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 Township Attorney

The Township Attorney shall be either a member of or employed by a multi-discipline firm of New Jersey licensed attorneys with at least eight (8) years experience, or shall personally have at least ten (10) years experience, in all aspects of municipal law including but not limited to general municipal government law; tort claims act, municipal litigation and appeals; Fair Housing Act, COAH, and affordable housing issues; NJ employment and personnel law; tax appeal experience; eminent domain and redevelopment issues; municipal finance; redevelopment and real estate issues; election law; OPRA, OPMA, municipal land use law including state regulations affecting the same; municipal utilities law; environmental and tidelands law, Green Acres and open space law; NJDEP, legislation and regulations; and familiarity with Titles 40 & 40A of the New Jersey Statutes. The individual(s) appointed as Township Attorney or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least five (5) years and have cumulative five (5) years prior experience as a Township Attorney. The Township Attorney may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience. Alternatively, the Township will consider candidates who meet the experience levels set forth above through devotion of a significant portion of their practice time to representing municipal entities but who may not have achieved the requisite number of years as the appointed Township Attorney. Such candidates should submit at least two (2) letters of recommendation from attorneys who meet the time of service as Township Attorney requirements.

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

Proposals will be evaluated by a Committee or Board Subcommittee, as appropriate. The undersigned individual, firm, or corporation, hereby proposes to server as Township Attorney in accordance with the following:

A.   Names, title and license of all the individuals who may perform the service and/or activity.

B.   A description of the individuals or firm's experience with similar services or projects.

C.   A list of references and record of success.

D.   Demonstration of areas of expertise of staff.

E.   A description of the individual or firm's ability to provide the service or complete the activity in timely fashion or as required by the Township.

F.   A fee schedule for the firm.

G.   Availability to accommodate any required meetings of the municipality.

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.

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.

All respondents shall comply with the Business Registration Act and Affirmative Action obligations as required by State law.

To be considered, a proposal for the above position must be received on or before December 8, 2023 NO LATER THAN 10:00 A.M. All submissions shall be: two paper copies and a <u>Flash/Jump Drive</u> in a sealed envelope with "Submission of Qualifications / Proposals for [Name of Position]" marked on the outside to: Susan M. Dydek, Township Clerk, 237 S. Pavilion Ave., Riverside, NJ 08075.