

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44-01 ET.SEQ.**

The Borough of Laurel Springs solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the Governing Body, unless otherwise required by law. Responses must be received in the Office of the Borough Clerk no later than 10:00 a.m. Thursday, December 8, 2016. All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or her representative. Responses will be reviewed by the Governing Body. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the calendar year of 2017 and subject to the execution of an appropriate contract.

MUNICIPAL ATTORNEY

GENERAL CRITERIA: The Borough of Laurel Springs desires to appoint a municipal attorney who will be the chief, general legal officer of the Borough. Applications should demonstrate knowledge of general New Jersey municipal law and municipal contract law. Any experience or knowledge of matters directly affecting the Borough of Laurel Springs should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than fifteen (15) years preceding the proposed appointment and preferably a certified civil trial attorney and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the office of Administrative Law.
2. Must have experience representing municipal entities and be experienced with regard to the Municipal Land Use Law, the Municipal Budget, the Municipal Bond Law, the Open Public Meetings Act, the Open Public Records Act, the Open Public Bidding Law and Fair Housing Act.
3. Must have experience preparing municipal resolutions and ordinances, and preparing and issuing opinion letters for the issuance of bonds and/or bond anticipation notes.
4. Must list present municipal or government authorities represented.
5. Must maintain a bona fide principal office in the State of New Jersey.
6. Must have sufficient support staff available to provide all general legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.
7. Must provide hourly billing rates for employees possibly assigned to service the Borough.

PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:

1. Three (3) copies of the proposal, inclusive of all information required above, should be provided. Proposals must be submitted to the Borough of Laurel Springs, 135 Broadway, New Jersey, 08021. Any proposals received after said opening, whether by mail or otherwise, will be deemed non-responsive. No proposals will be accepted after the date set forth above. Proposals must be submitted in a sealed envelope with the name of the firm, or individual submitting the proposal clearly marked on the outside of the envelope. It is recommended that each proposal package be hand-delivered. The Borough assumes no responsibility for delays in any form of carrier, mail or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone or e-mail is not permitted. The final selection shall be made in the sole discretion of the Mayor and Council.
2. All questions regarding this Request for Proposal should be made in writing to Dawn T. Amadio, Municipal Clerk, Borough of Laurel Springs, 135 Broadway, Laurel Springs, New Jersey 08021