# OLDMANS TOWNSHIP

Salem County, New Jersey

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# REQUEST FOR PROPOSALS

## Planning Board/Land Use Board Solicitor Services

**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

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**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 Planning Board/Land Use Board 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).

The Township seeks a qualified attorney or law firm experienced in municipal land use law, zoning, planning, redevelopment, and the Municipal Land Use Law (MLUL) to provide legal services to the Township's Planning Board/Land Use Board.

**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 – PLANNING BOARD/LAND USE BOARD SOLICITOR SERVICES"**

Submit:

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

**SCOPE OF SERVICES**

The Planning Board/Land Use Board Solicitor shall:

- Serve as legal counsel to the Township Planning Board/Land Use Board.
- Attend all regular, special, work session, and hearing meetings of the Board as requested.

- Provide legal advice and guidance to Board members and Board professionals.
- Advise the Board regarding the Municipal Land Use Law (MLUL), Open Public Meetings Act (OPMA), Open Public Records Act (OPRA), and other applicable laws and regulations.
- Review subdivision, site plan, conditional use, variance, redevelopment, and other land use applications.
- Prepare and review resolutions, memorializing resolutions, developer agreements, and other documents related to Board actions.
- Advise the Board regarding zoning, bulk variance, use variance, waiver requests, and interpretation of land use ordinances.
- Provide legal guidance concerning Master Plan amendments, zoning ordinance amendments, and land development ordinance amendments.
- Assist the Board with redevelopment and rehabilitation matters as requested.
- Represent the Board in litigation, prerogative writ actions, appeals, mediation, and court proceedings when authorized.
- Coordinate with the Board Engineer, Board Planner, Construction Official, Zoning Officer, Township Solicitor, Redevelopment Attorney, and other professionals.
- Review legal notices and hearing procedures to ensure compliance with statutory requirements.
- Attend conferences, settlement negotiations, and meetings related to Board matters when requested.
- Provide ongoing legal updates regarding changes in land use laws, regulations, and court decisions affecting the Board.
- Perform such other legal services as may be requested by the Planning Board/Land Use Board.

**SUBMISSION REQUIREMENTS**

Each proposal shall include:

1. Name, address, telephone number, and email address of the attorney or firm.
2. Description of qualifications and experience in municipal and land use law.

3. Description of experience representing New Jersey Planning Boards, Zoning Boards, Joint Land Use Boards, or Land Use Boards.
4. Identification of the attorney who will serve as Planning Board/Land Use Board Solicitor.
5. Qualifications and resumes of attorneys assigned to the Board.
6. Three municipal references.
7. Description of the firm's approach to providing Planning Board/Land Use Board legal services.
8. Description of experience with:
    - Site Plan Applications;
    - Subdivision Applications;
    - Variance Applications;
    - Redevelopment Matters;
    - Municipal Land Use Law Compliance;
    - Zoning and Land Use Litigation.
9. Proposed fee schedule, including:
    - Hourly rates;
    - Meeting attendance rates;
    - Litigation rates;
    - Rates for special projects.
10. Disclosure of any actual or potential conflicts of interest.
11. Proof of professional liability insurance.

**EVALUATION AND SELECTION**

Proposals will be evaluated based upon:

- Qualifications and experience.
- Experience representing municipal land use boards.
- Knowledge of the Municipal Land Use Law.

- Experience with zoning and variance applications.
- Experience with redevelopment matters.
- Qualifications of assigned personnel.
- Availability and responsiveness.
- References and past performance.
- Cost effectiveness.

The Township and Planning Board/Land Use Board reserve the right to request additional information, conduct interviews, and select the proposal determined to be in the best interest of the Township and Board. The lowest fee proposal will not necessarily be selected.

The appointment shall be made by resolution.

**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.
- Proof of 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/or Planning Board/Land Use Board and permitted by law.

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**COMPENSATION**

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

- Principal Attorney Rate
- Associate Attorney Rate
- Meeting Attendance Rate
- Application Review Rate
- Court Appearance Rate
- Litigation Rate
- Redevelopment Matter Rate
- Special Project 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 and Planning Board/Land Use Board.

**PROPOSAL CERTIFICATION**

**Firm Name: _____**

**Address: _____**

**Telephone: _____**

**Email: _____**

**Authorized Representative: _____**

**Signature: _____**

**Date: _____**

# FEE PROPOSAL

Principal Attorney Rate: $_____

Associate Attorney Rate: $_____

Meeting Attendance Rate: $_____

Application Review Rate: $_____

Court Appearance Rate: $_____

Litigation Rate: $_____

Redevelopment Matter Rate: $_____

Special Project Rate: $_____

Other Fees: $_____

Reimbursable Expenses: _____

Additional Comments:

_____

_____

**Township of Oldmans**
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