

## **TOWNSHIP OF CINNAMINSON**

### **REQUEST FOR QUALIFICATIONS / PROPOSALS**

#### **Conflict Counsel for Zoning Board of Adjustment**

**PROPOSAL DUE: February 4, 2020 at 11:00 a.m.**

#### **I. PURPOSE AND INTENT**

Through this Request for Proposal & Qualifications (RFP), the Zoning Board of Adjustment of the Township of Cinnaminson (hereinafter the “Zoning Board”) seeks to engage a vendor as Zoning Board of Adjustment Conflict Counsel for the year 2020. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. and Chapter 41, Article II of the Code of the Township of Cinnaminson.

#### **II. PROPOSAL SUBMISSION**

The Zoning Board requires the proposal be submitted in the following format:

One (1) original, hard copy, plus One (1) copy of the full proposal in PDF File Format on CD, shall be submitted in sealed envelopes and must be marked with the “Conflict Counsel – Zoning Board” and addressed to:

Lisa A. Passione, Municipal Clerk  
Township of Cinnaminson  
Township Municipal Building  
1621 Riverton Road  
Cinnaminson, NJ 08077

Faxed proposals will NOT be accepted.

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

Eric J. Schubiger  
Township Administrator  
Township of Cinnaminson  
1621 Riverton Road  
Cinnaminson, New Jersey 08077

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 Planning Board will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Zoning Board reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Zoning Board further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Zoning Board reserves the right to re-solicit proposals.

#### **III. GENERAL INFORMATION ON THE TOWNSHIP OF CINNAMINSON**

The Township of Cinnaminson operates under a Township Committee Form of Government. The Township is approximately 8 square miles, has a population of 15,000 +/-, an annual operating budget of \$14 million, approximately 76 employees. The Township Committee meets the first and third Mondays of

each month as well as special meetings on an as-needed basis.

#### IV. MINIMUM QUALIFICATIONS

The successful applicant shall have a minimum of eight (8) years' experience as a New Jersey licensed attorney with at least five (5) years representing municipalities.

The proposal shall provide a *resume* for all principals who will be assigned to work for the Zoning Board of Adjustment or appear at meetings on behalf of the Zoning Board.

The applicant shall have the following capabilities and provide the following services:

- The Conflict Counsel Attorney shall be either (a) a member of or employed by a multi-discipline firm of New Jersey licensed attorneys with at least eight (8) years' experience, or (b) shall personally have at least five (5) years' experience, representing municipalities 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; 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 Conflict Counsel Attorney or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least eight (8) years. The Conflict Counsel Attorney may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience.
- Respond promptly to all legal questions.
- Attend all meetings as requested

#### **Proposal**

Please attach a full and complete proposal demonstrating the way and manner in which the respondent meets the requirements of this RFQ/RFP. At a minimum the Proposal shall (a) outline the services to be provided, (b) attach a *resume* for the primary contact and all principal persons who will provide services to the township, (c) provide a summary of the experience of the entity in providing legal services with emphasis on experience with municipalities and other local government entities, (d) set forth the manner of calculating, amount and method of payment of the fees<sup>1</sup>, and (e) provide a table of organization for the entity.

#### **Additional Requirements**

In addition to the foregoing all respondents shall fully comply with the requirements of the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 *et seq.*). The proposal shall include (a) a statement of ownership [stockholder disclosure certificate], (b) a list of any sub-contractors or contracted employees who will be providing services, (c) a statement of compliance with the Americans with Disabilities Act, (d) a mandatory equal employment opportunity notice and statement, (e) a Certificate of Liability Insurance in

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<sup>1</sup> Travel associate expenses, if any, shall only be compensated from the office or another job site, whichever is shorter in time and distance.

an amount not less than \$2,000,000.00 single limit<sup>2</sup>. (f) copies of applicable producer insurance licenses for all persons providing legal services, (g) a copy of the entity's N. J. Business Registration Certificate, (h) a copy of the entity's N.J. Certificate of Employee Information Report pursuant to N.J.A.C. 17:27-1.1 *et seq.*, and (h) a Non-Collusion Affidavit.

The proposal shall be certified as containing true and accurate information and that the entity has the capability to provide all of the listed services.

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<sup>2</sup> If awarded the contract, this certificate will be required to name Cinnaminson Township as an additional insured.