PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44-01 ET.SEQ.

The Borough of Laurel Springs solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the Governing Body, unless otherwise required by law. Responses must be received in the Office of the Borough Clerk no than10:00 a.m., Thursday, November 17, 2022. All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or her representative. Responses will be reviewed by the Governing Body. All appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the calendar year of 2023 and subject to the execution of an appropriate contract.

MUNICIPAL BOND COUNSEL

GENERAL CRITERIA: The Borough of Laurel Springs desires to appoint an attorney or firm who will be the primary legal representative of the Borough in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Borough. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Borough of Laurel Springs should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. The firm shall have two or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising public entities.
2. The firm shall have at least ten (10) years' experience in representing public entities.
3. The firm shall designate one professional within the firm, who will be assigned to represent the interest of the Borough. This individual shall have been admitted and/or licensed in his/her profession and be in good standing. The firm and individuals assigned to work with the Borough shall be well versed in all aspects of the Borough's operations.
4. Must have sufficient support staff available to provide all general legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.
5. Must provide hourly billing rates for employees possibly assigned to service the Borough.
6. Must list all present municipal clients.
7. Must provide hourly billing rates for employees possibly assigned to service the Borough.

PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:

1. Three (3) copies of the proposal, inclusive of all information required above, should be provided. Proposals must be submitted to the Borough of Laurel Springs, 723 West Atlantic Avenue, Laurel Springs, New Jersey, 08021. Any proposals received after said opening, whether by mail or otherwise, will be deemed non- responsive. No proposals will be accepted after the date set forth above. Proposals must be submitted in a sealed envelope with the name of the firm, or individual submitting the proposal clearly marked on the outside of the envelope. It is recommended that each proposal package be hand-delivered. The Borough assumes no responsibility for delays in any form of carrier, mail or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone or e-mail is not permitted. The final selection shall be made in the sole discretion of the Mayor and Council.

2. All questions regarding this Request for Proposal should be made to Dawn T. Amadio, Municipal Clerk, Borough of Laurel Springs, 723 West Atlantic Avenue, Laurel Springs, New Jersey 08021