

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
PLANNING BOARD ATTORNEY – CY2021**

ISSUED BY:

BOROUGH OF PENNS GROVE

Date Issued: November 24, 2020

Responses Due by: 10:00 a.m. – December 18, 2020

**SHARON R. WILLIAMS, MUNICIPAL CLERK
Borough of Penns Grove
1 State Street, Penns Grove, NJ 08069
856-299-0098, ext. 103
856-299-3411
swilliams@pennsgrove-nj.org**

REQUEST FOR QUALIFICATIONS
PLANNING BOARD ATTORNEY

The **Borough of Penns Grove** (referred hereafter as MUNICIPALITY) is seeking professional service proposals from qualified firms to provide **legal counsel** to the Borough of Penns Grove Planning Board.

I. Proposal Submission

Each Applicant shall submit in a sealed and labeled envelope one original paper copy, clearly marked as the “ORIGINAL” plus ten (10) **bound** full, complete and exact paper copies. The proposal must be addressed to:

Borough of Penns Grove
Attn: Sharon R. Williams, Municipal Clerk
1 State Street
Penns Grove, NJ 08069

The proposal must be received by: December 18, 2020

Faxed or E-Mailed proposals will NOT be accepted or considered.

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.). The MUNICIPALITY shall not be responsible for any costs associated with the oral or written presentation of the proposals. The MUNICIPALITY reserves the right to reject any and all responses, with or without cause, or waive any irregularities or informalities in the proposals. The MUNICIPALITY further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all applicants submitting responses. In the event that all proposals are rejected, the MUNICIPALITY reserves the right to re-solicit for proposals.

II. Questions

Any inquiry concerning this RFQ should be directed in writing to:

Sharon R. Williams, Municipal Clerk
1 State Street
Penns Grove, NJ 08069
856-299-0098, ext. 102/103
856-299-3411
swilliams@pennsgrove-nj.org

BOROUGH OF PENNS GROVE
REQUEST FOR PROPOSAL FOR THE POSITION OF
PLANNING BOARD ATTORNEY

Position and Term:

The Borough of Penns Grove requests proposals from attorneys licensed in the State of New Jersey interested in servicing in the position for Planning Board Attorney from **January 1, 2021 until December 31, 2021.**

Fair and Open Process:

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

In order to be considered applicants must submit their reply to the Office of the Borough Clerk or her Designee at Borough Hall, 1 State Street, Penns Grove, New Jersey 08069, 856-299-0098, ext. 102/103 on or before 10:00 a.m. on December 18, 2020. At that time and place all proposals received shall be publicly opened and announced by the Borough Clerk or her designee.

Proposals will thereafter be received by the Borough Council of the Borough of Penns Grove, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the Borough of Penns Grove and its' Zoning Code and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the Borough; (v) availability to accommodate meeting and interface requirements with the Commissioners of the Board and Borough Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the Borough; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The Borough reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the Borough.

The Borough's determination of the applicant who is most advantageous to the goals and objectives of the Borough shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any Borough Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any Borough Official, Officer or employee to secure unwarranted privileges or advantages.

Minimum Requirements:

Must be fully licensed and in good standing to practice law in the State of New Jersey.

Minimum of 5 years of experience representing a New Jersey Planning Board as solicitor.

Description of Services:

Serve as legal counsel for the Borough of Penns Grove Planning Board. Attend regular (usually one evening per month) and special meetings of the Board. Interface with the Board Secretary as deemed necessary. Prepare resolutions and ordinances for the Board as requested by the Board Commissioners or Secretary. Appraise the Board and its' officials and offices of developments in the law requiring compliance, policy development or other action. Prepares and/or reviews applications, submissions and/or other documents requiring execution or other action by the Board. Must be available for consultation with various Borough Officials, including Board Secretary, Zoning Officer, Code Officials, Borough and Planning Board Engineer, Borough Treasurer, etc. Interfaces with Borough Solicitor as needed.

Compensation:

Compensation shall be based on a professional services contract to be submitted with the applicant's proposal.

The applicant awarded the Contract will be entitled to bill for services rendered in connection with projects funded through various third party escrows. It is anticipated that the annual value of this Contract will exceed not \$17,500.00.

Qualifications Evaluation:

1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the "Minimum Requirements" detailed above.
2. Please describe your experience with regard to the Open Public Meetings Act.
3. Please describe your experience with regard to Resolution and Ordinance preparation.
4. Please describe your experience with regard to the Local Lands, Building Law, Zoning and Land Use Law.

5. Please describe whether there is any disciplinary proceedings pending against you in any jurisdiction or whether discipline has been previously imposed against you in any jurisdiction. If discipline has previously been imposed, state the date, jurisdiction, nature of the ethics violation and the penalty imposed. If proceedings are pending, specify the jurisdiction, the charges and the likely time of their disposition.
9. Disclose and describe whether you have ever been sued for malpractice.
10. Disclose and describe any arrests or convictions against you.
11. What is the location of your Office? In Penns Grove Borough; in Salem County or out of Salem County.
12. Describe the resources of your office. Include details of support staff. Include information on other qualified attorneys in your office who would be available to Borough Officials in the event you were absent or unavailable.
13. Please include Fee Schedule.