

**BOROUGH OF BERLIN
REQUEST FOR QUALIFICATIONS FOR
CONFLICT ATTORNEY**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5, sealed qualifications will be received by the Borough of Berlin at its offices at 59 South White Horse Pike, Berlin, New Jersey 08009, on July 28, 2022 at 10:00 a.m., prevailing time, for the following:

CONFLICT ATTORNEY

Term: one (1) year.

PURPOSE: The purpose of this Request for Qualifications is to solicit interest from qualified firms and/or individual to provide professional services for the Borough of Berlin for the position of Conflict Attorney. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the Borough.

A. PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:

1. Three (3) copies of the qualification, inclusive of all information required at Section D hereof, should be provided. Qualifications must be submitted to the Borough of Berlin, 59 South White Horse Pike, Berlin, New Jersey 08009. Any qualifications received after said opening, whether by mail or otherwise, will be deemed non-responsive. No qualifications will be accepted after the date set forth above. Qualifications must be submitted in a sealed envelope with the name of the firm or individual submitting the proposal clearly marked on the outside of the envelope. It is recommended that each proposal package be hand-delivered. The Borough assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or email is not permitted. The final selection shall be made in the sole discretion of the Mayor and Council.
2. All questions regarding this Request for Qualifications should be made in writing to Charleen Santora, Clerk, Borough of Berlin, 59 South White Horse Pike, Berlin, New Jersey 08009.

C. CRITERIA FOR EVALUATION OF QUALIFICATIONS: The Request for Qualifications Review Committee will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the field particularly with respect to Personnel matters;
2. Knowledge of the subject matter of the services to be provided to the Borough;
3. Knowledge of the Borough;
4. Availability to accommodate any required meetings of the Borough;

- 5. Compensation proposal;
 - 6. Other factors determined to be in the best interest of the Borough.
- D. **PROPOSAL REQUIREMENTS:** The Borough of Berlin is requesting qualifications for a Conflict Attorney professional services as follows:
- 1. Scope of Services
 - 2. Resume
 - 3. Facilities
 - 4. Conflict of Interest
 - 5. Fees

The following explains what the Borough expects in each of the major sections:

- 1. **Scope of Services** - The Borough of Berlin is requesting qualification statements to provide professional services for the Borough of Berlin. Your response should detail the firm or individual's qualifications to provide that type of service.
- 2. **Resume** - All resumes submitted to the Borough of Berlin shall include the following:
 - b) Name and address of your firm and the corporate officer authorized to execute agreements.
 - c) A brief description of your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.
 - d) The names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the Borough and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Borough.
 - e) A listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person.
 - f) A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.
- 3. **Facilities - Office Locations** -
 - a) For your firm's facilities which will service this project:
 - i) The location;
 - ii) Firm personnel assigned to this location
 - iii) Activities of the firm performed at this location

- b) For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms and/or individuals where all activities are performed at one location should leave this paragraph blank.
- 4. **Conflict of Interest** - Disclosure of any potential conflicts of interest that the firm may have in performing these services for the Borough of Berlin.
- 5. **Fees** - Set forth in detail your compensation proposal.
- E. **COMPLIANCE:** In addition, all qualifications shall comply with P.L. 1977, c.33 requiring submission of a statement of corporate ownership, N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate and the collection of use taxes; and with P.L. 1975, c.127 and N.J.A.C. 17:27-1 et seq., requiring compliance with equal employment opportunity and affirmative action laws and the submission of proof of compliance therewith. Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran.
- F. **DUTIES AND RESPONSIBILITIES:** Conflict Counsel will be engaged to represent the Borough of Berlin in Administrative Personnel Matters and any other legal matters as directed or assigned by the governing body or Administrator.
- G. **RESERVATION OF RIGHTS:** The Borough reserves the right to reject any and all qualifications, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

Please submit three (3) copies of the proposal to:

Borough of Berlin
59 S. White Horse Pike
Berlin, NJ 08009
(856) 767-7777

All Submittals must be received at the Office of the Borough Clerk, July 28, 2022 at 10:00 a.m., which time they will be publicly opened.