BOROUGH OF RUNNEMEDE

FAIR AND OPEN PROCESS
N.J.S.A. 19:44A-20.4 ET SEQ.

REQUEST FOR PROPOSALS

PLANNING BOARD SOLICITOR

Borough of Runnemede Municipal
24 N. Black Horse Pike
Runnemede, New Jersey 08078
(856) 939-5161

Scope of Services

The Scope of Services required under this Request for Proposals includes the serving as the Borough's Planning Board Solicitor providing professional legal services relating thereto from January 1, 2012 through the Reorganization in 2013.

Other Specialized Services

The selected Professional will be expected to provide specialized professional services to the Borough during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the professional will be expected to return a phone call to the Borough on the same day. The professional will also be expected to be available to provide advice to the Borough during non-business hours including the attendance at meetings when requested.

Minimum Qualifications

The firm shall have two or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising public entities. The firm shall have at least ten (10) years experience in representing public entities. The firm shall designate one professional within the firm, who will be assigned to represent the interest of the Borough. This individual shall have been admitted and/or licensed in his/her profession and be in good standing. The firm and individuals assigned to work with the Borough shall be well versed in all aspects of the Borough's operations.

Submission

Proposing firms shall provide evidence that all minimum qualifications are met.

The response to this Request for Proposals (RFP) shall also discuss and provide the following:

- Names and roles of the individuals who will perform the task and a description of their experience with projects similar to the matter being advertised.
- References and record of success.

- Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
- Cost details, including the hourly rates of each of the individuals who will perform services.
- Resumes for the professionals to be assigned to work on Borough matters shall be identified.
- A list delineating the number and types of public clients served shall also be presented.

Evaluation of Proposals

The Borough intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

The proposals will be evaluated by a committee of staff and Board Members of the Borough based upon information supplied by each Proposer in response to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the Borough.
- Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- Qualifications and experience of the professional.
- Qualifications and experience of the other members of the professional's firm.
- The hourly rates proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate for the attorneys.

Any questions regarding this Request for Proposals should be directed to Richard E. Wright, Jr., Administrator/CFO of the Borough of Runnemede.

Please submit six (6) copies of the proposal to:

Borough of Runnemede
24 N. Black Horse Pike
Runnemede, New Jersey 08078
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All Submittals must be received at the Borough's Clerk's Office by 11:00 AM December 14, 2011, at which time they will be publicly opened.