

**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 positions for 2015: Township Attorney, Joint Land Use Board Attorney, Township Engineer, Land Use Planning Board Engineer, Township Auditor, Township Labor Counsel, Architectural Firm, Bond Counsel, Township Planner and Animal Control.

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 any of the above positions must be received on or before **NOVEMBER 7, 2014, 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 Proposal for Position of Township (NAME POSITION).

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 and the Eastampton Land Use Planning Board 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 November 7, 2014 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 or Land Use Board 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.

### **For Township Attorney**

Appointment shall be made in accordance with N.J.S.A. 40A: 9-139 for a one-year term. The individual appointed as Township Attorney must be licensed 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. The Attorney must have a minimum of ten (10) years experience representing municipalities in all aspects of municipal law including, but not limited to, general municipal government law; tort claims act, municipal litigation and appeals; Fair Housing Act, COAH, and affordable housing issues; NJ employment and personnel law; tax appeal experience, eminent domain; municipal finance; redevelopment and real estate issues; election law; OPRA, municipal land use law including state regulations affecting the same; Green Acres and open space law; NJDEP, legislation and regulations; and familiarity with Titles 40 & 40A of the New Jersey statutes. Attorney must maintain a bona fide office in the State of New Jersey.

### **For Township Engineer**

Appointment shall be made in accordance with N.J.S.A. 40A: 9-140. The Township Engineer must be licensed in the State of New Jersey and shall have all applicable licenses to perform general engineering in NJ for a minimum of ten (10) years. The Engineer assigned must be multi-disciplined with at least ten (10) years experience in all aspects of municipal engineering including, but not limited to expertise in road construction, construction management, water & sewer plant construction with engineers holding licenses in these areas, land use experience, planners & landscape engineers on staff, experience in environmental studies assessments (wetlands, archaeological, endangered species, hydrologic studies, storm water management), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge NJDEP rules and regulations.

### **For Township Auditor**

The Township Auditor shall have a minimum of ten (10) years experience in New Jersey municipal auditing procedures, bond law, arbitrage, municipal budgeting and purchasing and auditing procedures for shared or joint municipal services, including a shared municipal court and at least ten (10) years experience as an appointed municipal auditor and shall be a CPA and RMA. The Auditor must maintain a current principal office within the State of New Jersey.

### **For Joint Land Use Board Attorney**

The Board Attorney must be licensed 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. The Attorney must have a minimum of ten (10) years experiences as a joint land use board attorney, planning board attorney, or zoning board attorney, or shall have appeared on behalf of applicants before such boards regularly for at least ten (10) years, with experience in all aspects of planning, zoning, and municipal land use law. Extensive work and knowledge of the MLUL, experience in devising Master Plans, and some COAH experience is required. Proposer must have a bona fide office in the State of New Jersey.

### **For Land Use Planning Board Engineer**

The Township Planning Board Engineer appointment shall be made in accordance with N.J.S.A. 40:55D-24. Applicant must be a New Jersey licensed engineer with at least ten (10) years experience reviewing subdivision and site plans including preparation of written reports setting forth compliance with municipal ordinances and with accepted planning and engineering design practices; providing filed observation to assure compliance with Board requirements and preparing plans, studies and reports as requested by the Board.

### **For Township Labor Counsel**

Labor Counsel must be licensed 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. Counsel shall have at least ten (10) years experience as a municipal labor attorney. Applicant shall have demonstrated knowledge of and experience with collective bargaining, PERC arbitration and mediation, ADA, FMLA and NJ FLMA. Applicant must be licensed to practice law in the State of New Jersey and be a member of the bar in good standing and must maintain a bona fide office in the State of New Jersey.

### **For Bond Counsel**

Bond Counsel must have at least ten (10) years prior experience in tax law, securities law and state law and at least ten (10) years prior experience representing municipalities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes. Counsel must maintain a bona fide office in the State of New Jersey.

### **For Architectural Firm**

Architectural Firm must have at least ten (10) years experience as a New Jersey licensed professional architect. Provide basic architectural services to the Township such as providing preliminary evaluations of projects, review alternative approaches to design and construction of projects, preparing drawings and specifications for projects and setting forth in detail the requirements for construction costs. Planning, downtown revitalization and community design experience is valued. Handle any other matter requiring the expertise of an architect as directed by the Township.

### **Animal Control Services**

1. The applicant must demonstrate the ability to perform animal control services for the Township of Eastampton and ability to perform any other tasks related to collecting misplaced and/or abandoned animals, Monday through Friday, and the ability to deliver them to the Burlington County Animal Shelter for housing. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience.
2. Possession of all applicable licenses to perform specified animal control services as required by New Jersey State law and local ordinance and provide proof thereof.
3. Provide an animal control vehicle for transportation of all animal types in and for any/all circumstances through the course of performing duties of Animal Control Officer. Said vehicle shall meet the requirements of N.J.A.C. 8:23A-1.12. In addition have all equipment necessary to pick up or trap wild and/or domestic animals when needed.
4. Offer residents the opportunity to rent a trap from the Township.
5. A contact number with a return call in one hour (1) or less and provide a replacement when not available.
6. Transportation of suspect animals or specimens for rabies testing if required. Report all bites and exposures of rabies as required by N.J.S.A. 26:4-78 et seq., to the New Jersey State Department of Health and if necessary provide transportation of rabies specimens to the New Jersey State Department of Health Laboratory.
7. Removal of dead animals (deer excluded) at the request of Township Officials.
8. Required court appearances.
9. Provide detailed monthly report of services and fees.
10. Officer will provide a list of past and present public entities represented.

### **For Township Planner**

The Township Planner shall be a Professional Planner licensed in the State of New Jersey with at least ten (10) years experience in all aspects of municipal planning including extensive work with and knowledge of the MLUL, COAH and consulting with respect to drafting, and revising Master Plans, COAH Housing Elements and Fair Share Plans, Redevelopment Planning, and Strategic and Functional Land Use Planning.