

**TOWN OF GUTTENBERG  
REQUEST FOR QUALIFICATIONS FROM LAW FIRMS  
INTERESTED IN SERVING AS COUNSEL FOR THE JOINT PLANNING AND  
ZONING BOARD FOR THE TOWN OF GUTTENBERG  
FOR THE PERIOD OF JANUARY 11, 2010 TO JANUARY 17, 2011**

**Introduction**

The Town of Guttenberg (“Town”) is a municipality of Hudson County, New Jersey. Pursuant to N.J.S.A. 19:44A-20.5 et seq., the Town seeks Requests for Qualifications (“RFQ”) from law firms licensed to practice law in the State of New Jersey that wish to provide general counsel for zoning and planning matters to the Town as directed by the Town Attorney or other appropriate officials within the Town. The successful firm must have significant experience in representing New Jersey municipalities in all aspects of zoning law. The successful firm will provide the Town with legal guidance relating to, but not necessarily limited to:

1. Review of all applications and plans;
2. Review of all Planning Board Engineer reviews and opinions;
3. Legal research and/or advisory opinions as needed;
4. Research and draft ordinances and/or resolutions;
5. Represent the Town in litigation in federal and state courts and administrative forums;
6. Review and/or draft contracts, bid specifications and legal notices;
7. Attend meeting of the Town Council upon request;
8. Conduct programs on specified legal issues for appropriate elected officials and/or Town employees upon request;
9. Notify the Town of changes in municipal law or state regulations, as well as Court decisions, that impact the operation of the Town; and
10. Attend all monthly Joint Planning/Zoning Board meetings.
11. Any other matters as directed by the Town.

## **Professional Information and Qualifications**

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 Town.
3. Areas of Practice;
4. Description of firm's attorney's 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;
6. Examples of your record of success representing public entities;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staffing);
8. Cost details including the hourly rates of each of the individuals who will perform the services and all expenses; and
9. Any other information which the interested firm deems relevant.

## **Section 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;
4. Cost competitiveness; and
5. Other factors, if demonstrated to be in the best interest of the Town.

## **Submission Requirements**

RFQ must be postmarked or hand-delivered no later than January 8, 2010 to

Brian Guaschino, Joint Planning and Zoning Board Chairman  
Guttenberg Town Hall  
6808 Park Avenue  
Guttenberg, New Jersey 07093

Please submit one original and seven (7) copies of the RFQ. Use white 8 ½ x 11 paper.