

**BOROUGH OF PINE VALLEY REQUEST FOR PROPOSALS FOR  
– SPECIALIZED LEGAL COUNSEL–**

**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 must be received by Dawn T. Amadio, RMC, Municipal Clerk, Borough of Pine Valley, #1 Club Road, Pine Valley, New Jersey 08021, no later than 10:00 a.m., Wednesday, December 2, 2020, prevailing time, for the following:

Municipal Specialized Legal Counsel

Term: January 1, 2021 to December 31, 2021

- A. **PURPOSE:** The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individuals to provide professional services for the Borough of Pine Valley. 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. **PROPOSAL REQUIREMENT:** The Borough of Pine Valley is requesting qualifications Municipal Specialized Legal Counsel for professional services as follows:
1. Scope of Services
  2. Resume
  3. Facilities
  4. Conflict of Interest
  5. Fees
- C. **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 eq seq., requiring compliance with equal employment opportunity and affirmative action laws and the submission of proof of compliance therewith.
- D. **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.
- E. **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.