

## Request for Qualifications

### **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:**

### TOWNSHIP PLANNER

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 Planner.** The Planner shall be appointed by the Manager. He shall be a duly licensed planner of the State of New Jersey. In lieu of appointing an individual planner, the Manager may appoint a firm of planners, all members of which shall be licensed to practice planning in New Jersey. The Planner shall not receive a fixed salary but shall be paid such sum as may be agreed upon by the Township Manager and authorized by the Council in accordance with the Laws Governing public contracts.
  
- 2) **Duties.**

The Township Planner shall:

- A. When requested by the Planning Board, Township Council or Manager, he shall undertake studies and prepare and recommend a comprehensive plan, including the development of more detailed plans and programs based on the comprehensive plan for area renewal, conservation, rehabilitation or redevelopment.
  
- B. He shall review and submit written comments to the Manager, Township Council or Planning Board upon all proposals to amend the zoning ordinance, the subdivision ordinance, official map and standard ordinance, and such other ordinances as the Manager, Township Council or Planning Board may refer to him. From time to time he shall make recommendations for the updating and revisions of the ordinances concerned or for the adoption of new ordinances related thereto.

- C. He shall maintain the official zoning map and keep it up to date.
  - D. Where authorized or directed by the Planning Board, Township Council or Manager he may provide information to the public on community development problems and develop a program of citizen participation in furtherance of proper planning and municipal development.
  - E. He shall attend the meetings of the Planning Board; and render such professional services and opinions as many be required. He shall render such additional professional services and opinions as may be required from time to time by the Township Council or Manager.
  - F. He shall, when requested assist other departments in the development of specific projects.
- 3) **Documents.** The Township Planner shall maintain all papers, documents, memorandum reports, and other materials relating to the administration of this division. Upon termination of his services with the Township, the Township Planner shall surrender to the Township all such property.
  - 4) **Residence.** The residence of the Township Planner need not be within Deptford Township.

**Applicants'/Proposers' Responsibility in Responding to Township's Request for Qualifications**

The applicant/proposer shall in response to the Township's RFQ, 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 RFQ. 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 RFQ.
  - 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 10:5-1 et.seq. (Laws Against Discrimination) and P.L. 1975, C. 127 (Affirmative Action)
- B. The applicant /proposer shall submit **two (2) 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 \$140.00 – Max. hourly rate \$200.00.
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.

**“The Township shall require that all public documents held by outside vendors/professionals be copied and provided to the Township, without charge, if requested by the Township. The vendor/professional shall comply with a request for public documents by the Township within five (5) working days of the request.”**