

**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 be accepting proposals for the following position for 2017: **TOWNSHIP ATTORNEY**

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. All proposals submitted to the Township must be submitted pursuant to the said RFQ/RFP.

1. To be considered, a proposal for the above position must be received on or before **NOVEMBER 30, 2016, AT 11:00 A.M. Submit one (1) electronic copy of its proposal on cd/disc (in pdf format) and six (6) hard copies.** The submissions shall be sent to Kim-Marie White, Township Clerk at Eastampton Township, 12 Manor House Court, Eastampton, New Jersey 08060.

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). This will be used by the Eastampton Township Council as a basis for making professional service appointments.

**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 2017.

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 include **one (1) electronic copy of its proposal on cd/disc (in pdf format) and 6 hard copies**. Submissions may **NOT** be sent by fax, or transmitted over the telephone.
2. Proposer shall include the following with its submission:
 - a) New Jersey State Business Registration;
 - b) Valid Certificate of Employee Information Report;
 - c) Affirmative Action Document – “For Goods and Professional Services”
 - d) Two copies of your proposed contract for Professional Services.

3. **Submissions must be received no later than November 30, 2016 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.
4. 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.
5. Where applicable and if not previously submitted, 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).
6. 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.
7. 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.
8. 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

DISCLAIMER:

The contents and information provided in this Request for Proposals (RFP) is meant to provide general information to interested parties. The successful Proposers shall be required to execute an Agreement with the Township that will govern the rights, duties and obligations between the Township and the successful Proposer. Accordingly, the terms set forth within this request for proposals shall not constitute any Contract between the Township and the successful proposer. Moreover, the Township accepts no responsibility for any omissions or deletions relating to this request for proposals. However, the successful proposal will become part of the Agreement.

The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

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.

NJTPA
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title: _____ Proposer: _____

PART 1: CERTIFICATION

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds a person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive.**

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND** is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the NJTPA under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: _____

Relationship to Proposer: _____

Description of Activities:

Duration of Engagement: _____

Anticipated Cessation Date: _____

Proposer Contact Name: _____

Contact Phone Number: _____

PART 3: CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____