

**TOWNSHIP OF NEPTUNE
COUNTY OF MONMOUTH
STATE OF NEW JERSEY
REQUESTS FOR PROPOSALS/QUALIFICATIONS
ALTERNATE MUNICIPAL PROSECUTOR
NT2013-17**

Sealed proposals will be received by the Township Clerk of the Township of Neptune, New Jersey and opened and read in public in the Executive Conference Room, located on the First Floor, in the Township of Neptune Municipal Complex, 25 Neptune Boulevard, Neptune, New Jersey, on **January 31, 2013** at 10:30 am for the following:

Request for Qualifications from Attorneys Interested in Serving as
“Municipal Prosecutor and Alternate Municipal Prosecutor” to the
Township of Neptune for the period January 1, 2013 through December 31,
2013. **BID/PROPOSAL #NT2013-17**

Successful applicants will be required to comply with requirements of N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The Township of Neptune reserves the right to reject any or all proposals if it is deemed to be in the best interest of the Township of Neptune to do so. The Township of Neptune also reserves the right to conduct interviews of any or all applicants, as it deems necessary. In the Township’s discretion, the Township may also modify the terms and conditions of this RFP by hiring two Municipal Prosecutors, in lieu of hiring one Municipal Prosecutor and one Alternate Municipal Prosecutor. Terms and conditions for such modification are set forth herein.

By order of the Township Committee of the Township of Neptune

ERIC J. HOUGHTALING, Mayor, Township of Neptune
RICHARD J. CUTTRELL, Municipal Clerk, Township of Neptune
MICHAEL J. BASCOM, Chief Financial Officer, Township of Neptune

**Request for Qualifications from Attorneys Interested in
Serving as “Municipal Prosecutor and Alternate Municipal
Prosecutor” to the Township of Neptune for the Period
January 1, 2013 through December 31, 2013
BID/PROPOSAL #NT2013-17**

Introduction

Pursuant to the Fair and Open Process established by N.J.S.A. 19:44A-1, et seq., the Township seeks Requests for Qualifications (“RFQ”) from attorneys licensed to practice law in the State of New Jersey that wish to serve as Municipal Prosecutor and Alternate Municipal Prosecutor for the Township of Neptune. The successful attorney must have significant experience in representing New Jersey public entities in the capacity as a municipal prosecutor or as any other prosecutor in criminal or quasi-criminal matters, as well as litigation experience in Municipal, State and/or Federal Courts, administrative forums and/or arbitration. The successful attorney will provide the following services:

The Alternate Municipal Prosecutor must be an attorney at law of New Jersey and shall provide all necessary and desirable legal counsel and advice requested for the prosecution of cases before the Municipal Court of the Township, and shall conduct the prosecution of such cases except such crimes and offenses that may be the duty of the county or state officer to prosecute. To avoid potential conflicts of interest, the attorney hired as Municipal Prosecutor and the attorney hired as Alternate Municipal Prosecutor shall not be associated with the same Law Firm. Only one application shall be made per law firm.

The Township has adopted the following Retainer/Salary for 2013 for those professional services covered by the Retainer:

Alternate Municipal Prosecutor:

Conflict Calendar (per Municipal Court session) rate: \$400.00 per session

Appeals on Municipal Ordinance Violations, to be handled as directed by
The Township Committee:

Partners/Counsel:	\$120.00 per hour
Associates:	\$110.00 per hour
Paralegals:	\$75.00 per hour

During the term of the Contract for these positions, Special sessions for DWI and/or Domestic Violence may be scheduled, for which fees are covered through separate funding sources, and at such rates, as established by the State of New Jersey. Such appearances shall be included in the Municipal Prosecutor and/or Alternate Municipal Prosecutor's duties, with payment established by, and coming from, the State of New Jersey.

The Township reserves the right to hire two municipal prosecutors in lieu of one Municipal Prosecutor and one Alternate Municipal Prosecutor, and the annual salaries for each position shall be \$17,500.00 with the above hourly rates for appeals. To avoid potential conflicts of interest, the attorneys hired as Municipal Prosecutors shall not be associated with the same Law Firm. If the Township chooses this alternative, it is expected by the Township that the Municipal Prosecutors shall prosecute cases so that each attorney appears in Municipal Court matters in as close to fifty percent (50%) of the Court dates as possible during the term of the Contract. **If the applicant has any objections to this alternative, the applicant should provide such objections, and reasons therefore, in his/her proposal.**

Professional Information and Qualifications

Each interested attorney shall submit the following information:

1. Name of Attorney, and firm in which attorney is associated;
2. Address of principal place of business and all attorney's offices and corresponding telephone and fax numbers.
3. Areas of Practice;
4. Description of attorney's education, experience, qualifications, number of years with the current firm and a descriptive narrative of their experience with projects similar to those required herein;
5. Experience as a Municipal Prosecutor and/or other prosecutor in the State of New Jersey;
6. Experience related to representation of Municipalities and other public entities;
7. At least four references, three of which must have knowledge of your representation of a public entity, whether or not as a Municipal Prosecutor, and at least one reference having knowledge of the attorney's qualifications as a municipal prosecutor;
8. Examples of your record of success representing municipalities;
9. The attorney's ability to provide the services in a timely fashion and availability for appearances on behalf of the Township (including staffing, familiarity and location of key staff);
10. Any other information which the interested attorney deems relevant;
11. A copy of your New Jersey Business Registration Certificate.
12. A completed Statement of Ownership form (Attached below).

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individual 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 and availability for appearances on behalf of the Township, including staffing and familiarity with the subject matter; and
4. Cost effectiveness.