

**TOWNSHIP OF CHESTERFIELD  
2021 PROFESSIONAL SERVICES AGREEMENTS  
AWARD CRITERIA**

**CRITERIA 1: QUALIFICATIONS**

The applicant, not the firm, must specify the qualifications that the applicant, not the firm, asserts would address the services required. The qualifications would include, but not necessarily be limited to, education, advanced academic credentials, certifications, licenses, awards, formal recognitions, and affiliations.

**CRITERIA 2: GENERAL EXPERIENCE**

The applicant, not the firm, must provide evidence of experience in performing the required services.

**CRITERIA 3: SPECIFIC EXPERIENCE**

To any specific extent possible, the applicant, not the firm, must provide his/her direct experience in performing the required services for the Township of Chesterfield.

**CRITERIA 4: DOCUMENTATION**

The applicant must provide copies of the following:

1. State Business Registration
2. Valid Certificate of Employee Information Report and be sure all requirements for Affirmative Action, pursuant to P.L. 1975, C. 127 (N.J.A.C. 17:27)
3. Certificate of Insurance
4. Disclosure of Investment Activities with Iran, P.L. 2012, C.25

**CRITERIA 5: COMPENSATION**

The applicant must propose compensation for the services required. The basis for the proposed compensation must be demonstrated. An hourly rate must be submitted to cover litigation costs. An hourly rate and estimated time to review documents from current/previous litigation from a prior firm.

**CRITERIA 6: REFERENCES**

The applicant must provide three professional or business related sources of reference and two personal sources of reference.

**PLEASE NOTE:**

- Chesterfield Township is selecting a particular person for the services, not necessarily the firm that employs the applicant. It is imperative that the applicant is submitting information specific to her/his qualification and experience, not that of the firm/company which employs the applicant.
- All alternates, in the absence of the lead person selected, must also be qualified to perform the required services.
- Please confirm the applicants availability based upon the scheduled meetings of the Township of Chesterfield for your particular service provided.
- In the event that the applicant, or her/his alternate selected, for the particular services is no longer employed with the firm, immediate notification in writing must be provided to the Township Administrator, so we can re-evaluate the appointment.

**PROPOSALS DUE BY 3:00 PM, TUESDAY DECEMBER 8, 2020**

FAILURE TO ADDRESS ALL AWARD CRITERIA COMPLETELY  
SHALL RESULT IN NO FURTHER CONSIDERATION.