

**PARKING AUTHORITY OF THE TOWNSHIP OF WEEHAWKEN**  
**4200 Park Avenue**  
**Weehawken, New Jersey 07086**

**REQUEST FOR QUALIFICATIONS**

PLEASE TAKE NOTICE, the Weehawken Parking Authority requests qualifications for legal services for the position of **General Counsel** for the year 2024, in accordance with the "Fair and Open Process" pursuant to N.J.S.A. 19:44A-20.5, et seq.

Responses must be enclosed in a sealed envelope. The service provider must submit eight (8) copies and indicate the following on the outside of the envelope: (1) The name and address of the service provider; (2) The service for which the response is submitted "General Counsel", and (3) "Sealed RFQ Response". Responses may be delivered by hand, overnight courier, or mail. The envelope containing the response must be submitted to the Executive Director of the Weehawken Parking Authority at the address set forth above, on or before Thursday, December 7, 2023, at 3:00 pm. At that time, the responses will be publicly opened and read.

The successful firm will provide the Authority with legal guidance relating to, but not necessarily limited to:

- I. Legal research and/or advisory opinions as needed.
2. Represent the Authority in courts and administrative forums.
3. Review and/or draft agreements, resolutions, and proposed ordinances.
4. Attend all meetings of the Board of Commissioners and any other board or committee as directed.
5. Any other matters as directed by the appropriate Authority official(s).

**Each interested firm shall submit the following information:**

1. Name of Firm.
2. Address of principal place of business and all attorneys or firm's offices and corresponding telephone and fax numbers. Please note specifically which attorneys will be assigned to work with the Authority.
3. Areas of Practice.
4. Description of firm's attorneys' education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above.
5. Experience related to representation of authorities as general counsel in an urban environment in New Jersey which is substantially similar to the Authority.
6. At least four (4) references, three (3) of which must have knowledge of your representation of parking authorities.

7. Two (2) samples of the attorney's work product prepared within the past 24 months.
8. The firm's ability to provide the services in a timely fashion (including staffing, familiarity, and location of key staff).
9. Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 et seq.

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation.
2. Experience in representing authorities as general counsel in urban environments substantially similar to Weehawken and references.
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Ability to be available with the appropriate personnel at all times necessary to accomplish the representation; and
5. Knowledge, experience, and reputation in the field of parking authorities and of legal matters concerning the Authority, as well as municipal government law, and the subject matter to be addressed by the office of General Counsel.
6. Other factors if demonstrated to be in the best interests of the Weehawken Parking Authority.

Carmela Silvestri-Ehret  
Executive Director  
Dated: November 17, 2023