

**TOWNSHIP OF NEPTUNE
COUNTY OF MONMOUTH
STATE OF NEW JERSEY
REQUESTS FOR
PROPOSALS/QUALIFICATIONS TOWNSHIP
JUDGE OF THE MUNICIPAL COURT
NJ2020-26**

Sealed proposals will be received by the Township Clerk of the Township of Neptune, New Jersey and opened and read in public in the Committee Meeting room located on the Second Floor, in the Township of Neptune Municipal Complex, 25 Neptune Boulevard, Neptune, New Jersey, on **December 5, 2019 at 10:30 am** for the following:

Request for Qualifications from Law Firms Interested in Serving as “Township Judge of the Municipal Court” to the Township Committee of the Township of Neptune for the period January 1, 2020 through December 31, 2022. **BID/PROPOSAL #NT 2020-26**

Successful applicants will be required to comply with requirements of N.J.S.A. 10:5-31, et seq./N.J.A.C. 17:27 (P.L. 1975, c. 127) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Township of Neptune to do so. The Township Committee of the Township of Neptune also reserves the right to conduct interviews of any or all applicants, as it deems necessary.

By order of the Township Committee of the Township of Neptune

CAROL RIZZO, Mayor, Township of Neptune
RICHARD J. CUTTRELL, Municipal Clerk, Township of Neptune
MICHAEL J. BASCOM, Chief Financial Officer, Township of Neptune

**Request for Qualifications from Lawyers Interested in
Serving as “Township Judge of the Municipal Court” to the Township of
Neptune for the Period January 1, 2020 through December 31, 2022
BID/PROPOSAL NT2020-26**

Introduction

Pursuant to the Fair and Open Process established by N.J.S.A. 19:44A-1, et seq., the Township seeks Requests for Qualifications (“RFQ”) from lawyers licensed to practice law in the State of New Jersey that wish to serve as Township Judge of the Municipal Court for the Township of Neptune. The successful applicant must have significant experience in municipal court work. The successful attorney will provide the Township with legal guidance relating to, but not necessarily limited to:

1. Serving as Municipal Court Judge for at least the time periods presently set aside for Municipal Court sessions, preparation for and attendance at Municipal Court sessions, hearings, bail determinations, domestic violence determinations where appropriate and allowed and those duties and responsibilities allowed and required of Municipal Court Judges by the Rules of Court and Law.
2. The applicant as Municipal Court Judge must qualify and follow all procedures, duties and qualifications for serving as a Municipal Court Judge as required by the Assignment Judge of Monmouth County, the Rules of Court and State Law.
3. Provide Court research and/or opinions and decisions as needed.
4. Administer the Municipal Court pursuant to the New Jersey State Rules of Court and where not in conflict, Municipal Ordinance.

The Township has adopted the following retainer for 2020 for all professional services rendered by the Municipal Court Judge pursuant to this RFQ:

2020 Annual Salary: \$61,950.89

Professional Information and Qualifications

Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all attorneys or firm's offices and corresponding telephone and fax numbers.;
3. Area of practice;
4. Description of attorney's education, experience, qualifications, number of years with the present firm and a descriptive narrative of the applicant's experience with Municipal Court as a Municipal Court Judge, prosecutor, public defender, attorney and/or other responsibilities in Municipal Court;
5. Experience related to representation of municipalities as Municipal Court Judge and other forms of representation of municipalities and public entities;
6. At least four (4) references, three (3) of which must have knowledge of your work as an attorney in Municipal Court;
7. Examples of your record of success representing public entities;
8. The attorney's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
9. Any other information which the interested attorney deems relevant;
10. A copy of the attorney's New Jersey Business Registration Certificate;
11. A completed Statement of Ownership form (Attached below).

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter, and
4. Cost effectiveness.

Submission Requirements

Responses to this RFQ must be delivered in a sealed envelope bearing the title and Bid/Proposal Number no later than 10:30 am on **December 5, 2019** to

Township Clerk, Neptune Township
Neptune Township Municipal
Complex 25 Neptune Boulevard
Neptune, New Jersey 07753

Please submit one original and one copy of the Request for Qualifications (RFQ) on 8 ½ x 11" white paper.

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS – NON-CONSTRUCTION

All New Jersey and out of state business organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted with this proposal. No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. Before final payment of the contract is made by the contracting agency, the contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1 et seq.) on all sales of tangible personal property delivered into this state.

A business organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (N.J.S.A. 5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

A sample Business Registration Certificate is attached. Other forms, such as a Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** acceptable.

Any questions in this regard can be direct to the Division of Revenue at (609) 292 – 1730. Form NJ-REG can be filed online at:

<http://www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity>

**TOWNSHIP OF NEPTUNE
COUNTY OF MONMOUTH
STATE OF NEW JERSEY**

STATEMENT OF OWNERSHIP

The Contractor is (check one): Individual__Partnership__P.A.__L.L.C._
Corporation__Joint Venture__Other (specify):_____

I certify that the names and addresses of all persons and entities who own a 10% or greater interest in the Contractor are as follows (if "none", so state):

NAMES: ADDRESSES:

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

NAME OF CONTRACTOR: _____

SIGNED BY: _____

PRINT NAME & TITLE: _____

DATE: _____

NOTES:

- A. Attach additional sheets as needed and check here.....
- B. If an entity owns a 10% or greater interest in the Contractor, attach a list of the owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each person who owns a 10% or greater interest has been disclosed. **If no person or entity owns a 10% or greater interest in a listed entity, so state.**

Sample Business Registration Certificate (for example purposes only)

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)	Acting Director This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	