

TOWNSHIP OF ALLOWAY
REQUEST FOR PROPOSALS FOR THE POSITION OF
MUNICIPAL SOLICITOR

Position and Term:

The Township of Alloway requests Proposals from attorneys licensed in the State of New Jersey interested in servicing in the position for Township Solicitor from January 1, 2024 until December 31, 2024.

Fair and Open Process:

Requests for 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.

Requests for Proposals are to be submitted no later than Wednesday, December 13, 2023 at 11:00 a.m. prevailing time in the Alloway Township Municipal Building, 49 South Greenwich Street, Alloway, NJ 08001.

Submissions are to be made to:

Charlet Cheeseman, Municipal Clerk
Township of Alloway
49 South Greenwich Street
P. O. Box 425
Alloway, NJ 08001

In order to be considered, an Original and five (5) copies of the information being submitted must be enclosed in a sealed envelope bearing the name and address of the responder with the words "Proposal for Professional Services and the category of services" and clearly marked "Sealed Proposal" addressed to the Municipal Clerk, Township of Alloway, 49 South Greenwich Street, P. O. Box 425, Alloway, NJ 08001 and may be received through the mail or presented in person.

Proposals will thereafter be received by the Township Committee of the Township of Alloway, 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 Township of Alloway and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the Township; (v) availability to accommodate meeting and interface requirements with the Township Committee and Township 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 Township; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The Township 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 Township.

The Township's determination of the applicant who is most advantageous to the goals and objectives of the Township 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 Township 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 Township 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 2 years of experience representing a New Jersey municipality.

Description of Services:

Serve as legal counsel for the Township of Alloway. Attend regular (usually one evening per month) and special meetings of the Township Committee. Attend Township Committee meetings as requested. Interface with the Municipal Clerk, usually at least weekly. Prepare resolutions and ordinances for the Township as requested by the Township Committee or Clerk. Apprise the Township and its officials and offices of developments in the law requiring compliance, policy development or other action. Prepares and/or reviews contracts, leases, bid specifications, bid proposals, applications, submissions and/or other documents requiring execution or other action by the Township. Must be available for consultation with various Township Officials, including Clerk, Zoning Officer, Code Officials, Public Works Department Director, Township Engineer, Township Treasurer, Tax Collector, Tax Assessor, etc. Serves as

legal counsel as needed to various Township Boards. Represents the Township and/or Township Officials in all litigation matters, except where counsel is provided by insurance coverage and in such instances, serves as principal contact with appointed counsel. Represents the Township in all disciplinary actions involving Township employees. Represents the Township in all license renewal hearings or enforcement proceedings relating to licensed activities including: liquor license establishments, automotive repair establishments and residential landlords. Represents Township in all Tax Appeals before the County Board of Taxation and/or Tax Court. Interfaces with Bond Counsel and Township Auditor.

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 grant sources or third-party escrows. It is anticipated that the annual value of this Contract will exceed \$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 and Building Law.
5. Please describe your experience with regard to Title 19, including specifically serving as counsel to the Municipal Clerk in the capacity they serve in the primary and general election function.
6. Please describe your knowledge and experience in representing the Municipal Tax Assessor. Include specifics of experience with tax appeal practice before the County Board of Taxation and/or the Tax Court. Include any experience you may have with regard to revaluations.
7. Please describe your knowledge and experience with regard to the In Rem Foreclosure process.
8. 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 Alloway Township; 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 Township Officials in the event you were absent or unavailable.