

**TOWNSHIP
OF
VOORHEES**

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

REQUEST FOR PROPOSALS

TOWNSHIP ATTORNEY

**Township of Voorhees
2400 Voorhees Town Center
Voorhees, New Jersey 08043
(856) 429-7757**

History and Background

The Township government is based on the township committee form of government, which exercises legislative power in the Township. Committee members are elected on an at-large basis for staggered three-year terms. Two members are elected in each of two consecutive years while a single member is elected in the third year. The Mayor is appointed annually by a majority of the Township Committee.

The day-to-day administrative duties are the responsibility of the Township Administrator, who is appointed by the Township Committee. To that end, the Township Administrator keeps the Township Committee informed as to the conduct of the Township affairs, the condition of the Township finances and the welfare and future needs of the Township. The financial affairs of the Township are administered by the Chief Financial Officer, who reports to the Township Committee. With the Township Administrator, the Chief Financial Officer prepares the annual municipal budget, and then maintains it on a daily basis after adoption by the Township Committee. A five-year forecast, for both the operating and capital budgets, is used to assess the Township's future financial needs.

Scope of Services

The Scope of Services required under this Request for Proposals includes serving as the Township Attorney providing professional legal services relating thereto from January 1, 2016 through the Reorganization in 2017.

Other Specialized Services

The selected Professional will be expected to provide specialized professional services to the Township 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 Township on the same day. The professional will also be expected to be available to provide advice to the Township 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 Township. 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 Township shall be well versed in all aspects of the Township'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 Township matters shall be identified.
- A list delineating the number and types of public clients served shall also be presented.
- Names of references from at least three (3) public sector employers shall be provided for this individual.
- A narrative statement of the professionals understanding of the Township's needs and goals.

Evaluation of Proposals

The Township 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 the Township based upon information supplied by each Proposer in response to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge, experience and familiarity with the operations of the Township.
- 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.

Proposals will be evaluated by the Township on the basis of which is the most advantageous, all relevant factors considered equally.

Any questions regarding this Request for Proposals should be directed to Dee Ober, RMC, Township Clerk of the Township of Voorhees.

Please submit two (2) copies of the proposal as well as an electronic copy on a CD or flash drive to:

**Township of Voorhees
2400 Voorhees Town Center
Voorhees, NJ 08043
(856) 429-7757**

All Submittals must be received at the Voorhees Township Clerk's Office by 2:00 p.m., prevailing time, on Thursday, December 10, 2015 at which time they will be publicly opened.