

**PROFESSIONAL SERVICES CONTRACT TO BE AWARDED BY
ESTABLISHED QUALIFICATION CRITERIA**

The Borough of Buena solicits statements of qualifications for applicants for Land Use Board Attorney. Responses should address the general criteria and submission requirements for the position. Responses must be received by the Clerk, 616 Central Ave, Minotola, New Jersey 08341, no later than 12:00 noon on January 13, 2021. All responses shall be opened and announced publicly immediately thereafter by the Borough Clerk of the Borough of Buena or his representative. The applicant/proposer shall submit two (2) copies of his/her proposal in a sealed envelope designating the position to the Borough Clerk. Responses will be reviewed by the Mayor or his designee. All appointments will be announced at a public meeting. Unless otherwise noticed, appointments shall be for the year of 2021 and subject to the execution of an appropriate contract.

LAND USE BOARD ATTORNEY

GENERAL CRITERIA: 1 - The Borough of Buena desires to appoint an attorney consistent with the provisions of the Municipal Land Use Law, N.J.S.A. 40:55D-1, et seq, whose responsibilities will be to represent the Land Use Board at all of their respective regular and special meetings and work sessions, conduct legal research and render legal opinions, represent the Board in any litigation and assist the Boards in any other manner necessary. 2 – The Borough also desires to appoint a redevelopment attorney. Applicants should demonstrate knowledge of the Municipal Land Use Law, Open Public Meetings Act, preparation of resolutions, redevelopment law and other matters pertinent to the Land Use Board. Any experience or knowledge of matters that directly affect the Borough of Buena should be addressed. Individuals may apply for either or both of these positions and shall so indicate in the submission.

SUBMISSION MUST INCLUDE:

1. Evidence of license to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Description of experience representing municipal entities in connection with planning and zoning applications and ordinances.
3. Evidence of a bona fide office in the State of New Jersey.
4. Description of sufficient support staff to provide all services required by the Borough of Buena including, but not limited to, preparation of all documents and resolutions necessary and incidental thereto.
5. A list of past and present public entities represented as planning and/or zoning attorney.
6. A statement of no conflicts of interest.
7. A description of any other factors which the proposing party believes are relevant to its ability to provide the Board with superior service.