

**PUBLIC NOTICE**

**TOWNSHIP OF MONROE  
COUNTY OF GLOUCESTER  
STATE OF NEW JERSEY**

**NOTICE OF SOLICITATION FOR QUALIFICATIONS/PROPOSALS FOR  
DEVELOPMENT COUNSEL FOR THE YEAR 2024**

Notice is hereby given that the Township of Monroe in the County of Gloucester, State of New Jersey, seeks to engage firms to provide specialized legal services to support its development initiatives and to ensure compliance with federal, state, and local laws, for the Township for the year 2024. The contracts will be awarded through a fair and open process pursuant to the provisions of N.J.S.A. 40A:11-5 et seq. and N.J.S.A. 19:44A-20.5 et seq. (New Jersey Pay to Play Law).

Sealed qualifications/proposals for Development Council must be received by the Municipal Clerk of the Township of Monroe no later than 10:00 AM prevailing time on Tuesday, May 21, 2024, at the Monroe Municipal Building Clerk's Office, 125 Virginia Avenue, Williamstown, NJ 08094, at which time they will be publicly opened. No RFPs/RFQs will be accepted after the due date and time noted. Each sealed envelope containing a proposal must be clearly marked "RFQ/RFP for Development Counsel – Fair and Open Process for 2024."

Qualifications/Proposals for the following professional service will be accepted:

- **Development Counsel**

*Scope of Service to include, but not limited to:*

- a. Provide legal advice on matters related to land development, planning, and zoning.
- b. Assist in the negotiation and drafting of development agreements and other related legal documents.
- c. Represent the Township in matters before planning boards, zoning boards, and other regulatory bodies.
- d. Ensure compliance with all applicable environmental laws.

Qualifications/Proposals must include the following:

- Cover Letter detailing the position being submitted
- One (1) original, paper/hard copy of the qualifications/proposal UNBOUND and clearly marked "ORIGINAL"

Each submission to be considered shall comport to the criteria set forth herein:

- 1) Should the applicant be a professional acquiring licensure in the State of New Jersey, said applicant shall be licensed for a period not less than five (5) years.
- 2) The applicant shall submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.

- 3) The applicant shall submit a resume, which shall set forth information including, but not limited to the following (as applicable to a business entity or individual professional):
  - (a) Full name and business address.
  - (b) A listing of all post high school education of the applicant.
  - (c) Dates of licensure in the State of New Jersey and any other state.
  - (d) A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held therein.
  - (e) The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant.
  - (f) A listing of all special accreditations held by the individual licensed professional or business entity.
  - (g) A listing of all previous public entities served by the business entity or licensed professional, indicating the dates of services and position held.
  - (h) Current fee schedule

The Municipal appointing authority shall thereafter publicly select the professional or business entity for the position so advertised, which shall thereafter be confirmed or approved as required by law or Ordinance.

The successful and unsuccessful applicants may be requested to submit electronic versions (PDF) of their respective submissions upon the request of the Township.

Township of Monroe  
Aileen Chiselko, RMC  
Municipal Clerk