Request for Qualifications From Law Firms Interested in Serving as Solicitor-

Attorney to the Washington Township Fire District - 2024

Introduction

The Washington Township Fire District in accordance with N.J.S.A. 40A: 11-5.1a(i) seeks Requests for Qualifications ("RFQ") from law firms licensed to practice law in the State of New Jersey that wish to provide general counsel and legal services to the Washington Township Fire District as directed by the Board of Fire Commissioners. The successful firm must have significant experience in representing New Jersey municipalities and/or other public entities in legal matters. The successful firm will provide the Fire District with legal guidance relating to, but not necessarily limited to:

1. Legal research and/or advisory opinions as needed;

2. Represent the Fire District in matters in federal and state courts and administrative forums when necessary;

3. Provide assistance on employee disciplinary matters and/or defend the Fire District against non-union grievances and other labor matters;

4. Attend meetings of the Board of Fire Commissioners or designee upon request;

5. Prepare resolutions and election advertisements, assist with public bid awards, prepare documents for special elections, sale of property, etc.;

6. Notify the Fire District of changes in municipal law or state regulations, as well as Court decisions, that impact the Fire District; and

7. Any other matters as directed by the Fire District.

Professional Information and Qualifications

Copies of this standardized submission requirements and selection criteria are on file and available from the Business Administrator. Each interested firm shall submit the following information:

1. Name of Firm;

2. Address of principal place of business and all attorneys or firm's offices and corresponding telephone and fax numbers. Please note specifically which

attorneys will be assigned to work with the Fire District;

3. Areas of Practice;

4. Description of firm's attorneys' education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;

5. Experience related to representation of public entities in legal matters;

6. At least four (4) references, three (3) of which must have knowledge of your representation of a public entity in legal matters;

7. Examples of your record of success representing public entities in legal matters;

8. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);

9. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount; and

10. Any other information which the interested firm deems relevant.

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;

2. Experience and references;

3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and

4. Cost competitiveness.

Submission Requirements

RFQ must be postmarked or hand-delivered no later than **January 31, 2024**
to:

Nancy Corson
Washington Township Fire District
PO Box 653
Turnersville, NJ 08012