TOWNSHIP OF CINNAMINSON

REQUEST FOR QUALIFICATIONS / PROPOSALS

Special Counsel - OPRA

PROPOSAL DUE: Thursday, December 3, 2026 at 11:00 a.m.

I. PURPOSE AND INTENT

Through this Request for Proposal & Qualifications (RFP), the Township of Cinnaminson (hereinafter the "Township") seeks to engage a vendor as Special Counsel for OPRA for the year 2027. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. and Chapter 41, Article II of the Code of the Township of Cinnaminson.

II. PROPOSAL SUBMISSION

The Township requires the proposal be submitted in the following format:
One (1) original, hard copy, plus One (1) copy of the full proposal in PDF File Format on CD or USB, shall be submitted in sealed envelopes and must be marked with the "Special Counsel" and addressed to:

Lisa A. Passione, Municipal Clerk
Township of Cinnaminson
Township Municipal Building
1621 Riverton Road
Cinnaminson, NJ 08077

Faxed proposals will NOT be accepted.

Any inquiry concerning this RFP should be directed in writing to:

Julia Edmondson
Interim Township Administrator
Township of Cinnaminson
1621 Riverton Road
Cinnaminson, New Jersey 08077

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

III. GENERAL INFORMATION ON THE TOWNSHIP OF CINNAMINSON

The Township of Cinnaminson operates under a Township Committee Form of Government. The Township is approximately 8 square miles, has a population of 18,000 +/-, an annual operating budget of $21 million, approximately 100 employees. The Township Committee meets the first and third Mondays of each month as well as special meetings on an as-needed basis.

IV. MINIMUM QUALIFICATIONS

The successful applicant shall have a minimum of eight (8) years' experience as a New Jersey licensed attorney with at least five (5) years representing municipalities.

The proposal shall provide a *resume* for all principals who will be assigned to work for the township or appear at meetings on behalf of the township.

The applicant shall have the following capabilities and provide the following services:

- The Special Counsel – OPRA Attorney shall be either (a) a member of or employed by a multi-discipline firm of New Jersey licensed attorneys with at least eight (8) years' experience, or (b) shall personally have at least five (5) years' experience, representing municipalities with OPRA matters. The OPRA Attorney will provide guidance to the Township on compliance with OPRA and represent the Township in any related legal proceedings, including litigation before the Government Records Council (GRC) or other venues as necessary.
- The individual(s) appointed as Special Counsel – OPRA Attorney or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least eight (8) years. The Special Counsel Attorney - OPRA may, in his/her discretion, be assisted by employees of the Attorney's firm with lesser levels of experience.
- Availability during regular business hours for access by the township administration and governing body.
- Respond promptly to all legal questions.
- Attend meetings as requested

Proposal

Please attach a full and complete proposal demonstrating the way and manner in which the respondent meets the requirements of this RFQ/RFP, including specific areas of expertise in municipal law. At a minimum the Proposal shall (a) outline the services to be provided, (b) attach a *resume* for the primary contact and all principal persons who will provide services to the township, (c) provide a summary of the experience of the entity in providing legal services with emphasis on experience with municipalities and other local government entities, (d) set forth the manner of calculating, amount and method of payment of the fees[1], and (e) provide a table of organization for the entity.

Additional Requirements

In addition to the foregoing all respondents shall fully comply with the requirements of the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 *et seq.*). The proposal shall include (a) a statement of ownership [stockholder disclosure certificate], (b) a list of any sub-contractors or contracted employees who will be providing services, (c) a statement of compliance with the Americans with Disabilities Act, (d) a mandatory equal employment opportunity notice and statement, (e) a Certificate of Liability Insurance in an amount not less than $2,000,000.00 single limit[2]. (f) copies of applicable producer insurance licenses for all persons providing legal services, (g) a copy of the entity's N. J. Business Registration Certificate, (h) a copy of the entity's N.J. Certificate of Employee Information Report pursuant to N.J.A.C. 17:27-1.1 *et seq.*, (i) a Non-Collusion Affidavit, (j) Iran Statement and (k) Russia Belarus Statement.

[1] Travel associate expenses, if any, shall only be compensated from the office or another job site, whichever is shorter in time and distance.

[2] If awarded the contract, this certificate will be required to name Cinnaminson Township as an additional insured.

The proposal shall be certified as containing true and accurate information and that the entity has the capability to provide all of the listed services.