

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

The Borough of Pemberton 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 later than 10:00 AM Wednesday, November 27, 2024. All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or their 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 2025 and subject to the execution of an appropriate contract.

MUNICIPAL ATTORNEY.

GENERAL CRITERIA: The Borough of Pemberton desires to appoint a municipal attorney who will be the chief, general legal officer of the Borough. Applicants should demonstrate knowledge of general New Jersey municipal law and municipal contract law. Any experience or knowledge of matters directly affecting the Borough of Pemberton should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of seven (7) years experience in the general representation of municipal governments or municipal authorities.
3. Must list present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. 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.

SPECIAL LEGAL COUNSEL ON AFFORDABLE HOUSING

GENERAL CRITERIA: The Borough of Pemberton desires to appoint special legal counsel who will be the chief counsel on affordable housing for the Borough. Applicants should demonstrate knowledge of general New Jersey municipal law and affordable housing law. Any experience or knowledge of matters directly affecting the Borough of Pemberton should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of ten (10) years' experience in the representation of municipalities in addressing their affordable housing obligations.
3. Must maintain a bona fide principal office in the State of New Jersey.
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.

MUNICIPAL BOND COUNSEL.

GENERAL CRITERIA: The Borough of Pemberton desires to appoint an attorney 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. Applicants should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Borough of Pemberton should be addressed.

MANDATORY MINIMUM REQUIREMENTS.

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of ten (10) years experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services required by the Borough including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
5. Must list present public entities represented as Bond Counsel.

MUNICIPAL AUDITORS

GENERAL CRITERIA: The Borough of Pemberton desires to appoint a firm of certified public accountants to act as municipal auditors for the Borough of Pemberton and complete the audit for the calendar year ended December 31, 2024. Applicants should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Borough of Pemberton should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. The firm must employ a minimum of ten (10) certified public accountants who have been licensed in that capacity for a period of not less than ten (10) years each prior to the date of appointment.
2. The firm must employ a minimum of seven (7) registered municipal accountants licensed and qualified in that capacity for a minimum of ten (10) years each prior to the appointment
3. Must have a minimum of ten (10) years experience in providing auditing services to municipalities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients.
6. Must list all present municipal clients.

MUNICIPAL AND CONSULTING ENGINEERS/PLANNER

GENERAL CRITERIA: The Borough of Pemberton desires to appoint a firm or firms to provide consulting engineering and planning services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering and planning services required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Pemberton should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering/planning services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing consulting services to municipalities including demonstrated experience with road programs, drainage improvement projects, combined utility projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying and mapping projects, and all aspects of planning.
3. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Pemberton.
4. Must maintain a principal office location in close proximity to Pemberton so as to be able to respond to emergent matters promptly.
5. Must be experienced in the preparation of grant applications.
6. Must have project managers with at least fifteen (15) years of municipal experience.
6. Must list present municipalities served as Engineer/Planning.

PUBLIC DEFENDER

GENERAL CRITERIA: The Borough desires to appoint an attorney licensed to practice law in the State of New Jersey to the position of Public Defender. Applicants must demonstrate knowledge of municipal court procedures and have experience in the representation of defendants in the municipal court.

MANDATORY REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and **be** eligible to appear before municipal courts in New Jersey.
2. Must list all present and past municipal court appointments.
3. Must maintain a bona fide principal office in the State of New Jersey.