Parking Authority of the Township of Weehawken
4200 Park Avenue
Weehawken, NJ 07086

Request for Qualifications

Please take notice, pursuant to the "fair and open process" described under N.J.S.A. 19:44A-20.5, et seq., the Weehawken Parking Authority requests qualifications for legal services for the position of **General Counsel** for the contract year commencing on January 1, 2027 through December 31, 2027.

Responses must be enclosed in a sealed envelope and submitted to the Executive Director of the Weehawken Parking Authority or her designee, at the address set forth above on or before Thursday, December 10, 2026, at 3pm. At that time, the responses will be publicly opened and read. All responses may be hand delivered, overnight couriered, or mailed to the address set forth above.

Service providers must submit one (1) original and two (2) copies of the submission and indicate the following on the outside of the envelope:

1. Name and address of the Service Provider
2. Service for which the response is submitted, “General Counsel”
3. “Sealed RFQ Response”

No late proposals will be accepted. The proposer is solely responsible for ensuring timely and proper delivery of its proposal.

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

1. Legal research and/or advisory opinions as needed.
2. Represent the Weehawken Parking 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 Weehawken Parking 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 Weehawken Parking 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.
1. Experience in representing authorities as general counsel in urban environments substantially similar to Weehawken and references.
2. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter and
3. Ability to be available with the appropriate personnel at all times necessary to accomplish the representation. and
4. Knowledge, experience, and reputation in the field of parking authorities and of legal matters concerning the Weehawken Parking Authority, as well as municipal government law, and the subject matter to be addressed by the office of General Counsel.
5. Other factors if demonstrated to be in the best interests of the Weehawken Parking Authority.

Contracts will be awarded based on the most advantageous responses, price and other factors considered. The Weehawken Parking Authority reserves the right to reject any and all proposals.

Carmela Silvestri-Ehret
Executive Director

Dated: November 20, 2026

CSE/vs