

## **Request for Qualifications / Proposals for Professional Services**

The Township of Southampton is seeking qualified proposals for professional services for the following positions: Township Attorney, Planning Board Attorney, Zoning Board Attorney, Township Engineer, Planning Board Engineer, Zoning Board Engineer, Planning Board Planner, Zoning Board Planner, Township Auditor, and Township Labor Counsel.

Where to obtain minimum qualifications and proposal forms, submission deadline, submission deadline and form of submission are indicated below.

Where to obtain RFQ/RFP: **Township Clerk, 5 Retreat Road, Southampton, NJ 08088, [khoffman@southamptonnj.org](mailto:khoffman@southamptonnj.org)**

Submission Deadline: November 4, 2022; 10:00 AM

**PHONE INQUIRES WILL NOT BE ACCEPTED**

Submission Location: **Township Clerk, 5 Retreat Road, Southampton, NJ 08088**

Form of Submission: All submissions, one (1) original and five (5) copies and one (1) electronic file in the form of a CD or USB of the respective proposal(s) shall be in sealed envelope with "Submission of Qualifications / Proposal for [Name of Position]" marked on the outside. The package should include detailed qualifications and fee schedules.

## Requests for Qualifications / Proposals

### TOWNSHIP OF SOUTHAMPTON

#### **Purpose & Scope:**

The following general requirements must be met in order for any firm to be considered to provide professional or other services, exempt from public bidding pursuant to N.J.S.A. 40A:11-5, and covered by N.J.S.A. 19:44A-20.5 *et seq.*, with the Township. The process is designed to find qualified service providers in an open and fair manner in order to have the most qualified service provider for the Township. The scope of this policy covers any persons or firms interested in providing professional or other exempt services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40A:11-2 and 5, to the Township of Southampton.

#### **General Requirements:**

1. The Request for Qualifications (“RFQ”) shall be used to determine what companies, firms, or individuals offer the municipality the best opportunity to secure the highest quality professional or other exempt services.
2. The Request for Proposals (“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 interests, the general market rates for the services, and the level of experience, breadth of services, reputation, and expertise of the candidate.
3. Advertising of the RFQ/RFP, at a minimum, includes the official paper(s) of the Township and any other sources deemed appropriate by the Township for the specific service at least ten (10) days before the submission deadline. It shall also be posted on the Township website and Township official bulletin board, and filed with the Municipal Clerk at least ten (10) days prior to the submission deadline.
4. The RFQ shall list the minimum requirements of the service being sought. Where the Request for Qualifications lists separate experience requirements for firms and for individuals appointed, candidates in solo practice shall meet the experience requirements for a firm.
5. Submissions will be required within ten (10) days of the advertisement of the RFQ. Candidate(s) selected shall be notified within twenty (20) days of the date of advertisement.
6. All RFQ’s/RFP’s will be delivered by email, mail or in person to applicants by the Township Clerk and returned to the Clerk in sealed envelopes.

## Requirements to Qualify

The requirements listed below are the minimum levels expected from the professional indicated.

### **For Planning Board Engineer**

The Planning Board engineering firm shall have at least eight (8) years of experience as a municipal planning or zoning board engineer in all aspects of municipal land use law, Master Plans, storm and sanitary sewers, and related issues. The individual assigned shall have at least five (5) years experience as an appointed engineer to a planning or zoning board.

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.)

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Received by Township on \_\_\_\_\_

Meets Minimum Qualifications

Does Not Meet Minimum Qualifications

**PROPOSAL**

The undersigned individual, firm, or corporation, hereby proposes to server as Township Planning Board Engineer based upon the following compensation:

*[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]*

## **Request for Qualifications / Proposal for Professional or other Exempt Services - Policy Statement**

### **Purpose:**

The following procedures are designed to provide for a fair and open process in awarding professional or other services, exempt from public bidding under N.J.S.A. 40A:11-5, based on qualifications, merit and cost effectiveness through a competitive and open process.

### **Scope:**

Any persons or firms interested in providing professional or other services exempt from public bidding to the Township of Southampton as defined in the New Jersey Statutes, N.J.S.A. 40A:11-5.

### **General Requirements:**

1. Once a need is established for exempt services and after a review of the necessary request for qualifications, a Request for Qualifications / Proposals (RFQ/RFP) for the specific service or contract will be prepared and advertised.
2. Advertising of the RFQ/RFP shall, at a minimum, include the official paper(s) of the Township and any other sources deemed appropriate by the Township for the specific professional service at least ten (10) days before the submission deadline. It shall also be posted on the Township website and Township official bulletin board, and filed with the Municipal Clerk at least ten (10) days prior to the submission deadline.
3. The advertisement will include a summary of the specific service or activity and who to contact in the Township to receive a copy of the RFQ/RFP requirements to qualify and proposal form.
4. The RFQ/RFP advertisement will, at a minimum, include:
  - A. A description of the professional service needed, including the scope of activities involved.
  - B. Contact information to obtain the RFQ/RFP forms.
  - C. Submission Deadline, including date and time.
  - D. Submission Location shall be to the Office of the Township Clerk.
  - E. Submissions shall be in a sealed envelope.

5. All parties meeting the minimum requirements of the RFQ/RFP shall have their proposals reviewed by the RFP review committee. The proposal shall include specific information regarding the person proposed for the professional appointment, billing method and rate information, and any other information which the Township may deem relevant and helpful in making its selection and requests in writing.
6. The RFP review committee appointed by the governing body shall review all qualifying RFPs giving due regard to the criteria set forth in paragraph nine, below. The review committee shall make a non-binding recommendation to the board or body with appointing authority of the professional to be awarded the contract. Actual contract awards shall be by the governing body. The committee prior to making its recommendation may, in its discretion, elect to interview candidates to better determine their ability to meet the selection criteria and discuss their qualifications and scope of the work to be performed.
7. All submissions shall be kept on file during the term of the contract.
8. All submissions shall be a public record as of the date of advertising.
9. The Township shall award all exempt service contracts or agreements based on qualification, merit, experience, quality of work product, and cost competitiveness. Selection criteria will include:
  - A. Names and titles of the individuals who will perform the service and/or activity.
  - B. A description of the individuals or firms experience with similar services or projects requested and the breadth of services offered.
  - C. A list of references and record of success.
  - D. A description of the individual or firms ability to provide the service or complete the activity in a timely fashion or as required by the Township.
  - E. A fee schedule for the firm, including any retainer if applicable.
  - F. Mandatory Affirmative Action Evidence
  - G. NJ Business Registration
10. In the event that compliance with part or all of the requirements of the RFQ/RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements as to all candidates by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.

11. All awards or waivers will be by resolution acted on by the Township Committee at a public session of the governing body convened in accordance with the Open Public Meetings Act.
12. All awards are subject to availability of funds.
13. This policy will include, but not be limited to, all of the listed requirements. The Township reserves the right to amend or revise its review standards. In the event of such revision or review, all candidates shall be given not less than ten (10) days notice of the additional or revised standard(s) and an additional ten (10) days to demonstrate their compliance with the additional or revised standard.
14. This policy will include, but is not limited to, the following professional appointments provided that the anticipated annual contract value is greater than Seventeen Thousand Five Hundred Dollars (\$17,500.00):

- Township Attorney
- Township Engineer
- Township Auditor
- Township Bond Attorney
- Planning Board Attorney
- Zoning Board Attorney
- Planning Board Engineer
- Zoning Board Engineer
- Planning Board Planner
- Zoning Board Planner
- Township Labor Counsel