

Requirements to Qualify

The requirements listed below are the minimum levels expected from the professional indicated in order to qualify to proceed to the second phase, Requests for Proposals.

For Municipal Court Judge

1. The Municipal Court Judge shall be licensed to practice law in the State of New Jersey and eligible to appear before all State and Federal Courts and Administrative Offices of the State of New Jersey for a period of not less than five (5) years preceding appointment.
2. A description of availability must be provided for Municipal Court Sessions that are scheduled in the Township of Riverside.
3. A bona fide principal office must be maintained in the State of New Jersey.
4. Must have demonstrated experience as a Municipal Court Judge in the Municipal Courts of the State of New Jersey.
5. Must list past and present Municipal Courts served as Judge.
6. The applicant/proposer shall submit two (2) copies of his/her proposal to the attention of the Township Clerk for review and consideration by the Township Administrator and Township Committee.

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.)

Completed Form Received by Township on: _____

____ Meets Qualifications

____ Does Not Meet Qualifications

REQUEST FOR PROPOSAL

The Township of Riverside Municipal Court is soliciting a request for qualifications for a Municipal Court Judge for a contract period beginning on January 1, 2022, for a term of three (3) years, ending December 31, 2024. Sealed submissions will be received by the Township Clerk, or designated representative for the Township of Riverside, County of Burlington, State of New Jersey on December 15, 2021 at 10:00am prevailing time, at the Township's Clerk office at the Administrative Office Building, 237 S. Pavilion Avenue, Riverside, NJ 08075. All proposals must be delivered to the Township Clerk's Office.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts). Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

Proposals will be evaluated by a Committee or Board Subcommittee, as appropriate. The undersigned individual hereby proposes to serve as the Municipal Court Judge in accordance with the following:

- A. History, experience, and reputation in performing professional work in the applicable field.
- B. A list of references.
- C. Qualifications and experience.
- D. Knowledge of the Township of Riverside.
- E. Availability to accommodate required court dates.
- F. Compensation proposal.
- G. Other factors if demonstrated to be in the best interest of the Township of Riverside.

The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.

In the event that compliance with part or all of the requirements of the RFQ/RFP is impracticable or undesirable with regard to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver. The Township Committee reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Township Committee shall award the contract or reject all submissions no later than 60 days from receipt of same.

All awards or waivers shall be by Resolution acted upon by the Township Committee at a Township meeting. All rewards are subject to availability of funds.

SELECTION: Once the Township finalizes its selection, the Township will negotiate a contract with the selected Judge. Once the contract is finalized, it will be presented to the Township Committee for approval.

The Township shall require that all public documents held by outside vendors/professionals be copied and provided to the Township, without charge, if requested by the Township. The vendor/professional shall comply with a request for public documents by the Township within five (5) working days of the request.

To be considered, a proposal for the above position must be received on or before December 15, 2021 NO LATER THAN 10:00 A.M. All submissions shall be: two paper copies in a sealed envelope with "Submission of Qualifications / Proposals for Municipal Court Judge" marked on the outside to: Susan M. Dydek, Township Clerk, 237 S. Pavilion Ave., Riverside, NJ 08075.