

PROPOSAL FOR LAND USE BOARD ATTORNEY

Wantage Township is seeking proposals through the fair and open process as set forth in the State of New Jersey's Pay to Play legislation for the position of Municipal Land Use Board Attorney for the period of January 1 to December 31, 2014. A request for proposal packet is on file with the Municipal Clerk. The forms can be obtained by visiting the Clerk's Office at Wantage Township Municipal Building, 888 Route 23, Wantage, New Jersey 07461

OR

By sending a self addressed, stamped envelope to the Clerk's Office to the attention of Jim Doherty, Municipal Administrator Clerk and requesting said packet be sent via the United States Postal Service. The forms in the packet must be fully completed and returned in a sealed envelope to Mr. Jim Doherty, Administrator Clerk, Wantage Township Municipal Building, 888 Route 23, Wantage, New Jersey 07461 no later than December 18, 2013. Any questions regarding the form should be directed to Mr. Doherty, at telephone number 973-875-7192. No facsimile transmission shall be accepted.

The proposals shall be evaluated pursuant to the following criteria:

- | | | |
|----|--------------|------|
| 1. | Experience | 50% |
| 2. | Cost | 40% |
| 3. | Availability | 10% |
| | TOTAL | 100% |

The proposals shall be opened at 11:00 a.m. on December 18, 2013 and the award of a professional services contract may occur anytime thereafter. Late proposals **SHALL NOT BE ACCEPTED**. Wantage Township reserves the right to award a professional services contract to any candidate as determined by officials of the Township of Wantage.

The Township of Wantage recognizes and complies with the requirements of the Americans With Disabilities Act of 1990. As such, the Township of Wantage endorses nondiscrimination on the basis of disability in every public service provided through municipal departments, programs and contractors. It is a requirement and an expectation that all vendors who do business with the Township shall likewise endorse the philosophy of this act, and shall strive to meet the requirements of it in conducting its business affairs.

**FAIR AND OPEN PROCESS PROPOSAL
FOR MUNICIPAL LAND USE BOARD ATTORNEY**

The Proposal must be submitted no later than 11:00 a.m. on **DECEMBER 18, 2013** to: Mr. James Doherty, Administrator Clerk, Wantage Township Municipal Building, 888 Route 23, Wantage, New Jersey 07461.

By submitting this Proposal, the applicant consents to allowing municipal officials to contact any and all references and municipalities as contained hereon and to verify any information contained herein. Wantage Township reserves the right to award a professional service contract as Township officials deem appropriate.

Wantage Township reserves the right to reject any application which is incomplete and further reserves the right to reject any applicant, even after award of contract, if any of the information contained on this proposal form is false. All those submitting proposals should review the enclosed Request for Proposals and submit all documentation requested in order to aid the Township of Wantage in making an informed decision. All proposals must address all of the Sections contained in this Request for Proposals by providing documentation and/or a response to that Section. An authorized individual must sign all proposals. Failure to follow the instructions as set forth herein will render the submission unresponsive and will result in rejection. The Township will not accept responsibility for mislabeled submissions.

Submissions shall be hand delivered, mailed by way of First Class Mail, or overnight delivery service. Fax submissions shall not be considered. Late submissions shall be deemed unresponsive and will not be considered. No rights are conferred upon any party with regard to the Wantage Land Use Board by virtue of a response to this Request for Proposals unless there is a contract awarded, approved, and executed by the applicant and the Township of Wantage Land Use Board.

The Wantage Land Use Board will award the Contract for Services using the criteria that form the framework of the applicant's response as set forth in this proposal. Experience, cost and availability represent the basis for review of applications. In the event that two or more applicants score equally under the criteria of experience, cost and availability, the Wantage Township Land Use Board shall give additional consideration to the factor of reputation, to form the basis for the Land Use Board of Wantage's award of contract. All submissions become the property of the Township of Wantage and there shall be no obligation to return any submission.

Professionals who receive an award of a contract are required to attend all Township of Wantage Land Use Board meetings.

