

TOWNSHIP OF PEMBERTON
REQUEST FOR QUALIFICATIONS
AND REQUEST FOR PROPOSALS
2018 SPECIAL COUNSEL POOL

Please take notice that Pemberton Township is soliciting Qualification Statements and Proposals/Quotes, through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional services:

Special Counsel Pool

Information regarding the General Criteria and Specific Criteria that will be used to evaluate Proposals, together with a complete RFQ/RFP package, may be obtained at the Township Clerk's Office, 500 Pemberton-Browns Mills Road, Pemberton, New Jersey, or by fax request at 609-894-0979 or by emailed request at acosnoski@pemberton-twp.com.

Qualification Statements and Proposals must be received by the Township Clerk no later than 12:00 p.m. (prevailing time) on December 19, 2017. **No responses will be accepted late.** Any responses received after 12:00 p.m. will be returned unopened. Responses will be opened and read on December 20, 2017 at 12:00 p.m. Persons and firms responding shall submit three (3) bound copies of their Qualification Statement and Proposal/Quote. All submissions must be delivered to the Township Clerk either in person or through the mail service as follows:

Mailing address:

Township of Pemberton
Attn: Amy P. Cosnoski, RMC, Twp. Clerk
500 Pemberton-Browns Mills Road
Pemberton, NJ 08068

Physical address:

Pemberton Twp. Municipal Building
Attn: Amy P. Cosnoski, RMC, Twp. Clerk
500 Pemberton-Browns Mills Road
New Lisbon, NJ 08064

Qualification Statements and Proposals/Quotes will not be accepted by facsimile and e-mail. The Township shall not be responsible for delivery delays of any kind and will not accept any Qualification Statements and Proposals after the time set forth above.

SPECIAL COUNSEL POOL
TOWNSHIP OF PEMBERTON

GENERAL CRITERIA FOR ALL PROFESSIONAL APPOINTMENTS

1. Resume with background and experience.
2. Experience and reputation in profession/field.
3. Knowledge of Pemberton Township and subject matter to be addressed in contract for professional services.
4. Availability to perform duties of position.
5. Compensation proposal.
6. Compliance with all New Jersey statutes for rendering of professional services to Pemberton Township including, but not limited to pay-to-play law, equal employment opportunity law, affirmative action, and business registration requirements as well as the Ordinances of the Township of Pemberton.
7. Particular factors that demonstrate that the professional appointment would be in the best interests of Pemberton Township.
8. Evaluation of specific criteria for professional appointment.
9. For those interested in making a submission for the Special Counsel Pool please note that the Township of Pemberton is creating a pool of qualified professionals from which to draw from for specific projects throughout 2018 relating to conflict attorneys, special litigation counsel, workers compensation counsel, labor counsel, tax foreclosures/bankruptcy counsel, bond counsel, tax appeal counsel. Please refer to the specific criteria for each of the services sought and indicate which positions you are interested in being placed on the list for provision of those services.
10. **A signed proposed professional services contract with Pemberton Township must be included in the submission.**

NOTICE: Proposals will be evaluated on the basis of the general criteria set forth above, the specific criteria for the professional position that is being sought, and will be determined on the basis of the most advantageous proposal, price and other factors considered.

CONFLICT ATTORNEYS

1. Knowledge and understanding of municipal law as provided for in New Jersey statutes, administrative regulations, and case law.
2. Experience in municipal law litigation including trials/motions, administrative hearings, etc., including knowledge and understanding of Court Rules and other related procedural matters for municipal law related litigation.
3. Ability to advise the township as to the form and sufficiency of ordinances, resolutions and all other actions prior to their effective date.
4. Review and approval of all contracts, documents and instruments prior to their execution by or on behalf of the township.
5. Knowledge and understanding of the conduct of appeals from Orders, decisions, or judgments affecting any interests of the township.
6. Ability to advise the township to enter into any agreement, compromise, or settlement of any litigation in which the township is involved.
7. Ability to maintain a record of all actions, suits and proceedings within the responsibility of the Township Attorney and to provide reports to the township from time to time as required.
8. Ability to render opinions in writing upon any question of municipal law that is submitted by the township with respect to its powers duties, and responsibilities.
9. Ability to advise the township to retain special counsel, experts, or other professionals as may be required in the best interests of the legal position of the township.

SPECIAL COUNSEL FOR LITIGATION

1. Knowledge and understanding of tort claim law and municipal law as provided for in New Jersey statutes, administrative regulations, and case law.
2. Experience as defense counsel in tort claim and general litigation matters, including jury and bench trial experience, motions, administrative hearings, etc.
3. Knowledge and understanding of Court Rules and other related procedural matters for municipal law related litigation.
4. Knowledge and understanding of the conduct of appeals from orders, decisions, or judgments affecting any interests of the township.
5. Ability to advise the township to enter into any agreement, compromise, or settlement of any litigation in which the township is involved.
6. Ability to maintain a record of all actions, suits and proceedings within the responsibility of the Special Counsel and to provide reports to the township from time to time as required.
7. Ability to render opinions in writing upon any question of tort claim and municipal law at the request of the township.
8. Ability to advise the township to retain experts or other professionals as may be required in the best interests of the legal position of the township.

LABOR COUNSEL

1. Knowledge and understanding of labor law, including collective bargaining, as provided for in New Jersey statutes, administrative regulations, case law.
2. Experience in labor litigation including trials/motions, administrative hearings, etc., including knowledge and understanding of Court Rules and other related procedural matters for labor litigation.
3. Ability to advise the township as to the form and sufficiency of all actions relating to labor law matters prior to their effectiveness.
4. Knowledge and understanding of the conduct of appeals from Orders, decisions, or judgments affecting any interests of the township.
5. Ability to advise the township to enter into any agreement, compromise, or settlement of any labor litigation in which the township is involved.
6. Ability to maintain a record of all actions, suits and proceedings within the responsibility of the Labor Counsel and to provide reports to the township from time to time as required.
7. Ability to render opinions in writing upon any question of labor law that is submitted by the township with respect to its powers, duties and responsibilities.
8. Ability to advise the township to retain special counsel, experts, or other professionals as may be required in the best interests of the legal position of the Township.