

**TOWNSHIP OF WEEHAWKEN
HUDSON COUNTY, NEW JERSEY**

**REQUEST FOR QUALIFICATIONS / PROPOSALS TO SERVE AS
SPECIAL COUNSEL TO THE TOWNSHIP OF WEEHAWKEN**

**REAL ESTATE TAX ATTORNEY WITH MUNICIPAL FINANCE
KNOWLEDGE/EXPERIENCE – LITIGATION / CONSULTATION
MATTERS RELATING TO PROPERTY TAX REVALUATION**

PLEASE TAKE NOTICE, the Township of Weehawken is seeking to enter into a contract ("the Contract") with an ATTORNEY WITH MUNICIPAL FINANCE KNOWLEDGE AND EXPERIENCE IN LITIGATION INVOLVING ISSUES RELATING TO A MUNICIPAL PROPERTY TAX REVALUATION ("the Service Provider") pursuant to the "fair and open process" as defined by the New Jersey "Pay-to-Play" Law, *N.J.S.A. 19:44A-20.4, et seq.*, for the balance of the Township's fiscal year ending June 30, 2016.

PLEASE TAKE FURTHER NOTICE, that the award of any contract shall be conditioned upon the service provider delivering to the Township Clerk all original, completed documents in proper form and content as may be necessary to comply with all affirmative action laws and regulations, and other Public Contact laws, rules and regulations; and, provided further, that the Township of Weehawken reserves the right to terminate the Contract with the Service Provider at any time, without cause, on thirty (30) days written notice.

Responses to this Request for Qualifications / Proposals shall be received by the Weehawken Township Clerk, or her designee, on **SEPTEMBER 9, 2015, at 10:00 a.m.**, prevailing time, at 400 Park Avenue, Weehawken, New Jersey 07086, at which time said responses will be publicly opened and announced.

Responses must be enclosed in a sealed envelope. The Service Provider must indicate the following on the outside of the envelope: (1) the name and address of the Service Provider; and (2) "**Request For Qualifications / Proposals – ATTORNEY - MUNICIPAL FINANCE / LITIGATION / CONSULTATION - MATTERS RELATING TO PROPERTY TAX REVALUATION**". Responses may be delivered by hand, overnight courier or mail. The envelope containing the response must be received by the Township Clerk by the date and time set forth above. No late responses will be accepted. The proposer is solely responsible to ensure timely and proper delivery of the response. Please submit four (4) copies of proposals.

PLEASE NOTE: Any proposal submitted on behalf of a service provider serving the Township by virtue of a contract awarded for the same services for the current period must prominently point out in its proposal any and all changes in the compensation, scope of services or other elements of its proposal that differ from the proposal that was accepted by the Township for the current period.

The position will require the Service Provider to devote such time and effort as may be reasonably necessary to service the needs of the Township in connection with a pending lawsuit, in which the Township of Weehawken has been ordered to perform a revaluation, on an expedited basis, of all real property for tax assessment purposes, which process the Tax Court will continue to monitor for assurance of expediency (“the Lawsuit”). The Service Provider should detail its ability to accomplish the functions for which it seeks to be engaged.

The Service Provider will supply his/her own work facilities, supplies and other items as shall be reasonably necessary to perform the obligations of the position. The Service Provider shall be an independent contractor and not an employee of the Township.

Responses must include:

1. Name of Service Provider;
2. Address or principal place of business of Service Provider offices and corresponding telephone and fax numbers and email address;
3. Areas of expertise;
4. Detailed biography or resume of the Service provider and, where applicable, of all principals of the Service Provider's firm and the background of the firm, as well as their education, experience, qualifications, number of years of service and experience with issues similar to those involved in the Lawsuit.
5. List of significant clients and other affiliations of the Service Provider, as well as a list of those the Service Provider will be representing while representing the Township;
6. At least two (2) references, which must have knowledge of your experience related to work providing legal advice, litigation and other services related to real estate tax revaluation matters;
7. Service Provider's ability to provide services in a timely fashion;
8. Knowledge of, and ability to ensure compliance with, all Federal, State and local laws, rules and regulations relating to Municipal Finance as applicable to issues involved the Lawsuit.
9. Compensation proposal, including, where applicable, the rates and time estimates, all expenses, and where appropriate, total cost or "not to exceed" amount; and
10. Any other information, which the Service Provider deems helpful or relevant.

The selection criteria to be evaluated in awarding the Contract shall consist of the following:

1. Experience and reputation in the field;
2. Qualifications of the individual(s) who will perform the tasks and the amounts of their respective participation;
3. Knowledge of Weehawken Township, and familiarity with matters concerning Weehawken Township, and of the subject matter to be addressed under the Contract.
4. Availability to attend any required meetings and to attend to any and all other matters as requested by Weehawken Township from time to time.
5. Availability of personnel and other resources to provide such services in a timely fashion, including staffing and familiarity with the subject matter.
6. Compensation proposal.
7. Other factors if demonstrated to be in the best interests of Weehawken Township.

The Contract will be awarded based on the most advantageous responses, price and other factors considered. The Township reserves the right to reject all proposals if deemed by the Township, in its sole discretion, to be in the best interests of the Township.

Dated: August 20, 2015

By order of: Giovanni D. Ahmad,
Weehawken Township Manager