

**SPECIAL PUBLIC NOTICE**  
**CY 2017**  
**REQUEST FOR QUALIFICATIONS/PROPOSALS:**

**Purpose:**

The following general requirements must be met in order for any firm to be considered to provide professional services covered by N.J.S.A. 44A-20.5 *et seq* with the City. The process is designed to find qualified service providers in an open and fair manner in order to have the most qualified service provider for the City.

**Scope:**

Any person or firms interested in providing professional services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40: 11-2(6), to the City of South Amboy.

**General Requirements:**

1. The Request for Qualifications (“RFQ”) shall be used to determine what companies, firms, or individuals offer the municipality the best opportunity to secure the highest quality professional services.
2. The Request for Proposals (“RFP”) shall be used to determine whether the costs of fees proposed to provide the professional services are fair and reasonable, both in terms of the City's budgetary interests, the general market rate for the services, and the level of experience, breadth of services, reputation, and expertise of the professional.
3. Advertising of the RFQ/RFP will, at a minimum, include the City website and City official bulletin board, and filed with the Municipal Clerk at least ten (10) days prior to the submission deadline.
4. The RFQ shall list the minimum requirements of the service being sought. Where the Request for Qualifications lists separate experience requirements for the firms and for individuals, professionals in solo practice shall meet the experience requirements for a firm.
5. Submissions will be required on the date specified which shall be not less than ten (10) days following the advertisement of the RFQ. Candidates selected to submit proposals shall be notified within fifteen (15) days of the date of advertisement.
6. All RFQs/RFPs will be delivered by mail or in person by applicants to the City Clerk in sealed envelopes with the name of the applicant and the specific RFQ noted on the outside of the envelope.

## Requirements to Qualify

The requirements listed below are the minimum levels expected from the professional indicated.

### **SPECIAL LEGAL COUNSEL: Civil Litigation; Zoning; Land Use & Redevelopment and related Federal and State Law.**

The Special Legal Counsel, Planning Board shall be a licensed attorney at law of the State of New Jersey, with a minimum of ten (10) years experience in representing public entities before all Courts, State agencies, Local Boards and in other related matters. As requested, the Special Legal Counsel's duties shall include, but not be limited to, providing legal analysis and advice on all matters and procedures within the jurisdiction of the Mayor and Council of the City of South Amboy. The Special Legal Counsel shall be proficient in all matters concerning statutory and case law regarding the general powers of the Mayor and Council, and in particular, land use law; zoning; redevelopment law; related Federal and State law; claims under the New Jersey Tort Claims Act, and civil practice and procedure. The Special Legal Counsel shall have experience in both jury and non-jury trials. The Special Legal Counsel shall represent the City in civil action involving zoning, land use, redevelopment and related Federal and State law.

THE REQUIRED RFQ/RFP SUBMISSION FORMS CAN BE OBTAINED BY CONTACTING:

ANGEL ALBANESE, CFO  
Phone: 732.525.5922  
EMAIL TO: [albanesea@southamboynj.gov](mailto:albanesea@southamboynj.gov)  
Fax: 732.727.6139

***DEADLINE FOR ALL SUBMISSIONS FOR THIS RFQ IS WEDNSDAY, DECEMBER 14th, 2016 AT 1PM. ALL SUBMISSIONS MUST INCLUDE ONE (1) ORIGINAL AND THREE (3) COPIES DELIVERED IN A SEALED ENVELOPE CLEARLY MARKED WITH THE NAME OF THE SUBMITTER AS WELL AS THE WORDS "SPECIAL LEGAL COUNSEL-PLANNING BOARD" ON THE OUTSIDE OF THE ENVELOPE ADDRESSED TO:***

**LAURA KEMBLE, CITY CLERK  
CITY OF SOUTH AMBOY  
140 NORTH BROADWAY  
SOUTH AMBOY, NJ 08879**

**The City of South Amboy retains the right to reject any and all submissions deemed unacceptable for any reason.**