

Request for Proposals for the Position of Board Attorney for the Zoning Board of Adjustment of the Borough of Bradley Beach

Date issued: June 27, 2013

Return Date & Time: July 12, 2013; no later than 12 noon

Return To: Mary Ann Solinski, Borough Clerk

Borough of Bradley Beach, 701 Main Street, Bradley Beach, NJ 07720

FOR THE TIME PERIOD JULY 1, 2013 THROUGH JUNE 30, 2014

The Borough of Bradley Beach Zoning Board is soliciting proposals for the position of Zoning Board of Adjustment Attorney to provide services to the Borough for all general legal services related to the Zoning Board. The Zoning Board will select one qualified vendor for the position of Zoning Board Attorney based upon a fair and open process, pursuant to N.J.S.A. 19:44A-20.4, et. seq.

The Borough of Bradley Beach may select an individual or a firm for this position, so long as the Zoning Board is satisfied that the minimum requirements for such position will be met. No substitution may be made without the express written consent of the Borough of Bradley Beach Zoning Board's governing body, which includes the Chairman and Members, which consent may be withheld in its sole discretion.

Scope of Services:

The Zoning Board of Adjustment Attorney, or designee, shall perform the following duties as well as those prescribed by applicable law, subject to the review and approval of the Zoning Board's Chairman:

- 1) Provide zoning services as requested to the Borough of Bradley Beach Zoning Board of Adjustment.
- 2) Perform such duties as are prescribed by general law and ordinance;
- 3) Attend regular meetings requested by the Borough of Bradley Beach Zoning Board to provide appropriate legal advice;
- 4) Review of Use, Site Plan and Variance Proposals;
- 5) Prepare Reports and Studies requested by the Board related to zoning issues.

Page 2, REQUEST FOR PROPOSALS FOR ZONING BOARD ATTORNEY
FOR THE BOROUGH OF BRADLEY BEACH

- 6) Arrange for the Board to examine all billing records relating to the services provided;
- 7) To advise the Board of any apparent discrepancies in any plans or documents, or any observed errors in construction or of the Attorney's inability for any reason whatsoever to provide services requested;
- 8) Provide an in-depth copy of the Board Attorney's current billing rates
- 9) Provide professional legal services not otherwise classified herein when such services are requested by the Board;
- 10) Secure and maintain and to assure that his/her associated firm will secure and maintain Workmen's Compensation Insurance as required by Law and Liability Insurance as required to protect the Board, the Attorney and/or associated firm and their employees and agents from claims for bodily injury, death or property damage which may arise from the performance of his/her (their) services pursuant to this proposal;
- 11) Provide and maintain Professional Liability (Errors and Omissions) Insurance to protect the Board Attorney and/or associated firm for claims that arise from the negligent performance of the Attorney pursuant to this Proposal.

Period of Service :

If the Board Attorney is absent due to vacation or illness, or becomes temporarily or permanently unable to fulfill the terms of this Agreement, the services provided for by the proposal will become the responsibility of a qualified principal or associate of the Attorney's firm. In any case, any substitute Attorney is to be approved by the Chairman and members of the Zoning Board of Adjustment

Affirmative Action Law of New Jersey, P.L. 1975 C. 127 / New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et. seq.

The Board Attorney will comply with the State of New Jersey Affirmative Action and Discrimination requirements.

Political Contribution Disclosure:

The Board Attorney will provide a political contribution disclosure form.

New Jersey Business Registration: The Board Attorney will provide a New Jersey Business Registration issued by the State.

Page 3, REQUEST FOR PROPOSALS FOR ZONING BOARD OF ADJUSTMENT ATTORNEY
FOR THE BOROUGH OF BRADLEY BEACH

Requirements for Vendor Response to the Borough of Bradley Beach's Solicitation of Proposals:

Interested parties wishing to provide a proposal in response to the Borough of Bradley Beach Zoning Board's solicitation shall provide:

- 1) Full name and business address of entity or person submitting the proposal and the name of the key contact person;
- 2) Confirm the appropriate federal and state licenses to perform activities; and
- 3) Provide a New Jersey Business Registration certificate
- 4) Provide the Borough of Bradley Beach Zoning Board with an original and ten (10) copies of its proposal.