**PROPOSAL FOR MUNICIPAL ATTORNEY**

Stillwater 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 positions of Municipal Attorney for the period of January 1 to December 31, 2024. A request for proposal packet is on file with the Township Clerk. The forms can be obtained by visiting the Clerk’s Office at:

Stillwater Township Municipal Building

964 Stillwater Road

Newton, New Jersey 07860

OR e-mail: [clerk@stillwatertwp.com](mailto:clerk@stillwatertwp.com) OR

By sending a self addressed, stamped envelope to the Clerk’s Office to the attention of Lynda Knott, Municipal 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:

Ms. Lynda Knott

Municipal Clerk

Stillwater Township Municipal Building

964 Stillwater Road

Newton, New Jersey 07860

no later than **2:00 p.m. on October 30, 2023**. Any questions regarding the form should be directed to Ms. Knott, at telephone number 973-383-9484. 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 **2:00 p.m. on October 30, 2023**. and the award of a professional services contract may occur anytime thereafter. Late proposals SHALL NOT BE ACCEPTED. Stillwater Township reserves the right to award a professional services contract to any candidate as determined by officials of the Township of Stillwater.

The Township of Stillwater recognizes and complies with the requirements of the Americans With Disabilities Act of 1990. As such, the Township of Stillwater 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 ATTORNEY**

The Proposal must be submitted no later than **2:00 p.m. on October 30, 2023** to: Ms. Lynda Knott, Municipal Clerk, Stillwater Township Municipal Building, 964 Stillwater Road, Newton, New Jersey 07860.

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. Stillwater Township reserves the right to award a professional service contract as Township officials deem appropriate.

Stillwater 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 Stillwater 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 Stillwater Township of a response to this Request for Proposals unless there is a contract awarded, approved, and executed by the applicant and the Township of Stillwater.

The Stillwater Township Committee 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 Stillwater Township Committee shall additionally consideration to the factor of reputation, to form the basis for the award of contract. All submissions become the property of the Township of Stillwater 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 Stillwater Township Committee meetings scheduled normally for the 1st and Third Tuesdays of the month.

Lynda Knott, Municipal Clerk

Township of Stillwater

964 Stillwater Road

Newton, New Jersey 07860

**RESPONSE TO REOUEST FOR PROPOSAL**

**FOR STILLWATER TOWNSHIP MUNICIPAL ATTORNEY**

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Section A — Identification Page

Section B — Experience; Qualifications

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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 law in New Jersey: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stillwater Township believes experience as a Municipal Attorney is an important factor when awarding a professional service contract for the municipality. 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

municipal attorney

50 points

❑ Applicant has 8 years or more experience as a

municipal attorney

40 points

❑ Applicant has 5 years or more experience as a

municipal attorney

30 points

❑ Applicant has 3 years or more experience as a

municipal attorney

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**

Stillwater Township shall pay one hourly rate to the Attorney for all work performed. Stillwater 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:

POINTS

❑ $160 per hour or less inclusive of meeting attendance

(Write in actual per hour fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_) 40

❑ $161 - $175 per hour inclusive of meeting attendance 30

(Write in actual per hour fee: \_\_\_\_\_\_\_\_\_\_\_\_\_)

❑ $176 - $200 per hour inclusive of meeting attendance 20

(Write in actual per hour fee: \_\_\_\_\_\_\_\_\_\_\_\_\_)

❑ Above $200 per hour inclusive of meeting attendance 10

(Write in actual per hour fee: \_\_\_\_\_\_\_\_\_\_\_\_\_)

**SECTION E: REPUTATION**

List All Municipalities (identify county as well) for whom you have served as municipal attorney:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**References**

I authorize officials of Stillwater 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:

Name Position/Title Telephone Number

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, Stillwater 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 Stillwater Township Committee as requested. This includes all regularly scheduled meetings of the Board(s), 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

Stillwater Township Committee, as needed:

Area of Expertise:

#1: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ municipal attorney

Law Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#2: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ municipal attorney

Law Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#3: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ municipal attorney

Law Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#4: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ municipal attorney

Law Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#5: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ municipal attorney

Law Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Score 2 Points for Each Name provided.

Total Points Scored on this page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_