

LACKAWANNA COUNTY BOARD OF COMMISSIONERS REQUEST FOR QUALIFICATIONS

The minimum qualifications established by the County for the professional appointments are as follows:

County Attorney:

Must be licensed to practice law in the Commonwealth of Pennsylvania and eligible to appear before all state and appropriate federal courts and administrative offices of the Commonwealth of Pennsylvania for a period of not less than five (5) years preceding appointment, and preferably a certified civil trial attorney. Must have a minimum five (5) years experience representing county and/or municipal entities and be experienced with regard to the county and/or municipal land use, budget, bond, open public meetings, open public records, open public bidding, and fair housing act laws, regulations, and ordinances. Must demonstrate experience representing other counties and/or municipalities in litigation. Must have experience preparing county and/or municipal resolutions and ordinances, and preparing and issuing opinion letters for the issuance of bonds and/or bond anticipation notes.

County Auditor:

Must be a certified public accountant. The applicant must have a minimum five (5) years experience representing county and/or municipal entities in connection with county and/or municipal audits, budgets and the issuance of bonds and/or anticipation notes. The applicant must have sufficient support staff to provide all services required by the County of Lackawanna including, but not limited to, the preparation of the county and/or municipal budgets, county and/or municipal audits, debt statements, official statements and all other documents relating to the issuance of bonds, as well as all other financial matters pertaining to county and/or municipal government.

County Bond Counsel:

Must be licensed to practice law in the Commonwealth of Pennsylvania and eligible to appear before all state and appropriate federal courts and administrative offices of the Commonwealth of Pennsylvania for a period of not less than five (5) years preceding appointment. Must have a minimum of five (5) years experience representing county and/or municipal entities in connection with the approval of bond ordinances and the issuance of county and/or municipal bonds and/or notes. Must have sufficient support staff to provide all services required by the County of Lackawanna including, but not limited to, the preparation of all documents necessary and incidental to the issuance of the bonds and other county obligations. Must list past and present public entities represented as Bond Counsel. Must provide references from at least two (2) public entity clients.

County Engineer:

Firm must have represented county and/or municipal-owned water and sewerage utilities for at least five (5) years. Firm must designate three engineers or surveyors to serve as liaison to the County. The designated engineer(s) or surveyor(s) must be professionally licensed in the Commonwealth of Pennsylvania for at least three (3) years or demonstrate more than ten (10) years of county and/or municipal experience. The designated liaison must be thoroughly familiar with the County and Municipal land use laws, ordinances, and regulations. The designated liaisons must also be experienced in preparing bid specifications for various county construction projects and knowledge and experience in preparing and submitting grant applications. The firm must have sufficient support staff to provide all services required by the County of Lackawanna including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the County Engineer's duties and responsibilities.

County Architect:

Firm must have represented counties and/or school districts for at least five (5) years. Firm must designate professionals to serve as liaison to the County. The designated professionals must be professionally licensed in the Commonwealth of Pennsylvania for at least three (3) years or demonstrate more than ten (10) years of county and/or municipal and/or school district experience. The professionals must be thoroughly familiar with the County and Municipal land use laws, ordinances, and regulations, and must also be experienced in preparing bid specifications for various county and/or municipal and/or school district construction projects and knowledge and experience in preparing and submitting grant applications. The firm must have sufficient support staff to provide all services required by the County of Lackawanna including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the County Architect's duties and responsibilities

County Planner:

Must have served as a county and/or municipal planner for at least three (3) years. The planner must be thoroughly familiar with the County and Municipal land use and fair housing laws, ordinances, and regulations, and must have experience preparing Master Plans, and zoning and land use ordinances. The firm and/or planner must have sufficient support staff to provide all services required by the County of Lackawanna including, but not limited to the preparation of all plans and documents necessary and incidental to the performance of the planner's duties and responsibilities.

County Planning/Zoning Board Attorney:

Must be licensed to practice law in the Commonwealth of Pennsylvania and eligible to appear before all state and appropriate federal courts and administrative offices of the Commonwealth of Pennsylvania for a period of not less than three (3) years preceding appointment. The planning/zoning board attorney must have a minimum five (5) years experience representing individuals and/or entities before county and/or municipal planning and/or zoning boards. Prior representation of a planning and/or board is preferable. The planning/zoning board attorney must be knowledgeable and experienced with regard to the County and Municipal Land Use Law.

Government Efficiency Professionals:

Must be a certified public accountant or have significant experience in finance. The applicants must have a minimum of five (5) years experience in finance or representing county and/or municipal entities in connection with making government more efficient. The applicant must have access to sufficient support staff to provide all services required by the County of Lackawanna including, but not limited to, the preparation of necessary reviews, analysis and other documents relating to making county government more efficient and streamlining government operations.

Governmental Affairs Specialists:

Must have the appropriate registrations to represent the County of Lackawanna on federal or state legislative affairs matters. The applicants must have a minimum of five (5) years experience representing county and/or municipal entities in connection with legislative and governmental initiatives in the federal government or the Commonwealth of Pennsylvania government. The applicants must have sufficient support staff to provide all services required by the County of Lackawanna including, but not limited to, the preparation of appropriation requests, drafting of legislation, preparation of legislative updates and other documents relating to governmental affairs matters.