

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

**REQUESTS FOR PROPOSALS/QUALIFICATIONS TOWNSHIP  
REGIONAL CONTRIBUTION AGREEMENT &  
ENVIRONMENTAL/SHADE TREE COMMISSION ATTORNEY  
NT2020-13**

Sealed proposals will be received by the Township Clerk of the Township of Neptune, New Jersey and opened and read in public in the Executive Conference Room, located on the First Floor, in the Township of Neptune Municipal Complex, 25 Neptune Boulevard, Neptune, New Jersey, on **December 5, 2019 at 10:30 A.M.** for the following:

Request for Qualifications from Law Firms Interested in Serving as "Township Regional Contribution Agreement Attorney" to the Township of Neptune for the period January 1, 2020 through December 31, 2020. **BID/PROPOSAL # NT2020-13**

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 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 Law Firms Interested in  
Serving as “Township Regional Contribution Agreement  
and Environmental/Shade Tree Attorney  
for the Period January 1, 2020 through December 31, 2020  
BID/PROPOSAL # NT2020-13**

**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 law firms licensed to practice law in the State of New Jersey that wish to serve as Township Regional Contribution Agreement Attorney for the Township of Neptune. The successful firm must have significant experience in representing New Jersey public entities in a variety of areas of consultation and litigation in State and Federal Courts, administrative forums and arbitration. The successful firm will provide the Township with legal guidance relating to, but not necessarily limited to:

1. All legal services performed in connection with Regional Contribution Agreements, whether or not affiliated with the Council on Affordable Housing rules, regulations and/or requirements, including preparation, negotiation and review of agreements or contracts.
2. Preparation of Notes, Mortgages, Release or Discharges related to such Regional Contribution Agreements, or for individuals received assistance through such agreements or funding under such agreements.
3. Research and draft ordinances and/or resolutions as directed by the Neptune Township Committee.
4. Any other matters as directed by the Neptune Township Committee.
5. All legal services performed in connection with the Neptune Township Environmental/Shade Tree Commission including but not limited to conferences, Commission meetings, telephone conferences and consultations, legal research and advisory opinions, litigation, correspondence, negotiations, application review and other matters related to Environmental/Shade Tree Commission business.
6. Representing the Environmental/Shade Tree Commission in litigation in the State of New Jersey and in any other proceedings wherein the attorney's professional services may be required and wherein the Environmental/Shade Tree Commission is a party or its rights or interests are involved as duly authorized by the Neptune Township Committee.

The Township has adopted the following hourly rate schedule for professional legal services rendered for professional legal services performed pursuant to this RFQ:

Partners/Counsel:	\$130.00 per hour
Associates:	\$120.00 per hour
Paralegals:	\$ 85.00 per hour

**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. Please note specifically which attorneys will be assigned to work with the Township;
3. Areas of Practice;
4. Description of firm's attorneys' education, experience, qualifications, number of years with the firm and a descriptive narrative of their experience with projects similar to those described above;
5. Experience related to representation of Municipalities and other public entities;
6. At least four (4) references, three (3) of which must have knowledge of your representation of a public entity;
7. Examples of your record of success representing public entities;
8. The firm'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 firm deems relevant;
10. A copy of your 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 1/2" 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.140 (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 directed 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)

449414444 514Aw		STATE OF NEW JERSEY BUSINESS REGISTRATION CERT ATE.		144040.4%	
TAXPAYER NAME:		TRADE NAME:		DEPT. RT 0011 \$10 -14010U0, 1S.EORON	
TAXPAYER IDENTIFICATION#		SEQUENCE NUMBER:			
ADDRESS:		ISSUANCE DATE:			
EFFECTIVE DATE					
• Aelitig: Directliii					