James R. Doherty, MMC/QPA
Township of Wantage Administrator Clerk
888 Route 23, Wantage, New Jersey

**RESPONSE TO REQUEST FOR PROPOSAL
FOR LAND USE BOARD ATTORNEY**

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SECTION A: IDENTIFICATION PAGE

A. Name of Proposer (Individual to be appointed):

B. Home Address of Proposer: _____

C. Name of Law Firm: _____

D. Primary Location of Firm: _____

E. Mailing Address of Firm: _____

F. Contact Information:

Work Telephone: _____

Fax Number: _____

E-mail address: _____

SECTION B: EXPERIENCE; QUALIFICATIONS

State(s) in which the proposer holds current license(s) to practice law: _____

Years of experience as a licensed attorney: _____

Years of Experience as a licensed attorney practicing municipal planning and land use law in New Jersey: _____

Years of Experience as a Municipal Land Use Board Attorney Including Municipal Planning Board(s), and/or Zoning Board(s) of Adjustment, and/or Municipal Land Use Board(s): _____

Wantage Township believes experience as a Municipal Land Use Board Attorney is an important factor when awarding a professional service contract for the municipal Land Use Board. Wantage Township further believes that a person who has served as a municipal Land Use Board Attorney better appreciates the functioning and process of a municipal Land Use Board. Points in this category shall be awarded as follows:

Please place a check mark in front of the applicable response:

- Applicant has 12 years or more experience as a board attorney for municipal Planning Board(s), Zoning Board(s) of Adjustment, and/or Land Use Board(s) 50 points
- Applicant has 8 years or more experience as a board attorney for municipal Planning Board(s), Zoning Board(s) of Adjustment, and/or Land Use Board(s) 40 points
- Applicant has 5 years or more experience as a board attorney for municipal Planning Board(s), Zoning Board(s) of Adjustment, and/or Land Use Board(s) 30 points
- Applicant has 3 years or more experience as a board attorney for municipal Planning Board(s), Zoning Board(s) of Adjustment, and/or Land Use Board(s) 20 points

Explanation of Details: Please attach a narrative to address this Section, providing details regarding the applicant’s experience and qualifications

SECTION C: COST

Wantage Township shall pay one blended hourly rate to the Land Use Board Attorney for all work performed. Wantage Township believes controlling legal costs is important. Therefore, points shall be awarded based upon the following schedule.

Please place a check mark in front of the applicable response:

| | <u>POINTS</u> |
|--|---------------|
| <input type="checkbox"/> \$160 per hour or less inclusive of meeting attendance (Write in actual per hour fee _____) | 40 |
| <input type="checkbox"/> \$161 - \$175 per hour inclusive of meeting attendance (Write in actual per hour fee: _____) | 30 |
| <input type="checkbox"/> \$176 - \$200 per hour inclusive of meeting attendance (Write in actual per hour fee: _____) | 20 |
| <input type="checkbox"/> Above \$200 per hour inclusive of meeting attendance (Write in actual per hour fee: _____) | 10 |

SECTION E: REPUTATION

List All Municipalities (identify county as well) for whom you have served as Municipal Land Use Board Attorney, Municipal Planning Board Attorney, and/or Municipal Zoning Board of Adjustment Attorney:

References

I authorize officials of Wantage Township to contact any of the municipalities listed hereon or any other source to verify the truthfulness of the information contained in this proposal form. I also authorize officials to contact the two professional references below:

| <u>Name</u> | <u>Position/Title</u> | <u>Telephone Number</u> |
|-------------|-----------------------|-------------------------|
| 1. _____ | | |
| 2. _____ | | |

Explanation of Details: Please attach a narrative to address this Section, providing details regarding the applicant's reputation

The information contained in this proposal form is true. I realize that if any information is false, Wantage Township reserves the right to reject my application or terminate my services and the professional service contract even after same has been awarded.

Signature of Proposer: _____

Print name: _____

SECTION D: AVAILABILITY TO ACCOMMODATE ALL REQUIRED MEETINGS

I hereby commit to attending all meetings of the Wantage Township Land Use Board as requested by the Land Use Board. This includes all regularly scheduled meetings of the Board, as well as special meetings which may be called from time to time as needed.

In the event that I, personally, am not able to attend a meeting where my presence has been requested, the following attorney(s) may be utilized for replacement or specialized legal services, and have committed to being available for attendance at meetings of the Wantage Township Land Use Board, as needed:

| | <u>Area of Expertise:</u> |
|------------------------------------|--|
| #1: Name: _____ Law Firm: _____ | <input type="checkbox"/> Land Use <input type="checkbox"/> Other: _____ |
| #2: Name: _____ Law Firm: _____ | <input type="checkbox"/> Land Use <input type="checkbox"/> Other: _____ |
| #3: Name: _____ Law Firm: _____ | <input type="checkbox"/> Land Use <input type="checkbox"/> Other: _____ |
| #4: Name: _____ Law Firm: _____ | <input type="checkbox"/> Land Use <input type="checkbox"/> Other: _____ |
| #5: Name: _____ Law Firm: _____ | <input type="checkbox"/> Land Use <input type="checkbox"/> Other: _____ |

Score 2 Points for Each Name provided.

Total Points Scored on this page: _____

Signature of Proposer: _____

Print name: _____