The Township of Chesterfield is soliciting qualified proposals for professional services for the following positions: Township Attorney, Bond Attorney, Labor Attorney; Special Counsel for Environmental Matters, Township Engineer, Planning Board Attorney, Planning Board Engineer, Planner, and Auditor. All proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20-4 et seq.

RFQ/RFP Award Criteria may be obtained from the Chesterfield Township website: www.chesterfieldtwpnj.gov. All submissions shall include seven (7) copies of the proposal.

Submission deadline: November 7, 2019 at 3:00 PM
Submission location: Township of Chesterfield
295 Bordentown-Chesterfield Road
Chesterfield, NJ 08515
Form of submission: All submissions shall be submitted in a sealed envelope clearly marked “Submission of Qualifications / Proposal for [Name of Position].”

Caryn M. Hoyer, RMC
Township Clerk
TOWNSHIP OF CHESTERFIELD
2020 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 a minimum of five (5) years' 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
3. Certificate of Insurance
5. Identify the individual and her/his alternate should the applicant who is appointed be unavailable for a particular assignment or time frames expected to provide the services to the Township.

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 NOVEMBER 7, 2019

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