

**TOWNSHIP OF BERLIN**  
**REQUESTS FOR QUALIFICATIONS FOR**  
**MUNICIPAL REDEVELOPMENT ATTORNEY TO BE AWARDED BY**  
**CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44A-1 ET.SEQ.**

The Township of Berlin solicits sealed statements of qualifications for applicants for appointment of Municipal Redevelopment Attorney pursuant to a fair and open process in accordance with N.J.S.A. 19:44-20.5. Responses should address the general criteria, mandatory minimum criteria for the position sought, as well as the State required forms listed below. Two **(2) copies** of the responses must be received by Catherine Underwood, Township Clerk, Township of Berlin, 135 Route 73 South, West Berlin, NJ 08091, no later than **10:00 AM Thursday December 18, 2025**. Any response received after said opening, whether by mail or otherwise, will be deemed non-responsive. No response will be accepted after the date and time set forth above. **The response must be submitted in a sealed envelope with the name of the firm or individual submitting the proposal clearly marked on the outside of the envelope.** The Township assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the response to be received after the above-referenced due date and time. Submission by fax, telephone or email is not permitted. The final selection shall be made at the sole discretion of the Mayor and Council. Unless otherwise noted, appointments shall be for the calendar year of **2026** at the Township Reorganization Meeting and subject to the execution of an appropriate contract.

- a) **Stockholder Disclosure Certification**
- b) **Non-Collusion Affidavit**
- c) **Affirmative Action Compliance Notice**
- d) **Affirmative Action Mandatory Language**
- e) **Americans with Disabilities Act Mandatory Language**
- f) **Notice of Pending Disclosure Requirement (“Pay to Play”)**
- g) **Business Registration Certificate to be presented with proposal (may register online at [www.nj.gov/treasury/revenue/busregcert.shtml](http://www.nj.gov/treasury/revenue/busregcert.shtml))**

## **MUNICIPAL REDEVELOPMENT ATTORNEY**

**GENERAL CRITERIA:** The Township of Berlin is in need of legal services to represent and assist the Township of Berlin in matters of redevelopment. Such services shall include correspondences, legal research, preparation of ordinances and resolutions, preparation of contracts, negotiations, meetings, hearings, litigations and any other services rendered on behalf of the Township of Berlin.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey for a period over 10 years in the area of redevelopment 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 or municipal authorities.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Township 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 Township of Berlin.