

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44-01 ET.SEQ.**

The Borough of Pine Valley solicits statements of qualification for applicants for appointment to the following professional position. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the Governing Body, unless otherwise required by law. Responses must be received in the Office of the Borough Clerk no later than 10:00 a.m. Wednesday, December 2, 2020. All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or her representative. Responses will be reviewed by the Governing Body. All appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the calendar year of 2021 and subject to the execution of an appropriate contract.

MUNICIPAL SPECIALIZED LEGAL COUNSEL

GENERAL CRITERIA: The Borough of Pine Valley may, from time to time, appoint an attorney at law to act as specialized legal counsel, as needed to provide general advice relative to specialized legal matters and to undertake other tasks as may be determined by the Governing Body. Applicants should demonstrate knowledge and experience in Civil Rights Law, and such other areas that may be of application to assist municipalities with Civil Rights Law in New Jersey. Any experience involving municipalities in Camden County should be addressed. Any experience or knowledge of matters directly affecting the Borough of Pine Valley should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must have a minimum of five (5) years admission to the bar of the State of New Jersey.
2. Must have prior experience providing specialized legal counsel to New Jersey municipalities.
3. Must have prior experience and knowledge concerning general administration of public entities.
4. Any experience in matters involving the Borough of Pine Valley will be considered and must be explained.

PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:

1. Three (3) copies of the proposal, inclusive of all information required above, should be provided. Proposals must be submitted to Dawn T. Amadio, RMC, Municipal Clerk, Borough of Pine Valley, #1 Club Road, Pine Valley, 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. 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 e-mail is not permitted. The final selection shall be made in the sole discretion of the Governing Body.
2. All questions regarding this Request for Proposal should be made to Dawn T. Amadio, Municipal Clerk, Borough of Pine Valley, #1 Club Road, Pine Valley, New Jersey 08021