

**PROFESSIONAL SERVICES CONTRACT TO BE AWARDED BY  
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44-01 ET.SEQ.**

The Borough of Barrington is soliciting statements of qualification for applicants for appointment to the following professional position: **Redevelopment Counsel**. Responses should address the general criteria and mandatory minimum criteria for this position. All responses will be treated as confidential and reviewed only by the Mayor and Council, unless otherwise required by law. All responses are due by Friday, June 28, 2024, by 11:00am. Three unbound copies of each proposal are to be submitted. All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or her representative. All appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for one calendar year from date of execution of an appropriate contract.

**REDEVELOPMENT COUNSEL**

**GENERAL CRITERIA:** The Borough of Barrington desires to appoint a Redevelopment Attorney who will represent the Borough in Redevelopment legal matters and shall advise and assist the Mayor and Council, and Departments as necessary, on these matters. Applicants must demonstrate a thorough knowledge of general New Jersey municipal law, New Jersey redevelopment law and municipal contract law. Any experience or knowledge of matters directly affecting the Borough of Barrington should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of seven (7) years of experience in the area of Redevelopment law and representation of municipal governments or municipal authorities in Redevelopment matters.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.
6. Proposed cost of the services or activities, including the hourly rate of individuals who will perform the services or activities. The proposed costs should include:
  - a. Meetings
  - b. Site visits and expenses
  - c. Expenses for travel, postage and telephone excluded from the hourly rate
  - d. Additional services defined beyond the scope of regular services

7. Insurance—the applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation confirming insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Borough.

8. Financial Disclosure—the applicant/proposer as a “professional”, if required by law, shall file a Financial Disclosure Statement pursuant to Local Government Ethics Law N.J.S.A. 40A:9-22(1) et. seq.

9. Law Against Discrimination and Affirmative Action—the applicant/proposer, as a “professional”, shall file a statement as to compliance with N.J.S.A. 10:5-1 et. seq. (Laws Against Discrimination) and P.L. 1975 c. 127 (Affirmative Action).

The applicant/proposer shall submit three (3) unbound copies of their proposal for review and consideration by Mayor and Council.

The Borough shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual or firm who will perform the service or activity.
2. Experience and references.
3. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.
4. Cost competitiveness.
5. The Borough reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the professional services as outlined in the submitted proposal.
6. Award shall be by resolution of the Borough Council.
7. Contract period shall be one-year from date of execution.
8. Awards are subject to availability of funds.
9. Completion of the Request for Proposal Checklist and submission of all required documents.

**REQUEST FOR PROPOSAL CHECKLIST**

This Checklist must be submitted with your proposal. Please initial below indicating that your proposal includes the relevant documentation.

- 1. Three unbound, signed copies of your complete proposal \_\_\_\_\_
- 2. Non-Collusion Affidavit properly notarized \_\_\_\_\_
- 3. Stockholder Disclosure Certification \_\_\_\_\_
- 4. Authorized signatures on all forms \_\_\_\_\_
- 5. Disclosure of Contributions to NJ ELEC \_\_\_\_\_
- 6. Business Registration Certificate \_\_\_\_\_
- 7. Certificate of Insurance \_\_\_\_\_
- 8. Statement of Compliance with Law Against Discrimination and Affirmative Action \_\_\_\_\_

The undersigned hereby acknowledges the above listed requirements:

\_\_\_\_\_  
Person, Firm or Corporation

By: \_\_\_\_\_  
Name and Title