OLDMANS TOWNSHIP

Salem County, New Jersey

REQUEST FOR PROPOSALS

Fair Share Housing Solicitor

RFP ISSUE DATE

November 2, 2026

PROPOSALS DUE: December 1, 2026, at 12:00 PM (Noon), Eastern Time

CONTRACT TERM

January 1, 2027 – December 31, 2027

SUBMIT TO

Acting Township Clerk, Christine Pippet

Oldmans Township Municipal Building

40 Freed Road, Pedricktown, NJ 08067

CONTACT

856-299-0780

www.oldmanstownship.com

PURPOSE

The Township of Oldmans is soliciting proposals from qualified attorneys or law firms licensed to practice law in the State of New Jersey to serve as Fair Share Housing Solicitor for the period of January 1, 2027, through December 31, 2027.

This Request for Proposals is being issued pursuant to the requirements of N.J.S.A. 19:44A-20.7 and N.J.S.A. 40A:11-5(1)(a)(i).

NOTICE TO PROPOSERS

Sealed proposals will be accepted until:

December 1, 2026, at 12:00 PM

at: Oldmans Township Municipal Building
40 Freed Road
Pedricktown, NJ 08067

Proposals received after the deadline will not be considered.

Proposals shall be submitted in a sealed envelope clearly marked:

"RFP – FAIR SHARE HOUSING SOLICITOR"

Submit:

- One (1) electronic copy on USB drive in PDF format.
- Six (6) hard copies.

SCOPE OF SERVICES

The Fair Share Housing Solicitor shall:

- Serve as special counsel to the Township regarding affordable housing and Fair Share Housing obligations.
- Provide legal advice regarding compliance with New Jersey affordable housing laws and regulations.
- Assist the Township with its Housing Element and Fair Share Plan.
- Review and prepare affordable housing agreements, developer agreements, and related documents.

- Coordinate with the Township Planner, Redevelopment Attorney, Township Solicitor, Affordable Housing Administrative Agent, and other professionals.
- Provide legal guidance regarding Affordable Housing Trust Fund expenditures and compliance.
- Prepare resolutions, ordinances, agreements, deed restrictions, and other legal documents related to affordable housing matters.
- Assist with affordable housing litigation, mediation, negotiations, and settlement agreements.
- Represent the Township before courts, state agencies, and other governmental bodies regarding affordable housing matters, as authorized.
- Review and advise on affordable housing set-asides, development applications, and redevelopment projects involving affordable housing obligations.
- Assist the Township with monitoring requirements and compliance reporting.
- Attend meetings of the Township Committee, Planning Board/Land Use Board, and other meetings as requested.
- Provide legal advice regarding changes in affordable housing laws, regulations, and court decisions affecting the Township.
- Perform such additional legal services related to affordable housing matters as may be requested by the Township.

SUBMISSION REQUIREMENTS

Each proposal shall include:

1. Name, address, telephone number, and email address of the attorney or firm.
2. Qualifications and experience in affordable housing, municipal law, and land use law.
3. Description of experience representing New Jersey municipalities on Fair Share Housing matters.
4. Name of the attorney who will serve as Fair Share Housing Solicitor.
5. Qualifications and resumes of attorneys assigned to the Township.

6. Three municipal references.
7. Description of the firm's approach to providing affordable housing legal services.
8. Proposed fee schedule, including:
    - Hourly rates;
    - Meeting attendance rates;
    - Litigation rates;
    - Rates for special projects.
9. Disclosure of any actual or potential conflicts of interest.
10. Proof of professional liability insurance.

EVALUATION AND SELECTION

Proposals will be evaluated based upon:

- Qualifications and experience.
- Experience with New Jersey affordable housing compliance and litigation.
- Municipal law and land use law experience.
- Qualifications of assigned personnel.
- Availability and responsiveness.
- References and past performance.
- Cost effectiveness.

The Township reserves the right to request additional information, conduct interviews, and select the proposal determined to be in the best interest of the Township. The lowest fee proposal will not necessarily be selected.

The appointment shall be made by resolution of the Township Committee.

REQUIRED DOCUMENTS

The successful proposer shall provide all documents required by law, including:

- New Jersey Business Registration Certificate.

- Ownership Disclosure Certification.
- Non-Collusion Affidavit.
- Certificate of Insurance.
- Affirmative Action documentation.
- Attorney License to Practice Law in the State of New Jersey.
- Any additional forms required by the Township or State of New Jersey.

CONTRACT TERM

The contract shall be for the period of:

January 1, 2027, through December 31, 2027

Any reappointment shall be subject to approval by the Township Committee and permitted by law.

COMPENSATION

The proposal shall clearly identify all fees and charges, including:

- Principal Attorney Rate
- Associate Attorney Rate
- Meeting Attendance Rate
- Litigation Rate
- Affordable Housing Compliance Rate
- Trust Fund Administration Assistance Rate
- Reimbursable Expenses
- Any Other Fees

QUESTIONS

Questions regarding this RFP shall be directed to:

Christine Pippet, Acting Township Clerk
Township of Oldmans
40 Freed Road
Pedricktown, NJ 08067
Phone: (856) 299-0780

Any addenda issued for this RFP will be posted on the Township website.

RESERVATION OF RIGHTS

The Township reserves the right to:

- Reject any or all proposals.
- Waive minor informalities.
- Request additional information from proposers.
- Conduct interviews.
- Negotiate contract terms as permitted by law.
- Make an award in the best interest of the Township.

PROPOSAL CERTIFICATION

Firm Name: _____

Address: _____

Telephone: _____

Email: _____

Authorized Representative: _____

Signature: _____

Date: _____

FEE PROPOSAL

Principal Attorney Rate: $_____

Associate Attorney Rate: $_____

Meeting Attendance Rate: $_____

Litigation Rate: $_____

Affordable Housing Compliance Rate: $_____

Trust Fund Administration Assistance Rate: $_____

Other Fees: $_____

Reimbursable Expenses: _____

Additional Comments: _____

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