

PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED
Thru a "Fair and Open Process" And BY
ESTABLISHED QUALIFICATION CRITERIA
August 1, 2025

The Merchantville-Pennsauken Water Commission solicits statements of qualification for applicants for appointment to the following professional position. Responses should address the general criteria and mandatory minimum criteria for the position sought, as well as the selection criteria attached hereto. All responses will be treated as confidential.

Responses (1 copy) must be addressed to Chief Operating Officer Jack Killion and received in the Merchantville-Pennsauken Water Commission, 6751 Westfield Avenue Pennsauken, New Jersey 08110 no later than 12:00 PM Wednesday, August 27, 2025. All submissions shall be clearly marked "Professional Qualifications 2025". All responses shall be opened and announced publicly, immediately thereafter by the Chief Operating Officer or his designee. Responses will be reviewed by the Commissioners. All appointments will be announced at a public meeting.

Unless otherwise noted, appointments shall be for the Commission year of (July 1, 2025 - June 30, 2026) and subject to the execution of an appropriate contract. Any/all appointments shall remain in effect until such replacements have been designated and duly appointed by the Commission.

Late submissions will not be accepted and will be returned unopened. No oral, written, or other form of amendment will be accepted by the Commission after this time, unless requested by the Commission. The Commission reserves the right to reject all submissions and also to modify or amend, with appropriate notifications by the respondents. All submissions become the property of the Commission.

GENERAL COUNSEL LEGAL SERVICES

GENERAL CRITERIA

The MPWC desires to appoint an attorney or firm who will be the primary legal representative of the Authority in general legal matters. The applicant should demonstrate knowledge of municipal and authority law. Any experience or knowledge of matters that directly affect the MPWC should be addressed, and should be able to perform the following legal services:

1. Review, draft and negotiate grants, contracts and leases.
2. Provide advice and guidance on labor and employment matters, as well as responses to subpoenas, court orders, and requests for information from third parties.
3. Review personnel, fiscal and other policies and procedures.
4. Defend lawsuits, administrative claims or other legal claims.
5. Conduct litigation as deemed necessary.
6. Attendance at monthly Commission meetings and occasional publicly-advertised special meetings.

MINIMUM REQUIREMENTS

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than three (3) years preceding appointment.
2. Must have a minimum of three (3) years' experience representing municipal entities in connection.
3. Must have sufficient support staff to provide all services required by the Commission including, but not limited to, the preparation of all documents necessary and incidental to general legal matters.
4. Provide a list of all past and present governmental entity clients or be able to demonstrate a proven record of servicing mid-sized or larger public entities with references to be provided upon request.
5. Must maintain an office in the State of New Jersey, and be able to provide a description of organization, size, structure, areas of practice and office location.

SELECTION CRITERIA

The selection criteria to be evaluated in awarding a contract for the services described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation.
2. Experience in providing the professional services requested by the Merchantville- Pennsauken Water Commission and references related thereto (Note: If an individual or firm has been involved in business mergers the Commission will consider length of service to include work performed by the original business entity).
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Merchantville-Pennsauken Water Commission and the Borough of Merchantville and the Township of Pennsauken as well as the entire franchise area.
4. Annual maximum fee and hourly rates, broken down into increments of no more than a quarter-hour.
5. Location (distance) of primary office in relation to the Merchantville-Pennsauken Water Commission Administrative Headquarters.
6. Recent, current, and projected workload of the individual or firm.
7. Thoroughness and completeness of the applicant's submittal or prior work product.
8. All things being equal a preference may be shown first to residents of the host communities and secondly to residents of the franchise areas.
9. Any familiarity, experience, or position in dealing with the parent/host municipalities will be considered.
10. Any other relevant information.

MERCHANTVILLE-PENNSAUKEN WATER COMMISSION
PROPOSAL COST FORM

The undersigned declares that he/s he has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services for the following:

1. General Counsel Legal Services - Schedule of Fees to be attached by Respondent ☐

The Merchantville-Pennsauken Water Commission shall award a contract to the firm that best meets the needs and interests of the Merchantville-Pennsauken Water Commission and of the host communities.

The Merchantville-Pennsauken Water Commission reserves the right to negotiate the terms and conditions of a contract with the successful firm or individual to obtain the most cost-effective use of public dollars.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDAMerchantville-Pennsauken Water Commission

(Name of Contracting Unit)

Print Name_____
RFP

Pursuant to N.J.S.A. 40A:11-23(c) and (d) the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications, bid documents, or RFP's. By indicating date of receipt, the bidder acknowledges the submitted bid takes into account the provisions of the notice, revision, or addendum. Note that the local unit's record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid.

Local Unit Reference Number Or Title of Addendum/Revision		How Received (Mail, fax, pick-up, etc.)	Date Received	Bidder's Initials
Notice, Revision or Addenda No.	Title or Description			

Acknowledged by bidder:

Name of Bidder: _____

By Authorized Representative:

Signature: _____

Printed Name and Title: _____

Date: _____