

**EASTAMPTON TOWNSHIP  
BURLINGTON COUNTY**

**PUBLIC NOTICE**

**NOTICE OF REQUEST FOR QUALIFICATIONS/  
REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES**

PLEASE BE ADVISED that the Township of Eastampton will accept proposals for the following position for 2015: Special Affordable Housing Counsel.

To obtain a copy of the RFQ/RFP, contact Township Clerk, Kim-Marie White, 12 Manor House Court, Eastampton, NJ 08060, telephone number (609) 267-5723, ext. 209 or visit our website at [www.eastampton.com](http://www.eastampton.com). All proposals submitted to the Township must be submitted pursuant to the said RFQ/RFP.

To be considered, a proposal for the above position must be received on or before **January 23, 2015, AT 11:00 A.M. Only electronic submissions will be accepted.** The submissions shall be sent to Kim-Marie White, Township Clerk at [kwhite@eastampton.com](mailto:kwhite@eastampton.com) in pdf or Word format. The subject line of the email should state Special Affordable Housing Counsel.

Kim-Marie White, RMC/CMC  
Township Clerk  
Eastampton Township

**Township of Eastampton  
12 Manor House Court  
Eastampton, New Jersey 08060**

This is a combined Request for Qualifications (RFQ) and Request for Proposal (RFP) form. This form will be used by the Eastampton Township Council as a basis for making professional service appointments.

Requests for these forms should be made to the Township Clerk, Kim-Marie White, 12 Manor House Court, Eastampton, New Jersey 08060, at (609) 267-5723 x 209.

**THIS PROPOSAL IS BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN  
ACCORDANCE WITH N.J.S.A. 19:44-20.5 et seq.**

**REQUESTS FOR QUALIFICATIONS/PROPOSALS**

**Purpose and Scope of Work:**

The following process is designed to find qualified service providers in a fair and open manner for the provision of professional or other service contracts based on qualifications, merit and cost effectiveness. The general requirements set forth below must be met in order for any proposer to be considered to provide such services, exempt from public bidding pursuant to N.J.S.A. 40A: 11-5 and within the scope of N.J.S.A. 19:44A-20.5 et seq., to the Township.

Response to the Request for Qualifications (RFQ) shall be used to determine what proposers meet or exceed the minimum qualifications for the position and offer the municipality quality professional or other exempt services best meeting the needs of the Township.

Response to the Request for Proposal (RFP) shall be used to determine whether the costs or fees proposed to provide the services are fair and reasonable, both in terms of the Township's budgetary interest, the general market rate for the requested services, and the level of experience, breadth of services, and expertise of the proposer.

Appointments shall be for the calendar year 2015.

**Submissions:**

Submission shall address how the proposer meets the qualifications for the desired position and shall outline fees proposed, fee schedule (including attendance at regular monthly or special meetings), or other basis for compensation sought. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation proposer deems appropriate to the services to be provided.

1. Submissions must be sent by electronic mail to the Township Clerk at [kwhite@eastampton.com](mailto:kwhite@eastampton.com) in pdf or Word format. Submissions may **NOT** be sent by mail, fax, or transmitted over the telephone.

2. **Submissions must be received no later than January 23, 2015 at 11:00 a.m.** Late submissions will not be accepted or considered. The Township assumes no responsibility for submissions misdirected in delivery or delayed in transmission.
3. The Township reserves the right to conduct an interview or interviews with the proposer to discuss the scope of the project as outlined in its proposal.
4. Where applicable, proposer will be required to comply with the requirements of (N.J.S.A. 10-5-31) et seq. and (N.J.A.C. 17:27) Affirmative Action, (N.J.A.C. 52:25-24.2) Statement of Ownership, and (N.J.S.A. 52:32-44) New Jersey Business Registration and Disclosure of Investments in Iran (Public Law 2012, c. 25).
5. Proof of insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township will be required prior to the award of any contract.
6. All awards are subject to availability of funds. Acceptance of a contract will be by resolution acted on by the Township Council at a Township meeting.
7. The Township will not guarantee any minimum level of activity or business.

By submitting a proposal, the proposer agrees and understands that the Township reserves the right and may exercise at its sole discretion the following rights and options with respect to this RFQ/RFP:

- To accept or reject any or all proposals;
- To amend this RFQ/RFP;
- To issue additional solicitations for proposals;
- To waive any irregularities in proposals should it be in the best interest of the Township;
- To enter into an agreement for only portions (or not enter into an agreement for any) of the services contemplated by the proposals;
- To select the proposal that best satisfies the interests of the Township and not necessarily on the basis of price or any other single factor.

**Evaluation:**

The following criteria, not necessarily listed in the order of importance, will be used to review the proposals. The Township reserves the right to weigh its evaluation criteria in any manner it deems appropriate for the best interest of the Township:

- Experience and reputation in the field
- Qualification of the individual(s) who will perform the service or activity
- Knowledge of the Township and the subject matter to be addressed by the contract
- Availability to accommodate any required meetings
- Compensation proposal
- Other factors, if demonstrated to be in the best interest of the Township

**REQUIREMENTS TO QUALIFY:**

The requirements listed below are the minimum levels expected from the professional indicated. If proposer is a firm, it shall designate one professional within the firm to represent the Township and provide the qualifications of that individual in addition to the firm's credentials.

Special Affordable Housing Counsel

**Requirements to Qualify**

The Township Special Affordable Housing Counsel shall be either (a) a member of or employed by a multi-discipline firm of New Jersey licensed attorneys with at least ten (10) years experience, or (b) shall personally have at least ten (10) years experience, representing municipalities in affordable housing matters. Such representation shall include but not be limited to advising the Township as to such affordable housing matters that the Township directs; review and/or preparation of the Township's affordable housing compliance ordinances, resolutions, documents, petitions or pleadings; consultation with Township officials and professionals with regard to affordable housing issues and policy; and appearance before the New Jersey Council on Affordable Housing and/or the Courts as the Township's counsel and authorized representative. Attorney may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience.