REQUEST FOR QUALIFICATIONS

LEGAL SERVICES – ZONING BOARD ATTORNEY

ISSUE DATE: 11/24/2026

DUE DATE: 12/14/2026

Issued by:

Township of South Brunswick

SECTION 1
INTRODUCTION

The Township is soliciting Proposals and Qualification Statements for the provision of professional services, as more particularly described herein. Persons and/or firms interested in assisting the Township with the provision of such services must prepare and submit a Proposal and Qualification Statement in accordance with the procedure and schedule in this RFQ. The Township intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) the terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of South Brunswick.

SECTION 2
SCOPE OF SERVICES

It is the intent of the Township to solicit Qualification Statements from Respondents that have expertise in the provision of legal services – Zoning Board Attorney, to prepare resolutions, routine correspondence, respond to inquiries and communications between Board members and staff professionals, conduct a seminar for Board members on Land Use issues and procedures, attend meetings of the Zoning Board of Adjustment and represent the Zoning Board in litigation matters as authorized by the Zoning Board.

SECTION 3
GENERAL INFORMATION

3.1. Procurement Process and Schedule.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* The selection is, however, subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 et seq. The Township has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Proposal and Qualification Statement in response to the RFQ.

Proposals and Qualification Statements will be reviewed and evaluated by the Township to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Township will (in its sole judgment) determine which Respondent is best qualified to perform the services.

All communications concerning this RFQ or the RFQ process shall be directed in writing to the Township Manager.

Proposals and Qualification Statements must be submitted to, and be received by, the Township, via mail or hand delivery, by 2:00 p.m. Prevailing Time on the date due. Proposals and Qualification Statements will not be accepted by facsimile transmission or e-mail.

ANTICIPATED PROCUREMENT SCHEDULE

	ACTIVITY	DATE
1.	Issuance of Request for Qualification	11/24/2026
2.	Receipt of Proposals and Qualification Statements	12/14/2026
3.	Anticipated Designation of Qualified Respondent	01/06/2027

3.2. Conditions Applicable to RFQ.

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.

- The Township reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.

- The Township reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.

- No Proposals or Qualification Statements shall be returned.

- All Proposals and Qualification Statements will be made available to the public at the appropriate time, as determined by the Township (in the exercise of its sole discretion) in accordance with law.

- The Township may request Respondents to send representatives to the Township for interviews.

- Any and all Proposals and Qualification Statements not received by the Township by 2:00 p.m. Prevailing Time on the date due will be rejected.

- Neither the Township, nor their respective staff, consultants nor advisors shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal and Qualification Statement.

- The Township may waive any technical non-conformance with the terms of this RFQ.

- The Township may suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the Township may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

- By submitting a response to this RFQ, the Respondent certifies, under penalty of perjury, that it has not made a political campaign contribution in violation of South Brunswick Code Article XIV or State law, and acknowledges that it has a continuing duty to report any such violation that may occur during the solicitation process and duration of any contract that may be awarded to it. Any Respondent found to knowingly violate the South Brunswick Code or State law, or knowingly fail to reveal or misrepresent a contribution in excess of the limits set forth in the South Brunswick Code or State law, or who knowingly makes or solicits contributions through intermediaries for the purpose of concealing or misrepresenting the source of any contribution, shall be considered to be in breach of the terms of any agreement or contract with the Township that may then be in effect and shall be subject to the penalties prescribed by law.

3.3. <u>Submission of Qualification Statements</u>.

Respondents must submit **one (1) <u>unbound</u> copy** of their Proposal and Qualification Statement to:

Bryan Bidlack
Township Manager
Township of South Brunswick
540 Ridge Road
Monmouth Junction, NJ 08852

SECTION 4
SUBMISSION REQUIREMENTS

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:

   a. Description and scope of work by Respondent
   b. Name, address and contact information of references
   c. Explanation of perceived relevance of the experience to the RFQ

2. Describe the services that Respondent would perform directly and those portions, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.

3. Brief description of Respondent's largest, smallest and a mid-sized project during the last three (3) years.

4. Resumes of key employees.

5. A narrative statement of the Respondent's understanding of the Township's needs and goals.

6 List all immediate relatives of Principal(s) of Respondent who are Township employees or elected officials of the Township. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

7. Any judgments, claims or suits pending or outstanding against company. If yes, please explain.

8. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

9. Confirm appropriate federal and state licenses to perform activities.

10. Please submit a list of political contributions that are reportable pursuant to the provisions of N.J.S.A. 19:44A-1, et seq., that were made during the preceding 12-month period, along with the date and amount of each contribution and the name of the recipient of each contribution.

SECTION 5
EVALUATION

The Township's objective in soliciting Proposals and Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of South Brunswick. The Township will consider Proposals and Qualification Statements only from firms or organizations that, in the Township's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Township in the manner described in this RFQ.

Proposals and Qualification Statements will be evaluated by the Township on the basis of the most advantageous, cost and all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Township and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Township;
4. Availability to meet timeframes for completion of projects or services as set by the Township Manager; and
5. Cost of the proposal.

SECTION 6
PAYMENT CONDITIONS AND RATE SCHEDULE

1. All services outlined shall be billed monthly against an annual retainer not to exceed $10,000, subject to this amount being appropriated for these services in the adopted municipal budget. The handling of litigation matters is subject to the authorization of the Zoning Board on a case by case basis, and shall be paid at the standard litigation rate. No compensation will be paid for travel time.

2. Vouchers or invoices may be rendered monthly for services performed.

3. Respondent shall submit a rate schedule for consideration.

APPENDIX A

Documents that are required Prior to a Contract Execution

Checklist for Items that will be required

1	BUSINESS ENTITY DISCLOSURE CERTIFICATION Required Pursuant To N.J.S.A. 19:44A-20.8	
2	Business Registration Certificate (BRC) from the State of New Jersey Department of Treasury, Division of Revenue)	
3	Required Insurance Documentation	
4	Submission of a Non-Collusion Affidavit	
5	Mandatory Affirmative Action Language	
6	Mandatory American Disabilities Act Language	