

PUBLIC NOTICE

REQUEST FOR PROPOSAL
PLANNING BOARD ATTORNEY

The West Milford Township Planning Board is seeking Requests for Proposals for Planning Board Attorney Services for the calendar year 2008. The Planning Board holds one regularly scheduled meeting on the fourth Thursday of every month and will be advertising its regular schedule of meeting dates upon adoption. There may be special meetings also requiring attendance. A packet of information consisting of Section A – Identification Page; Section B – Experience/Reputation; Section C – Knowledge of Subject Matter; Section D – Availability; Section E – Personnel Resources is available in the Township Planning Department during regular business hours. This information is to be completed and submitted along with the proposal to the West Milford Township Planning Department, 1480 Union Valley Road, West Milford, NJ 07480, no later than close of business day January 23, 2008. In addition to the information requested in the information packet the proposal is to provide a classified hourly rate for attendance at Board meetings and for litigation.

Instructions for Responding

All those submitting proposals should review the enclosed Request for Proposals and submit all documentation requested in order to aid the Township of West Milford in making an informed decision. All proposals must address ALL of Sections contained in this Request for Proposals by providing documentation and/or a response to that Section. An individual or other authorized party must sign all proposals. Failure to follow the instructions as set forth herein will render the submission unresponsive and will result in rejection. All responses to this Request for Proposals should be securely bound and labeled. The Township will not accept responsibility for mislabeled submissions. All submissions shall be to the Clerk, Township of West Milford, Municipal Building, 1480 Union Valley Road, West Milford, New Jersey 07480. Submissions shall be hand delivered, mailed by way of First Class Mail, or overnight delivery service. Fax submissions will 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 Township by virtue of a response to this Request for Proposals unless there is a contract awarded, approved, and executed by the applicant and the Township.

The West Milford Township Council will award the Contract for Services using the criterion that forms the framework of the applicant's response as set forth in this proposal. Experience, reputation, knowledge, availability and other factors if demonstrated by the respondent will form the basis for the Township Council's award. All submissions become the property of the Township and there shall be no obligation to return any submission.

Professionals who receive an award of a contract are required to attend Township Council meetings upon request except for general counsel who must attend all meetings of the Township Council.

Township of West Milford
Municipal Building
1480 Union Valley Road
West Milford, New Jersey 07480

RESPONSE TO REQUEST FOR PROPOSAL FOR TOWNSHIP ATTORNEY

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Section A – Identification Page

Section B – Experience /Reputation

Section C – Knowledge of Subject Matter

Section D – Availability

Section E – Personnel/Resources

SECTION A

IDENTIFICATION PAGE

- A. Name of Law Firm
- B. Primary Location of Firm:
- C. Name of Proposer: _____, Esq.
- E. D. Home Address of Proposer:
- F. Name(s) of other attorneys who may be recommended for replacement or specialized legal services. Please note their areas of legal expertise:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

(Add to this list if necessary)

- F. States in which the proposer holds current licenses to practice law.
- G. Years of experience as a licensed attorney – years of experience as a licensed attorney practicing municipal law in the State of New Jersey.
- H. Current or Past Experience

I. Contact Information: _____, ESQ.

SECTION B

PROFESSIONAL RECORD AND REPUTATION

(Please include a narrative to address this Section)

SECTION C

KNOWLEDGE OF SUBJECT MATTER

(Please include a narrative and/or provide any documentation that may be considered responsive).

SECTION D

AVAILABILITY TO ACCOMMODATE ALL REQUIRED MEETINGS

(Please provide a narrative response).

SECTION E

AVAILABILITY OF PERSONNEL & RESOURCES

1. List the areas of law practiced by you and the relative percentage of your total work.

Municipal law –% _____

Litigation –% _____

2. List what percentage of your total clientele and revenues would be represented by the Township Attorney position.

_____% of total clientele

_____% of total revenues

3. List the job titles and number of full and/or part time support staff.

4. List the name and firm affiliation (e.g., partner, associate) of each full and/or part time attorney. Also, report the amount of turnover among attorneys since September of 2001.

5. Discuss how you would find/use expert, legal counsel to represent the Township of West Milford if necessary in specific areas of expertise (land-use, collective bargaining, municipal employment law, zoning, etc.).

6. Provide a description of the physical size of the law office.

SECTION F

QUALIFICATIONS AND EXPERIENCE

(Please provide a narrative and/or any other documentation as a response)

Submitted by:

(Print name under line and sign above)

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