

**TOWNSHIP OF DELRAN
900 CHESTER AVENUE
DELRAN, NEW JERSEY 08075**

Request for Proposals for Professional Services

Please take notice in accordance with N.J.S.A. 19:44A-20.5 et seq., through the fair and open process, Delran Township is seeking proposals and resumes for 2024 Professional Services Contracts for the following positions:

Township Alternate Prosecutor

Sealed proposals will be opened on Monday September 9, 2024, at 10:00 AM by the Municipal Clerk at the Delran Township Municipal Building, 900 Chester Avenue, Delran, NJ 08075. Proposals received after this time will not be accepted. Proposals shall be labeled “**RFP for (Name of Position)**” marked on the outside. Please submit only one copy of the proposal for each position and one copy on flash drive or disk.

Respondents are required to comply with the requirements of N.J.S.A 10:5-31 et seq. and P.L. 1975, c. 127 (N.J.A.C.17:27), Affirmative Action Requirements, (N.J.A.C. 52:25-24.2) Statement of Ownership, (N.J.S.A 52:32-44) New Jersey Business Registration and Disclosure of Investments in Iran (Public Law 2012, c.25).

The award of contracts for providing the above will be made at a Meeting of the Mayor and Council, who reserve the right to waive formalities and accept or reject any part or all of the submitted proposals as they may determine to be in the best interest of the Township of Delran.

Jamey Eggers, RMC
Township Clerk

TOWNSHIP OF DELRAN

REQUEST FOR PROPOSALS

Purpose:

The following process is designed to find qualified service providers in a fair and open manner for the provision of professional or other service contract based on qualifications, merit, and cost effectiveness. The general requirements set forth below must be met in order for any proposer to be considered to provide such services, exempt from public bidding pursuant to N.J.S.A. 40A: 11-5 and within the scope of N.J.S.A. 19:44A-20.5 et seq., to the Township.

Response to the Request for Proposal (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 interest, the general market rate for the requested services, and the level of experience, breadth of services, and expertise of the proposer.

Appointments shall be for the calendar year 2024.

Submissions:

Submission shall address how the proposer meets the qualifications for the desired position and shall outline fees proposed, fee schedule (including attendance at regular monthly or special meetings), or other basis for compensation sought. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation proposer deems appropriate to the services to be provided.

1. Please submit one copy of your proposal to the Delran Township Municipal Clerk at the address listed below:

Delran Township
ATTN: Jamey Eggers
Township Clerk
900 Chester Avenue
Delran, NJ 08075

2. Sealed proposals will be opened on Monday, September 9 2024, at 10:00 AM by the Municipal Clerk at the Delran Township Municipal Building, 900 Chester Avenue, Delran, NJ 08075. Proposals received after this time will not be accepted. Proposals shall be labeled "**RFP for (Name of Position)**" marked on the outside. Please submit only one copy of the proposal for each position.
3. The Township reserves the right to conduct an interview or interviews with the proposer to discuss the scope of the project as out lined in its proposal.

DELRAN TOWNSHIP

4. Where applicable, proposer will be required to comply with the requirements of (N.J.S.A. 10-5-31 et seq. and (N.J.A.C. 17:27) Affirmative Action, (N.J.A.C. 52:25-24.2) Statement of Ownership, and (N.J.S.A. 52:32-44) New Jersey Business Registration and Disclosure of Investments in Iran (Public Law 2012, c.25).
5. Proof of Insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township will be required prior to the award of any contract.
6. All awards are subject to availability of funds. Acceptance of a contract will be by resolution acted on by either the Township Council, Planning Board or Zoning Board at their Meeting.
7. The Township will not guarantee any minimum level of activity or business.

By submitting a proposal, the proposer agrees and understands that the Township reserves the right and may exercise at its sole discretion the following rights and options with respect to this RFP:

- To accept or reject any or all proposals.
- To issue additional solicitations for proposals.
- To waive any irregularities in proposals should it be in the best interest of the Township.
- To enter into an agreement for only portions (or not enter into an agreement for any) of the services contemplated by the proposals.
- To select the proposal that best satisfies the interests of the Township and not necessarily on the basis of price or any other single factor.

Evaluation:

The following criteria, not necessarily listed in the order of importance, will be used to review the proposals. The Township reserves the right to weigh its evaluation criteria in any manner it deems appropriate for the best interest of the Township:

- Experience and reputation in the field
- Qualification of individual(s) who will perform the service or activity
- Knowledge of the Township and the subject matter to be addressed by the contract
- Availability to accommodate and required meetings
- Compensation proposal
- Other factor, if demonstrated to be in the best interest of the Township

REQUIREMENTS TO QUALIFY:

The requirements listed below are the minimum levels expected from the professional indicated. If Proposer is a firm, it shall designate one professional within the firm to represent the Township and provide the qualifications of that individual in addition to the firm's credentials.

Township Alternate Prosecutor

The Township Prosecutor shall be a New Jersey licensed attorney with familiarity with applicable state motor vehicle and criminal laws; municipal court rules and procedures; and prior experience in prosecuting municipal ordinance and municipal code violations pertaining to zoning, land, or property use regulation, property maintenance, building, or construction. In addition, admission to the bar of New Jersey for a minimum of six (6) years, and a minimum of four (4) years municipal prosecutor experience is required. The Township Prosecutor will be required to cover two court sessions per month which are held on the first and third Wednesdays.