



REQUESTS FOR PROPOSAL
TOWNSHIP OF PLAINSBORO

Township Attorney

2019

Respond by: 11:00 a.m. – November 14, 2018

Respond to: Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with
N.J.S.A. 19:44A-20.5 et seq.*

I. Introduction

Plainsboro Township is seeking professional services to carry out the duties of Township Attorney.

II. Scope of Work

The duties of Township Attorney include:

1. Coordinate and oversee all legal matters affecting the Township, including but not limited to the preparation of ordinances and resolutions, administration of the Municipal Land Use Law, contracts, labor and employment and tax.
2. Closely coordinate all planning-related matters that may involve the Township Committee with the Planning Board attorney.
3. Provide policy advice to the Township Committee as it relates to legal matters.
4. Advise the Township Committee as to the form and sufficiency of all ordinances and resolutions.
5. Review and approve all contracts, deeds documents and other instruments prior to their execution.
6. Conduct or defend appeals from orders, decisions or judgments affecting interest of the Township.
7. Defend the Township against all lawsuits and litigation in which the Township is involved.
8. Coordinate special counsel, as necessary.
9. Render legal opinions in writing about any questions of laws submitted by the Township Committee.
10. Maintain records of all actions, suits and proceeding and matters which relate to the Township's interests.

III. Contents of Proposal

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm (if applicable);
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to Plainsboro Township;
- Demonstration of experience in carrying out the duties of Township Attorney or related experience;
- References from clients along with a list of past clients.

Each submittal shall include one (1) original and four (4) copies.

IV. Fees and Costs

Interested firms should provide a complete description and itemization of rates. Indicate all consulting titles and classifications and associated hourly billing rates.

V. Selection Process

Township staff will review the proposals and make a recommendation to the Township Committee as to the recommended firm/professional. These recommendations will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The proposed cost of the services;

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

VI. RESPONSE/INQUIRIES

All submittals should be clearly labeled and forwarded to:

Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

Submittals must be received no later than 11:00 a.m. on November 14, 2018.

All inquiries should be directed to Anthony Cancro at (609) 799-0909, extension 1103.