESPONDING FIRMS ACKNOWLEDGE AND AGREE THAT THE INFORMATION PROVIDED IN THIS RFP, AS WELL AS IN RELATED REPORTS AND ADDENDA FURNISHED BY THE AUTHORITIES AND/OR ITS CONSULTANTS, IS FOR INFORMATIONAL PURPOSES ONLY AND IS PROVIDED FOR CONVENIENCE ONLY.

AUTHORITIES Non-Liability and Related Matters

The Authorities Non-Liability, Waivers and Hold Harmless. By submitting information and a proposal to the Authorities in response to this RFP, responding Firms hereby acknowledge and agree that the Authorities do not undertake and shall have no liability with respect to this RFP and any matters related thereto, including, without limitation, the information provided in the RFP, the negotiation process, the selection process and the verification of information submitted by responding Firms (collectively, the "Released Matters"). By submitting information and a proposal in response to this RFP, responding Firms hereby knowingly and voluntarily waive, release and forever discharge the Authorities from any and all liability with respect to the Released Matters, and agree to hold the Authorities harmless from any and all claims, demands, damages, expenses, losses, fees, costs, obligations, penalties, liabilities, defenses, judgments, proceedings and/or suits or other actions, of any kind or nature whatsoever, which may arise with respect to any of the Released Matters or otherwise relating to the RFP and be claimed by the Responding Firms or anyone claiming by, through or under the responding Firms.