

**REQUEST FOR QUALIFICATIONS  
OUTSIDE COUNSEL LEGAL SERVICES**

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The City of Orange Township desires to appoint a law firm or attorney to perform general counseling and litigation defense for the City of Orange Zoning Board of Adjustment.

Applicant should possess experience in providing legal services to municipalities and/or their boards, commissions or authorities in the interpretation of rules and regulations, state statutes, the municipal ordinance, and litigation pertaining to Zoning Board of Adjustment matters.

**MANDATORY MINIMUM REQUIREMENTS**

1. The firm or attorney must be licensed in the State of New Jersey shall act as (the Board's) legal counsel rendering advice when called upon and offering recommendations at the conference and public meetings. He/she is responsible for the preparation and drafting of all Zoning Board of Adjustment Board Resolutions and Orders.
2. Must provide a list of other public entity clients, unions, or other clients who the firm or counsel either represents or have represented in the past.
3. Any firm associate who may work with the municipality must have an identifiable supervisor or managing partner who will be responsible for direct oversight and assistance to counsel and the municipality.
4. Counsel must have a bona fide office in the State of New Jersey.

5. Identify and disclose any conflicts or potential conflicts of interest relative to the municipality.
6. All Applicants must have professional malpractice insurance through a reputable insurance company.

### **DUTIES**

7. The Zoning Board of Adjustment board attorney oversees a board of volunteers consisting of eleven members, comprised of seven regular members and four alternates appointed by the Municipal Council of the City of Orange Township. The board meets once a month as needed in a public session where zoning issues are heard. The applicant and/or their representatives are there to testify as well.
8. The Chairman has general control over the meeting with the Board Attorney ensuring that the process is judiciary correct (legal). He/she will swear in anyone testifying and guides the board on proper procedures for taking testimony. He/she will also assist the board members in the decision-making procedures. Attached is a summary of the conduct of the meetings.
9. The Board Attorney shall be appointed by the Board, approved by the City Council by resolution for a period of one (1) year and shall be paid \$5,000.00 annually (in monthly installments).

### **SUBMISSION OF QUALIFICATIONS**

10. Respondents must submit an original and five (5) copies of their qualifications to the designated contact person.

City of Orange Township  
Zoning Board of Adjustment  
29 North Day Street  
Orange, New Jersey 07050

Attention: TaQuisha Knight, Zoning Board Secretary

Submissions due no later than noon, **December 28, 2012.**