



NOTICE OF REQUEST FOR QUALIFICATIONS Zoning Board of Adjustment Attorney

January 1, 2025 - December 31, 2025

NOTICE IS HEREBY GIVEN that the Zoning Board of Adjustment ("Board") of the City of Orange Township, New Jersey ("City") is soliciting Qualification Statements from interested individuals and/or firms to provide the Board with general legal services for the 2025 calendar year. Interested individuals and/or firms must prepare and submit a Qualification Statement in accordance with the procedures and schedules set forth in the Request for Qualifications ("RFQ"), and the Board will only review submissions that include all required information (as determined in the City's sole discretion). The Board intends to qualify individuals and/or firms that possess the professional experience, administrative and staffing capabilities to provide the proposed services, and agree to meet the defined terms and conditions. The selection of qualified individuals and/or firms is not subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., but is subject to the New Jersey Campaign Contributions and Expenditures Reporting Act, N.J.S.A. 19:44A-1 et seq. The City has structured a procurement process that seeks to obtain the desired results, while establishing a competitive, fair and open environment so that each individual and/or firm is provided an equal opportunity to respond to the RFQ.

A copy of the complete RFQ may be obtained anytime via the City's website (www.orangenj.gov), the Municipal Council's website (www.orangetwpnjcc.org), by e-mail request (tscipio@orangenj.gov), or at the Board's offices during regular business hours (Mon-Fri, 8:30 am to 4:30 pm). Responses to the RFQ should be hand delivered or sent via mail or courier (e.g., FedEx, UPS, etc.) to:

**City of Orange Township Zoning Board of Adjustment
ATTN: Trisha Scipio, Board Secretary
29 North Day Street, Fourth Floor Orange, New Jersey, 07050**

All responses must be submitted in sealed envelopes, clearly marked "RFQ – 2025 Zoning Board of Adjustment Attorney", and received in the Board's offices no later than 10:00 am on October 15, 2024, at which time all responses will be publicly opened and read aloud. Contracts shall be awarded based on factors including without limitation experience, education, and special accreditations. The Board reserves the right to reject any or all submissions, and/or to waive any immaterial defect as may be permitted by law. Submissions will not be accepted via fax or email.