

**BOROUGH OF CLEMENTON
REQUEST FOR PROPOSALS FOR
REDEVELOPMENT ATTORNEY**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5, sealed proposals will be received by the Borough of Clementon at its offices at 101 Gibbsboro Road, Clementon, New Jersey 08021, on Tuesday, January 10 , 2012, at 10:00 a.m., prevailing time, for professional services for a Redevelopment Attorney
Term: January 1, 2012 to December 31, 2012.

A. **PURPOSE:** The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individual to provide professional services for the Borough of Clementon. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the Borough.

B. **PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:**

1. Three (3) copies of the proposal, inclusive of all information required at Section D hereof, should be provided. Proposals must be submitted to the Borough of Clementon, 101 Gibbsboro Road, Clementon, 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 email 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 Proposals should be made in writing to Jenai L. Johnson, Municipal Clerk, Borough of Clementon, 101 Gibbsboro Road, Clementon, New Jersey 08021.

C. **CRITERIA FOR EVALUATION OF PROPOSALS:** The Request for Proposal Review Committee will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the field;
2. Knowledge of the subject matter of the services to be provided to

the Borough;

3. Knowledge of the Borough, its affairs and operations;
4. Availability to accommodate any required meetings of the Borough;
5. Compensation proposal;
6. Compliance with the minimum qualifications established by the Borough for the position;
7. Other factors determined to be in the best interest of the Borough.

D. **PROPOSAL REQUIREMENTS:** The Borough of Clementon is requesting qualifications for Redevelopment Attorney professional services as follows:

1. Scope of Services
2. Resume
3. Facilities
4. Conflict of Interest
5. Fees

The following explains what the Borough expects in each of the major sections:

1. **Scope of Services** - The Borough of Clementon is requesting qualification statements to provide professional services for the Borough of Clementon. Your response should detail the firm or individual's qualifications to provide that type of service.

The minimum qualifications established by the Borough for the professional appointments are as follows:

Redevelopment Attorney:

The Redevelopment Attorney shall be an attorney at law of the State of New Jersey with a sound understanding of the New Jersey Redevelopment Process and at least five (5) years experience in representing public entities in large redevelopment and rehabilitation projects, land use, condemnation, real estate transactions, extensive knowledge of condominium law, Coalition on Affordable Housing (COAH) laws, and litigation in the state and federal courts.

The Redevelopment Attorney shall be responsible for all redevelopment matters. The representation must be complete representation and include, but not be limited to, providing legal opinions, defending the Borough against claims that arise relating to the Borough's redevelopment plans, and negotiation and recommending settlement of claims after review, and

appearance at arbitration and/or court hearings and trials as necessary. The Redevelopment Attorney shall draft all legal documents as may be required including preparation of the Developers Agreement, review of deeds, covenants, easements, etc. The Redevelopment Attorney will also be expected to prepare ordinances and resolutions germane to the redevelopment, in addition to working with the Borough's Solicitor.

2. **Resume** - All resumes submitted to the Borough of Clementon shall include the following:

- b) Name and address of your firm and the corporate officer authorized to execute agreements.
- c) A brief description of your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.
- d) The names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the Borough and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Borough.
- e) A listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person.
- f) A statement of your firm's insurance coverage. Firms need not provide an insurance certificate specific to the Borough in responding to this RFP. An insurance certificate will be required prior to

commencing work after selection of a firm to provide services relative to a specific project.
- g) A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

3. **Facilities - Office Locations** -

- a) For your firm's facilities which will service this project:
 - i) The location

- ii) Firm personnel assigned to this location
- iii) Activities of the firm performed at this location

b) For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

4. **Conflict of Interest** - Disclosure of any potential conflicts of interest that the firm may have in performing these services for the Borough of Clementon.

5. **Fees** - Set forth in detail your compensation proposal.

E. **COMPLIANCE:** In addition, all proposals shall comply with P.L. 1977, c.33 requiring submission of a statement of corporate ownership, N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate and the collection of use taxes; and with P.L. 1975, c.127 and N.J.A.C. 17:27-1 et seq., requiring compliance with equal employment opportunity and affirmative action laws and the submission of proof of compliance therewith.

F. **RESERVATION OF RIGHTS:** The Borough reserves the right to reject any and all proposals, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

BOROUGH OF CLEMENTON
JENAI L. JOHNSON,
MUNICIPAL CLERK