OLDMANS TOWNSHIP

Salem County, New Jersey

REQUEST FOR PROPOSALS

Township 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

The Township of Oldmans is soliciting proposals from qualified professionals or firms to provide **Township Solicitor** to the Township for the contract 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 by the Township of Oldmans for **Township Solicitor**

Proposal Due Date: December 1, 2026
Time: 12:00 PM
Location: 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:

"PROPOSAL -Township Solicitor"

Proposers shall submit one (1) electronic copy of its proposal on USB drive (in pdf format) and six (6) hard copies

Proposals shall be submitted to:

Christine Pippet, Acting Township Clerk
Township of Oldmans
40 Freed Road
Pedricktown, NJ 08067
Phone: 856-299-0780
Website: www.oldmanstownship.com

SCOPE OF SERVICES

The Township Solicitor shall:

- Serve as legal counsel to the Township Committee and municipal officials.
- Attend Township Committee meetings and special meetings as requested.
- Prepare and review ordinances, resolutions, contracts, agreements, and other legal documents.
- Provide legal advice concerning municipal operations.

- Advise on matters involving OPRA, OPMA, personnel issues, contracts, affordable housing, land use, and general municipal law.
- Represent the Township in legal matters as authorized by the Township Committee.
- Perform such other legal services as may be requested by the Township Committee.

SUBMISSION REQUIREMENTS

The proposal shall include:

1. Name, address, telephone number, and email address of the attorney or firm.
2. Qualifications and experience in municipal law.
3. Description of experience representing New Jersey municipalities.
4. Name of the attorney who will serve as Township Solicitor.
5. Three municipal references.
6. Proposed fee schedule, including:
    - Annual retainer, if applicable;
    - Hourly rates;
    - Meeting attendance rates;
    - Rates for litigation or special projects.
7. Disclosure of any conflicts of interest.
8. Proof of professional liability insurance.

EVALUATION AND SELECTION

The Township will review proposals based on:

- Qualifications and experience;
- Municipal experience;
- Understanding of the Township's needs;
- Availability and responsiveness;
- References and past performance; and
- Proposed fees.

The Township may request additional information or conduct interviews with one or more proposers.

The Township is not required to select the proposer with the lowest fee.

The contract will be awarded to the proposer determined to be most qualified and in the best interest of the Township based on the criteria listed above.

The award will be made by resolution of the Township Committee.

REQUIRED DOCUMENTS

The successful proposer shall provide all documents required by applicable New Jersey law and this RFP.

Documents may include, as applicable:

- Ownership Disclosure Certification;
- Non-Collusion Affidavit;
- Business Registration Certificate;
- New Jersey Public Works Contractor Registration, if applicable;
- Affirmative Action/Equal Employment Opportunity documentation;
- Iran Disclosure and Certification, if applicable;
- Russia/Belarus Disclosure and Certification, if applicable;
- Professional license or certification;
- Certificate of Insurance; and
- Any other documents required by law or requested by the Township.

The Township may request additional documentation from the successful proposer before the contract is awarded or executed.

SUBMISSION OF PROPOSALS

Sealed proposals clearly marked:
"RFP – TOWNSHIP SOLICITOR"
shall be submitted no later than:
December 1, 2026 at 12:00 PM
to:

Christine Pippet, Acting Township Clerk
Township of Oldmans
40 Freed Road
Pedricktown, NJ 08067

Submit one (1) electronic copy of its proposal on USB drive (in pdf format) and six (6) hard copies Late submissions will not be accepted.

CONTRACT TERM

The contract shall be for a period beginning **January 1, 2027, and ending December 31, 2027**, unless otherwise stated in the final award resolution or contract.

Any continuation, renewal, or reappointment shall be made only as permitted by New Jersey law and by action of the Township Committee.

COMPENSATION

The proposer should clearly state all proposed fees and charges.

The proposal shall identify when applicable:

- Annual fee;
- Hourly rates;
- Meeting rates;
- Additional service charges;
- Reimbursable expenses; and
- Any other anticipated costs.

The Township shall not be responsible for charges that were not included in the proposal or otherwise approved by the Township.

QUESTIONS, ADDENDA, AND ACKNOWLEDGMENT

All questions regarding this RFP should be directed to the Acting Township Clerk.

Any changes, clarifications, or additional information regarding this RFP will be issued by written addendum.

All addenda will be posted on the Township's website at www.oldmanstownship.com.

PROPOSAL SIGNATURE

The undersigned certifies that the information contained in this proposal is true and complete and that the proposer agrees to comply with the requirements of this RFP and all applicable laws.

Firm/Proposer Name:

Address:

Telephone:

Email:

Authorized Representative:

Title:

Signature:

Date:

FEE PROPOSAL

The proposer shall provide a clear fee proposal for the services described in this RFP.

Annual Fee: $_____

Hourly Rate, if applicable: $_____

Meeting Rate, if applicable: $_____

Other Fees: $_____

Reimbursable Expenses:

Additional Comments:

TOWNSHIP OF OLDMANS

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