

**ANDOVER BOROUGH  
NOTICE OF  
REQUEST FOR PROPOSALS FOR  
PROFESSIONAL SERVICE CONTRACT FOR  
THE YEAR 2024 FOR THE POSITION OF  
ATTORNEY FOR ANDOVER BOROUGH  
PLANNING/ZONING BOARD**

Notice is hereby given that the Planning/Zoning Board of the Borough of Andover, County of Sussex and State of New Jersey, will, up to **Thursday, December 7, 2023 at 4 p.m.**, at the Borough Hall, 137 Main Street, Andover, NJ 07821, accept and receive proposals for the following position for the year 2024: **Attorney for the Andover Borough Planning/Zoning Board.**

This request for proposals is undertaken through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Proposals shall be delivered in sealed envelopes marked "Proposal for Board Attorney" no later than Thursday, December 7, 2023 at 4 p.m. at the Andover Borough Hall, 137 Main Street, Andover, NJ 07821.

Specifications and requirements are available on request to the Secretary of the Andover Borough Planning/Zoning Board.

Beth Brothman, Secretary  
Andover Borough Planning/Zoning Board  
137 Main Street  
Andover, NJ 07821  
Phone: 973-786-6688

**Specifications and Requirements for Proposals for Attorney  
for the Andover Borough Planning/Zoning Board for the Year 2024:**

Proposals shall be delivered in sealed envelopes marked “Proposal for Board Attorney -- 2024” no later than Thursday, December 7, 2023 at 4 p.m. at the Andover Borough Hall, 137 Main Street, Andover, NJ 07821. Proposals received after that deadline will not be considered.

The proposal shall include an hourly rate for all legal services that may be required. Services billed at this rate shall include, but not be limited to, telephone calls, correspondence, legal research, preparation of ordinances, preparation of resolutions, preparation of contracts, negotiations, meetings, hearings, litigation and any other services rendered on behalf of the Board. Any other charges must be noted and must accompany this proposal. Specify any exceptions you have or propose regarding any details in the specifications.

The submission requirements include:

- a. Identification (name, address, email address, phone number) of lead counsel and any other individual(s) to be assigned to perform the tasks.
- b. Professional experience of the lead counsel and individual(s) to be assigned, including a list of experience with Andover Borough and/or experience with other municipalities.
- c. A statement concerning the ability of the firm/individual to perform tasks assigned by the Board in a timely fashion.
- d. Professional licenses held by lead counsel and the individual(s) to be assigned and a statement that the licenses are in effect and not suspended or revoked.
- e. Educational background and experience of lead counsel and individual(s) to be assigned.
- f. Description of the support staff available to the individual(s) to be assigned.
- g. Copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm/company/individual showing the current amount of professional liability insurance.
- h. List of professional references with addresses and telephone contact numbers.
- i. Completed and executed Non-Collusion Affidavit and Stockholder Disclosure Form.
- j. Proposed legal services agreement.

Note: the Board generally meets on the third Monday of each month.

The award of this contract shall be made to the person or firm submitting the proposal which is deemed by the Board to be that which is most advantageous to the Borough, price and other factors considered. The Board reserves the right to waive any informality in any submission, and to accept the submission, which in the Board’s judgment serves its best interests. The Board shall have sole discretion in making that decision, and its decision shall be final. In its discretion, the Board may also decline to make an award.

The selection criteria to be used in awarding this contract as a fair and open contract in accordance with N.J.S.A. 19:44A-20.4, et. seq. include:

- a. Qualifications of the individuals who will perform the services and their experience and familiarity with Planning and Zoning Board matters.

- b. Ability to perform the services in a timely fashion, including staffing and familiarity with the subject matter.
- c. Cost consideration including, but not limited to, standardized submission and compliance with proposal documents.
- d. Experience with Andover Borough and/or experience in the applicant's field of expertise.

Pursuant to N.J.S.A. 40A:11-3(b), contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection 10 of section 5 of P.L. 1971, c. 198 (N.J.S.A. 40A:11-5) may be awarded for a period not exceeding twelve (12) consecutive months. The Board shall have the right to cancel any contract on thirty (30) days' advance written notice. If a new contract has not been awarded prior to the contract expiration date, the professional services entity shall continue the contract under the same terms and conditions until a new contract is completely operational; however, this transition period shall not extend more than ninety (90) days after expiration of the contract. The professional services entity shall maintain all documents related to services under the contract for at least five (5) years from the date of final payment; and such records shall be made available to the Board on request.

If awarded a contract, the contractor shall be required to comply with the requirements of N.J.S.A. 10:2-1, et seq., 10:5-31 et seq. and N.J.A.C. 17:27 et. seq.

Beth Brothman, Secretary  
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