

Township of Lawrence  
County of Mercer  
State of New Jersey

**Request for Proposal  
Planning Board Attorney**

---

Submission of proposal must include 3 copies and be sent to:

Richard S. Krawczun  
Municipal Manager  
Township of Lawrence  
2207 Lawrence Road  
Lawrence Township, NJ 08648

Proposals must be enclosed in a sealed envelope addressed to the Township Manager's Office at the above address. The name of the RFP **must** be printed on the face of the envelope. Proposals shall be rejected if not submitted within time, date, and place designated. Proposals must be submitted on or before **Wednesday, February 1, 2012, 12:00 noon** (prevailing time).

This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Specifications:

The Township of Lawrence hereby solicits sealed proposals for the position of Planning Board Attorney. The proposal shall include an hourly rate for all legal services required. Services billed at this rate shall include, but not be limited to, telephone calls, correspondence, legal research, preparation of ordinances, preparation of resolutions, preparation of contracts, negotiations, meetings, hearings, litigation and any other services rendered on behalf of the Township. Any other charges must be noted and must accompany this proposal.

Submission requirements:

- a. Designation of the Lead Counsel and any other individual(s) to be assigned to perform the tasks.
- b. Professional experience of the individual(s) to be assigned, including a list of experience with the Township of Lawrence and/or experience with other municipalities.
- c. A statement concerning the ability of the firm/individual to perform tasks assigned by the Board in a timely fashion.
- d. Professional licenses held by the individual(s) to be assigned.
- e. Education background and experience of the individual(s) to be assigned.
- f. A list of professional references with addresses and telephone contact numbers.

The award of this contract shall be made to the person or firm submitting the proposal which is deemed to be that which is most advantageous to the Township, price and other factors considered.

The applicant should note that the Board meets on the first and third Monday evenings of the month.

The selection criteria to be used in awarding this contract as a fair and open contract in accordance with N.J.S.A. 19:44A-20.4 et. seq.

- a. Qualifications of the individuals who will perform the services and their experience and familiarity with Planning Board matters.
- b. Ability to perform the services in a timely fashion, including staffing and familiarity with the subject matter.
- c. Cost consideration including, but not limited to, standardized submission and compliance with proposal documents.
- d. Experience with the Township of Lawrence and/or experience in the applicant's field of expertise.

Pursuant to N.J.S.A. 40A:11-3(b), contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection of 10 of section 5 of P.L. 1971, c. 198 (N.J.S.A. 40A:11-5) may be awarded for a period not exceeding twelve (12) consecutive months.