

PUBLIC NOTICE

TOWNSHIP OF PITTSGROVE

NOTICE FOR SOLICITATION OF REQUESTS FOR PROPOSALS FOR PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS

The Township of Pittsgrove is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 for the following positions: Township Solicitor, Township Auditor, Township Bond Counsel, Township Planner, Special Counsel (COAH), Architect.

Interested applicants may obtain the Request for Proposal packages for the above listed positions by contacting Dawn Ebinger of the Finance Department, by telephone at (856) 358-2300, extension 15, or by mail, or in person during the regular business hours (9:00 am- 4:30 pm on Tuesday through Friday) of the Township, at the Pittsgrove Township Municipal Building, 989 Centerton Road, Pittsgrove, New Jersey, 08318.

Interested applicants must submit their proposals by 2:00 PM prevailing time, Thursday, December 10, 2009, to the Deborah Turner-Fox, Office of the Pittsgrove Township Administrator, Pittsgrove Township Municipal Building, 989 Centerton Road, Pittsgrove, New Jersey, 08318, at which time and place all proposals received shall be publicly and announced by the Township Administrator or her designee.

FAIR and OPEN Process

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria outlined below.

After receipt of proposals and public opening as scheduled for December 10, 2009 at 2:00 PM; proposals shall thereafter be received by the Mayor and Township Committee of the Township of Pittsgrove who shall award such contract for services. The award of the Contract shall be based on the following criteria:

- a) Responsiveness to the Request for Proposal, Qualifications Evaluation and other required submissions;

- b) General experience and reputation in the field of practice;
- c) Specific experience and knowledge of the Township of Pittsgrove and the subject matter being addressed in the Request for Proposal;
- d) Qualifications and experience, which most closely match the needs of the Township of Pittsgrove;
- e) Availability to accommodate meeting and interface requirements with the Mayor, Township Committee and Township Officials for meetings, phone conferences, attendance at events and consultations
- f) Office resources, including back up staff, which are deemed adequate to service the needs of the Township
- g) 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

- a) Not select any of the applicants
- b) Require applicants to submit to a personal interview and/or submit additional or clarifying information
- c) Reject any or all proposals
- d) Waive any informalities in the proposals
- e) Procure the articles or services from other sources if deemed most advantageous to the objectives of the Township

The Township's determination of the applicant who is most advantageous to the goals and objectives of the Township shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, an Township Official or Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment not to secure un warranted privileges or advantages.

By order of the Pittsgrove Township Committee
Peter I. Voros, Mayor.

Deborah Turner-Fox, RPPO, QPA
Township Administrator