

**BOROUGH OF MOUNT EPHRAIM  
REQUESTS FOR QUALIFICATIONS FOR  
PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY  
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44A-1 ET.SEQ.**

The Borough of Mount Ephraim solicits statements of qualification for applicants for appointment to the below listed professional position. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the Office of the Borough Clerk of the Borough of Mount Ephraim, 121 S. Black Horse Pike, Mount Ephraim, NJ, 08059 no later than 3:00 PM, Friday, May 25, 2018. Each applicant is required to submit one copy of their proposal. All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or her representative. Responses will be reviewed by the governing body. All appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the fiscal year of May, 2018, to May, 2019, and subject to the execution of an appropriate contract. To obtain the detailed criteria, visit the borough website at [www.mountephrain-nj.com](http://www.mountephrain-nj.com) or you may request same via e-mail to [boroclerk@mountephrain-nj.com](mailto:boroclerk@mountephrain-nj.com).

**PLANNING BOARD ATTORNEY**

**GENERAL CRITERIA:** The Borough of Mount Ephraim Planning Board desires to appoint a Planning Board attorney who will be the chief, general legal officer of the Planning Board. Applications should demonstrate knowledge of general New Jersey Zoning Board Land Use Law and New Jersey redevelopment law. Any experience or knowledge of matters directly affecting the Borough of Mt. Ephraim Planning Board should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of seven (7) years experience in the general representation of municipal governments, municipal authorities, or municipal agencies.
3. Must list past and present municipal or government authorities, or agencies represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient Planning Board staff available to provide all general legal services required by the Planning Board including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.
6. Must provide hourly billing rates of employees possibly assigned to service the Borough of Mount Ephraim Planning Board.