PROFESSIONAL SERVICES DESCRIPTION FOR THE POSITION OF:

LEGAL COUNSEL FOR SPECIAL PROJECTS

SUBMISSION DEADLINE:

2:00 P.M.

December 9, 2026

Contract Term

March 1, 2027 to February 28, 2028

FAIR AND OPEN PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL SERVICES

FOR

GLOUCESTER COUNTY IMPROVEMENT AUTHORITY
2 South Broad Street,
2nd Floor, PO Box 337
WOODBURY, NEW JERSEY 08096

Through this Request for Qualifications/Proposals, the Authority seeks to engage a vendor as **Legal Counsel for Special Projects** for the term **March 1, 2027 to February 28, 2028**. This contract will be awarded through a fair and open process pursuant to *N.J.S.A.*. 19:44A-20.4 et seq.

The proposal must be received and will be publicly opened and read aloud on **December 9, 2026** at 2:00pm at the GCIA administrative office located at 2 South Broad Street, 2nd Floor, PO Box 337, WOODBURY, NEW JERSEY 08096. (see "Fair and Open Standardized Submission Requirements and Selection Criteria" for further information)

Must contact Danae Ciociola for the rest of the proposal Packet at dciociola@gcianj.com.

The following is a description of the professional services needed including, where appropriate, a brief description of the tasks involved:

CONTACT PERSON

DANAE CIOCIOLA
DIRECTOR OF PROGRAMS
dciociola@gcianj.com

PURPOSE OF REQUEST

The Gloucester County Improvement Authority is requesting proposals from qualified individuals and firms to provide Special legal services and other legal services of a specialized nature to the GCIA. Proposals will be evaluated in accordance with the criteria set forth in this RFP. One or more individuals/firms may be selected to provide services. Please contact Danae Ciociola for the rest of the proposal.

METHOD OF PAYMENT

For those matters for which the Attorney will be compensated on an hourly basis, payment shall be made in accordance with the Contract document upon receipt of an invoice and a properly executed voucher. After approval by GCIA, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

DETAILED REQUIREMENTS OF THE

REQUEST FOR PROPOSAL FOR SPECIAL PROJECTS LEGAL SERVICES

1. **NATURE OF SERVICES –** GCIA is requesting a proposal for special legal services. Counsel will have a close working relationship with the GCIA.

Counsel may also be called upon to provide other types of legal services of a specialized nature.

2. **SPECIALIZED REQUIREMENTS OF TECHNICAL PROPOSAL –**

A. The proposer must demonstrate the ability to:

1. Provide legal services on special projects;

2. Provide legal services in connection with the issuance of short term obligations;

3. Provide legal services in connection with the issuance of long term obligation;

4. Attend meetings

5. Interact with other governmental agencies.

6. Provide a range of other specialized legal services which may be needed by a GCIA client.

Note: Supplemental information may be requested and an interview may be required.

COST PROPOSAL- Proposers should submit a cost proposal which would include any proposed retainer, the services to be provided under the terms of the retainer and hourly billing rates. The Authority does not provide payment or reimbursement for travel expenses.