

**TOWNSHIP OF BELLEVILLE  
PUBLIC NOTICE  
SOLICITATION OF REQUEST FOR QUALIFICATIONS FOR  
REDEVELOPMENT ATTORNEY**

The Township of Belleville is soliciting a request for qualifications (“RFQ”) to provide for a contract period beginning on January 1, 2020 and ending December 31, 2020.

Sealed submissions will be received by the Township Clerk, or designated representative for the Township of Belleville, County of Essex, State of New Jersey on Thursday, December 19, 2019, 11:00 A.M. prevailing time in the Township Clerk’s office 152 Washington Avenue, Belleville, NJ. All qualifications must be delivered to the Township, Belleville, NJ 07109. . **YOU ARE REQUIRED TO SUBMIT ONE (1) UNBOUND COPY OF THE PROPOSAL AND ONE (1) ELECTRONIC COPY ON A CD OR A THUMB DRIVE.**

All proposals shall include all of the information requested in the Standardized Submission Requirements and selection criteria, which can be requesting same by email to the Township Clerk at [kcavanagh@bellevillenj.org](mailto:kcavanagh@bellevillenj.org). Submissions will be deemed incomplete if all of the documents are not submitted according.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Mayor and Council reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Mayor and Council shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Mayor and Council of the Township of Belleville, Essex County, New Jersey.

**TOWNSHIP OF BELLEVILLE  
REDEVELOPMENT ATTORNEY**

Mandatory responsibilities and requirements of the Township's Redevelopment Attorney shall include, but will not be limited to, the following:

The Attorney shall be an attorney at law of the State of New Jersey with at least five (5) years experience in representing public entities in redevelopment and rehabilitation, land use, condemnation, real estate transactions, and litigation in the state and federal courts. The Attorney shall be responsible for all redevelopment matters assigned to the Attorney. The representation must be complete representation and include, but not be limited to, providing legal opinions, defending the Township against claims that arise relating to the Township's redevelopment plans, and negotiating and recommending settlement of claims after review, and appearance at arbitration and/or court hearings and trials as necessary. The Attorney must be available for consultation on a daily basis and shall deal directly with the Town Administrator or his/her designee. The Attorney will also be expected to attend meetings of the governing body when requested and prepare ordinances and resolutions germane to the redevelopment.

**Submission:**

Each proposal must contain:

1. Name, qualifications and experience of principal who will oversee the relationship.
2. Name and qualifications of any other individual who may assist the principal in #1 above.
3. Fee schedule.
4. Statement of Availability to perform work outlined in the Scope of Services.
5. Copy of Business Registration Certificate.
6. Copies of other required disclosure information.

**Selection:**

The Mayor and Council reserve the right to reject any or all submissions.

Selection will be based on the following criteria, in order of rank:

1. Qualifications of the primary principal and support staff.
2. General experience of the firm.
3. Experience with communities the size and complexity of Belleville.
4. Familiarity with Belleville, Essex County and the State of New Jersey.
5. Fee.

**ALL RESPONSES MUST MEET THE ABOVE REQUIREMENTS AND THE REQUIREMENTS CONTAINED IN THE TOWNSHIP'S STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES WHICH CAN BE OBTAINED FROM THE TOWNSHIP CLERK'S OFFICE BY REQUESTING IT VIA EMAIL AT [kcavanagh@bellevillenj.org](mailto:kcavanagh@bellevillenj.org).**