

**Request for Proposal for Attorney  
Franklin Township Fire District 3**

This is a combined Request for Qualifications (RFQ) and Request for Proposal (RFP) form. This form will be used by the Franklin Township Fire District #3 as a basis for making professional service appointments. Proposals shall be submitted in a sealed envelope, marked on the outside with "Submissions of Qualifications/Proposal for (Attorney)" to the Franklin Township Fire District #3, 138 Shevchenko Ave, Somerset, NJ 08873, no later than 2 P.M. on May 2, 2018. This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq. REQUIREMENTS FOR QUALIFICATION The requirements listed below are the minimum requirements necessary in order to have your request for proposal considered. For Fire District Attorney Individual(s) appointed as Fire District solicitor must have five (5) years prior experience as a Fire District Solicitor and be proficient in OPRA. The Fire District attorney may, at his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience. Please explain how you or your firm meets the minimum requirements (use separate sheets if needed).

\_\_\_\_\_ Received by  
Franklin Township Fire District 3 on, \_\_\_\_\_ Meets Qualifications  
Does Not Meet Qualifications REQUEST FOR PROPOSAL Please indicate the following information. Proposals will be evaluated by the Franklin Township Fire District 3 on the basis of the most advantageous price and other factors listed below. 1. Names, title, and licenses of all the individuals who may perform the service and/or activity. 2. A description of the individual's or firm's experience with similar services or projects. 3. A list of references and record of success. 4. Demonstration of areas of expertise of staff. 5. A description of the individual's or firm's ability to provide the service or complete the activity in timely fashion or as required by the Fire District Franklin Township Fire District 3. 6. A fee schedule for the firm. 7. Availability to accommodate any required meetings of the municipality. 8. The Franklin Township Fire District 3 reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal. 9. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Franklin Township Fire District 3 may waive part or all of the requirements by a majority vote of the full Fire Commission. The waiver shall set forth specifically the reasons of such waiver. 10. All awards or waivers will be by resolution acted on by the Fire Commission at a regular Fire District Meeting. 11. All awards are subject to availability of funds.  
Submit six (6) original paper copies, faxed or emailed proposals will NOT be accepted.

Douglas Krushinski, Clerk of the Franklin Township Fire District 3.