

## **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: ZONING BOARD OF ADJUSTMENT SOLICITOR**

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 Zoning Board of Adjustment Solicitor. A**

Zoning Board of Adjustment Solicitor shall be appointed by the Zoning Board pursuant to the provisions of the New Jersey Municipal Land Use Law, NJSA 40:55-D-1 et.seq. The Zoning Board Solicitor shall be appointed by a majority vote of the Zoning Board and shall serve a term of one (1) year from the first day of January of the year of appointment and until a successor has been appointed and qualified. The Solicitor shall be an attorney-at-law of New Jersey. The Solicitor shall be appointed in a manner consistent with Local Public Contracts. The Zoning Board Solicitor and /or firm shall receive such compensation as agreed upon and determined by the Zoning Board subject to Deptford Township Council having appropriate funding to carry out the objectives of the Zoning Board in accordance with the provisions of NJSA 40:55-D-1 et. seq.

#### **2) Duties.**

The Zoning Board of Adjustment Solicitor shall:

- A.** Review and aid in the preparation of Ordinances, Resolutions and legal documents pertaining to the Zoning Board;
- B.** Attendance at regular, special and continued sessions of the Zoning Board;
- C.** Attendance at work sessions and executive sessions of the Zoning Board;
- D.** Conduct legal research and render legal opinions and assistance to the Zoning Board Officials;
- E.** Assist, when necessary, any other Attorney which the Township may engage;
- F.** Assist the Zoning Board I any other manner that may be necessary;
- G.** Representation of the Zoning Board in litigation.

- H. Cooperate with Township Council and Municipal Solicitor regarding any matters pertaining to the Zoning Board.
- I. The Zoning Board Solicitor 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 Zoning Board of Adjustment Solicitor 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 \$100.00 – Max. hourly rate \$145.00.
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.