

REQUEST FOR QUALIFICATIONS

GENERAL CRITERIA:

The Township of Deptford desires to appoint an attorney whose responsibilities will be to represent the Township on all matters related to affordable housing, conduct legal research analyses and interpret all new regulations and obligations imposed upon the Township under law and represent the Township in any litigation and other matter necessary for the calendar year. Bidders should demonstrate superior knowledge of COAH rules and regulations. Any experience or knowledge of matters that directly affect the Township of Deptford should be addressed. Bidders may be an individual or a firm.

SCOPE OF SERVICE: AFFORDABLE HOUSING SOLICITOR

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and 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. Must have a minimum of five (5) years' experience representing municipal entities in connection with land use or affordable housing issues.
3. Must maintain a bona fide office in the State of New Jersey. Please list office address.
4. Must have sufficient support staff to provide all services requested by the Township including, but not limited to, preparation of all documents and resolutions necessary and incidental hereto.
5. Must list past and present public entities represented as affordable housing counsel or related issues.
6. Schedule of hourly rates for attorney(s) and support staff.
7. Must identify the attorney(s) and support staff that will be assigned to this account and their experience in handling such actions.

One (1) or more Attorney(s) within each specialty may be awarded a one (1) year contract. Appointments shall be for the calendar year. Price and other factors considered. All awards or waivers will be by resolution acted on by the Township Council at a Township meeting.

For annual appointments, the Township Council, Township Manager and Administrative staff will conduct a performance review a minimum of once per year in late November, early December. All awards are subject to availability of funds. This policy will include, but not be limited to, all of the above listed requirements.

Insurance. The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township of Deptford.

Financial Disclosure. The applicant/proposer as a “professional”, if required by law, shall file a Financial Disclosure Statement pursuant to a Local Government Ethics Law NJSA 40A:9-22(1) et.seq.

Law Against Discrimination and Affirmative Action. The applicant/proposer as a “professional” shall file a statement as to compliance with NJSA 10:5-1 et. Seq.

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 Manager and Township Council.

“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.”