



REQUESTS FOR PROPOSAL

TOWNSHIP OF PLAINSBORO

Redevelopment Counsel

2025

Respond by: 11:00 a.m. – November 21, 2024

Respond to: Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with
N.J.S.A. 19:44A-20.5 et seq.*

I. Introduction

Plainsboro Township is seeking professional services to carry out the duties of Redevelopment Counsel.

II. Scope of Work

The duties of Redevelopment Counsel include:

1. Represent the Township in all matters of law pertaining to general redevelopment matters and perform such duties as are appropriate to facilitate redevelopment projects within Plainsboro Township.
2. Give advice or opinion on the legality of all matters related to redevelopment.
3. Redevelopment Counsel will advocate the interests of the Township of Plainsboro including preparing legal opinions and legal briefs, appearing in court and meeting with Township, County, State and Federal officials.
4. Support the implementation of redevelopment goals, objectives, policies and priorities.
5. Plan, prepare, negotiate and approve redevelopment plans, redevelopment agreements, ordinances, resolutions, contracts, deeds, leases and other legal documents as well as the review of any applicable adoption proceedings.
6. Attend any and all Township Committee, Planning Board or Zoning Board meetings or other meetings with municipal staff where redevelopment or related matters may be discussed, as requested by the Township.
7. The Township may propose additional tasks as deemed necessary to complete the assignment. Any additional work shall be compensated, as agreed between the successful firm and the Township.

III. Contents of Proposal

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm (if applicable);
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to Plainsboro Township;
- Demonstration of experience in carrying out the duties of Redevelopment Counsel or related experience;
- References from clients along with a list of past clients;
- Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Each submittal shall include one (1) original and three (3) copies.

IV. Fees and Costs

Interested firms should provide a complete description and itemization of rates. Indicate all consulting titles and classifications and associated hourly billing rates.

V. Selection Process

Township staff will review the proposals and make a recommendation to the Township Committee as to the recommended firm/professional. These recommendations will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The proposed cost of the services;
- D. Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

VI. RESPONSE/INQUIRIES

All submittals should be clearly labeled “**2025 RFP Enclosed**” and forwarded to:

Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

Submittals must be received no later than 11:00 a.m. on November 21, 2024.

All inquiries should be directed to Bonnie Flynn at (609) 799-0909, ext. 1502 or bflynn@plainsboronj.com.