

TOWNSHIP OF PITTSGROVE

REQUEST FOR PROPOSALS FOR 2020 PROFESSIONAL SERVICES

Proposal Submission: In order to be considered, applicants must submit one (1) original, signed CLEARLY marked as the “ORIGINAL” and six (6) full, complete and exact copies of each proposal in a sealed envelope marked with the title for which professional service you are applying. (See the Description of Services pgs. (6-10). Proposals are to be submitted on or before 4:00 pm on Friday, December 06, 2020 to:

Amy Colaneri, QPA
Pittsgrove Qualified Purchasing Agent
Pittsgrove Township Municipal Building
989 Centerton Road
Pittsgrove, New Jersey, 08318

All documents and information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J. S. A. 47:1A-1 et. sec. The Township shall 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.

General Information on the Township of Pittsgrove: Pittsgrove Township operates under the Township form of government. The Township is approximately 47 square miles and has an estimated population of 9,600 with approximately 39 employees. The Township Committee generally meets on the second and fourth Wednesday’s of each month, except for June, July, August and November. The following elements and areas are comprised within the Township:

- Preserved Farmlands
- Preserved Open Spaces
- State and municipal park & recreation areas
- Large tracks of woodlands
- Large areas of wetlands
- Planning Areas 4 & 5
- Lakes, Water Control Structures, Beach
- Redevelopment Area
- Suburban Communities
- Dense Residential Development
- Rural Residential Development

Minimum Requirements and Selection Process: Proposals will be received by the Qualified Purchasing Agent and reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy the minimum requirements and submit all of the necessary documents in their proposal the Township will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field including documented experience in successfully completing contracts and performing services of similar size and scope to the engagement addressed by the RFP; (iii) specific experience/knowledge of the Township of Pittsgrove and the subject matter to be addressed under the contract; (iv) qualifications and

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experience which most closely match the needs of the Township; (v) availability to accommodate meeting and interface requirements with the Township Committee and Township Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the Township including management, supervisory and other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required under this RFP; (vii) compensation and fees as specified and provided by the applicant; (viii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The Township reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the Township.

Applicants do not have to match each item exactly; the following is what is generally meant when used in this RFP.

- Scope-magnitude of the project and value of the contract
- Size-refers to such things as budget, miles of roads, number of employees, acres of lands, size of municipal bonds, population, number of homes.
- Similar-refers to such things as towns that are partially or wholly in areas of New Jersey that have similar attributes (farmlands, open spaces, wetlands, lakes, streams, residential development, commercial development) as Pittsgrove Township.

Contract: The Township Committee of the Township of Pittsgrove shall award the contract for the services. The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting. The Township will select the vendor deemed most advantageous to the goals and objectives of the Township, price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal and any changes negotiated by the parties. The decision to award said contract shall be final and conclusive.

No applicant shall influence, or attempt to influence or cause to be influenced, any Township Official, officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any Township Official, officer or employee to secure unwarranted privileges or advantages.

Compensation: Respondents shall specify all 2020 costs associated with performing the requirements of this contract whether such costs are in the form of a per hour fee, an annual fee, an annual fee not to exceed a specific amount, and/or a schedule of fees, including an hourly rate schedule the Township shall be charged when services are provided by other members of staff. A proposal showing a minimum and maximum range of fees is not acceptable.

Respondents shall also specify any reimbursable expenses, including but not limited to, mileage, reproduction of documents, etc., that you may charge the Township while performing the requirements of this contract.

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Qualifications Evaluation:

1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the Minimum Requirements detailed above.
2. Disclose the location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with the Salem County areas.
3. Describe the resources of your office. Include details of support staff that lists those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who will be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include relevant resume information for the individuals who will be assigned. At a minimum this information should include the person's relevant professional experience, years and type of experience, and number of years with the vendor. Include information on other qualified attorneys in your office who would be available to Township Officials in the event you were absent or unavailable.
4. Identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regards to this engagement or the Township of Pittsgrove.
5. Provide a list of references, including names, addresses and telephone numbers of persons who can verify experience and record of success.
6. Review of fee schedule.
7. Review of required forms.

Required Forms: Each applicant shall be required to complete, sign and provide/return the below listed forms and information with their proposal.

1. Copy of valid New Jersey **Business Registration Form**.
2. Certificate of Insurance for **Professional/General Liability Insurance** - The successful vendor shall provide to the Township proof of Professional Liability Insurance coverage with a limit of not less than \$500,000.00 for each claim and not less than \$1,000,000.00 aggregate.
3. **Chapter 33 – Corporate Disclosure Form** – (see attached pg. 5) No corporation or partnership may be awarded a contract for the performance of work or the furnishing of materials or supplies, unless it lists with its proposal, or prior thereto, the names and addresses of all stockholders who own ten (10) percent or more of its stock of any class, or all individual partners who own a ten (10) percent or greater interest therein (N.J.S.A. 52:25-24.2, P.L. 1977, Chapter 33).
4. **Exhibit “A” Mandatory Equal Employment Opportunity Language** - Affirmative Action Compliance - When required for Procurement, Professional, and Service contracts, respondents are required to comply with the requirements of P.L. 1975, C. 127 (N.J.S. A. 10:5-31 et seq., N.J.A.C. 17:27).

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Ancillary Documents: Prior to execution of a contract, the chosen professional must additionally provide the following:

1. Affirmative Action Compliance - When required for Procurement, Professional, and Service contracts, respondents are required to comply with the requirements of P.L. 1975, C. 127 (N.J.S. A. 10:5-31 et seq., N.J.A.C. 17:27). See exhibit "A" Mandatory Equal Employment Opportunity Language for details.
2. Proof of errors and omissions (malpractice) insurance.
3. Proof of worker's compensation insurance.
4. Applicant must submit copies of licenses and certifications.

Questions: Questions regarding this Request for Proposals shall be directed to Amy Colaneri, Pittsgrove Qualified Purchasing Agent, Pittsgrove Township Municipal Building, 989 Centerton Road, Pittsgrove, New Jersey, 08318; by email at acolaneri@pittsgrovetownship.com or the Office of the Township Administrator by telephoning (856) 358-2300, extensions 6024.

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CORPORATE DISCLOSURE STATEMENT

I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Partnership

Corporation

Sole Proprietorship

PLEASE CHECK THE APPROPRIATE BOXES ABOVE AND SIGN BELOW.

Stockholders

Addresses

THIS STATEMENT MUST BE INCLUDED WITH YOUR PROPOSAL SUBMISSION

Subscribed and sworn before me

this ___ day of _____, 201___

(Signature of Affiant)

(Notary Public)

(Print Name and Title)

My Commission expires: _____