

## **Request for Proposal for Professional Services**

### **Purpose:**

The following procedures are designed to provide for a fair and open process in awarding professional services based on qualifications, merit and cost effectiveness through accessible advertising. Services include annual appointments and day –to-day programs, projects and contracts.

### **Scope of Services: PLANNING BOARD ENGINEER**

Any persons or firms interested in providing professional services to the Township of Deptford as defined in the New Jersey Statutes, NJSA 40A:11-2(6).

**1) Appointment of Planning Board Engineer.** An Engineer shall be appointed by the Planning Board for a term not to exceed one (1) year. In lieu of appointing an individual, the Planning Board may appoint an engineering firm. The member of the engineering firm shall be a licensed civil engineer by the State of New Jersey. The Planning Board Engineer or firm shall be compensated as determined by the Planning Board subject to funds appropriated by Township Council on an annual basis.

### **2) Duties.**

The Planning Board Engineer shall:

**A.** Perform all of the engineering work required in the capacity of Planning Board Engineer of the Township of Deptford. In addition, perform any additional duties assigned by the Board.

**B.** Attend all regular or special meetings of the Board or its subcommittees as required by the Board.

**C.** Review subdivision and site plans including preparation of written reports setting forth compliance to municipal ordinances and to accepted planning and engineering design practices.

**D.** Provide field observation service of subdivisions and/or site plans to assure compliance with Board requirements and approvals.

**E.** Provide and maintain subdivision plans, studies and reports related to engineering matters and reviews approved by the Board.

**F.** Provide general engineering and planning advice and assistance to the Board as requested.

**G.** Prepare or cause to be prepared plans, studies and/or reports which the Board may request.

**H.** Maintain all papers, documents, memoranda, reports, and other material related to the Engineer's duties and function. Upon the termination of these services with the Board, the Engineer shall forthwith surrender all Board records.

**I.** The Planning Board Engineer shall coordinate his/her efforts or the firm's efforts with the Department of Community Development and the office of the Township Manager to effectuate the intent and objectives of the Municipal Land Use Law of New Jersey referenced as NJSA 40:55-D-1 et.seq.

**3) Residence.** The Planning Board Engineer need not be a resident of Deptford Township.

**Applicants'/Proposers' Responsibility in Responding to Township's Request for Proposals For Professional Services**

The applicant/proposer shall in response to the Township's RFP, at a minimum, include the following information:

**A.** Qualification requirements to compete for the needed service or activity as set forth in the "duties and responsibilities" of the position defined in the Township's RFP. Qualifications, at a minimum, shall include requirements defined as follows:

1. Full name and business address.
2. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the RFP.
3. Dates of licensure in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of Deptford Township.
4. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
5. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Township. A description of each individual's qualifications, including education, licensure and years of professional experience.

6. A listing of all previous Public Sector entities served by the applicant/proposer licensed professional including dates of service and position(s) held.

7. Proposed cost of the service(s) or activities, including the hourly rate of individuals who perform the services or activities. The proposed cost should include:

- a. Attorney meetings.
- b. Site visits and expenses.
- c. Expenses for travel, postage and telephone excluded from the hourly rate.
- d. Additional services defined beyond the scope of regular services.

**8. Insurance.** The applicant/ proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township of Deptford.

**9. Financial Disclosure.** The applicant/proposer as a “professional”, if required by law, shall file a Financial Disclosure Statement pursuant to Local Government Ethics Law NJSA 40A:9-22(1) et.seq.

**10. Law against discrimination and affirmative action.** The applicant/proposer as a “professional” shall file a statement as to compliance with NJSA 10:5-1et.seq. ( Laws Against Discrimination) and P.L. 1975, C. 127 (Affirmative Action)

B. The applicant /proposer shall submit **five (5)** copies of his/her Proposal to the attention of the Township Clerk for review and consideration by the Township Manager and Township Council.

#### **Basis for Award of Contract/ Agreement for Professional Services**

The Township shall award all professional service contracts or agreements based on qualifications, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual or firms who will perform the service or activity.
2. Experience and references.
3. Ability to perform the service or activity in a timely fashion, including staffing and the staff’s familiarity of the service or activity.
4. Cost competitiveness. Min. hourly rate \$115.00 – Max. hourly rate \$125.00.

5. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the professional services as outlined in the applicant's/proposal's proposal.
6. All Awards or waivers will be by resolution acted on by the Township council at a Township Meeting.
7. For annual appointment, the Township Council, Township Manager and Administrative staff will conduct a performance review a minimum of once per year in late November, early December.
8. All awards are subject to availability of funds.
9. This policy will include, but not limited to, all of the above listed requirements.