

# Requests for Qualifications / Proposals for 2024 Professional Services

## TOWNSHIP OF CHESTERFIELD

### Purpose & Scope:

The following general requirements must be met in order for any firm to be considered to provide professional or other services, exempt from public bidding pursuant to N.J.S.A. 40A:11-5, with the Township. The process is designed to find qualified service providers in an open and fair manner in order to have the most qualified service provider for the Township. The scope of this policy covers any persons or firms interested in providing professional or other exempt services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40A:11-2 and 5, to the Township of Chesterfield.

### General Requirements:

1. The Request for Qualifications (“RFQ”) shall be used to determine what companies, firms, or individuals offer the municipality the best opportunity to secure the highest quality professional or other exempt services.
2. The Request for Proposals (“RFP”) shall be used to determine whether the costs or fees proposed to provide the services are fair and reasonable, both in terms of the Township’s budgetary interests, the general market rates for the services, and the level of experience, breadth of services, reputation, and expertise of the candidate.
3. Advertising of the RFQ/RFP, at a minimum, includes the official paper(s) of the Township and any other sources deemed appropriate by the Township for the specific service at least twenty (20) days before the submission deadline.
4. The RFQ shall list the minimum requirements of the service being sought. Where the Request for Qualifications lists separate experience requirements for firms and for individuals appointed, candidates in solo practice shall meet the experience requirements for a firm.
5. Candidates shall include with the submission a copy of their Business Registration Certificate (P.L. 2004, c. 57) , Valid Certificate of Employee Information Reporting with all requirements for Affirmative Action, pursuant to P.L. 1975, C.127 (N.J.A.C.17:27)Certificate of Insurance and Disclosure of Investment Activities with Iran, P.L. 2012, C.25.
6. Submissions will be required by 11:00 AM November 30, 2023.
7. All RFQ’s/RFP’s will be available at [www.chesterfieldtwpnj.gov](http://www.chesterfieldtwpnj.gov). Submittals must be made by forwarding **six (6) thumb drives containing all required submission documents and any support information in PDF format and one (1) original paper document submittal** in a sealed envelope clearly marked “Submission of Qualifications/Proposal for [Name of Position]” to the Township of Chesterfield, Attn: Township Clerk, 295 Bordentown-Chesterfield Road, Chesterfield, NJ 08515.

## **Requirements to Qualify / Proposal**

The requirements listed below are the minimum levels expected from the professional indicated.

### **For Labor Counsel**

The Labor Counsel shall be either (a) a member of or employed by a firm of New Jersey licensed attorneys with at least eight (8) years' experience, or (b) shall personally have at least five (5) years' experience representing municipalities in NJ employment and personnel law not limited to collective bargaining, PERC arbitration and mediation, ADA, FMLA and NJ FLMA. The individual(s) appointed as Labor counsel or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar and have five (5) years prior experience as a municipal Labor Counsel. The Labor Counsel may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience.

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.)

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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_\_ Meets Minimum Qualifications

\_\_\_\_ Does Not Meet Minimum Qualifications

### **PROPOSAL**

The undersigned individual, firm, or corporation, hereby proposes to serve as Township Attorney based upon the following compensation:

*[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]*