

PUBLIC NOTICE

**TOWNSHIP OF MONROE
COUNTY OF GLOUCESTER
STATE OF NEW JERSEY**

**NOTICE FOR SOLICITATION OF QUALIFICATIONS/PROPOSALS FOR
PROFESSIONAL SERVICES FOR YEAR 2021
UNDER A FAIR AND OPEN PROCESS**

Notice is hereby given that sealed qualifications/proposals for professional services, in accordance with *N.J.S.A. 40A:11-5* and *N.J.S.A. 19:44A-20.5*, will be received by the Municipal Clerk of the Township of Monroe. The sealed qualifications/proposals will be opened and recorded at the Municipal Building, 125 Virginia Avenue, Williamstown, NJ 08094 on **Thursday, December 10, 2020 at 10:00AM** by the Municipal Clerk, and the Township Business Administrator and/or a representative of the respective Municipal Appointing Authority. Each sealed envelope containing a proposal shall be plainly marked on the outside to clearly show the specific service for which an individual or firm is submitting a proposal.

Qualifications/Proposals for the following professional services will be accepted:

**Affordable Housing Administrative Agent
Economic Development Consultant
Energy Procurement Consulting Services
Grant Consulting Services
Municipal Auditor
Municipal Bond Counsel
Municipal Engineer
Municipal Prosecutor
Municipal Public Defender
Conflict Public Defender
Planning Board Attorney
Planning Board Engineer
Planning Board Planner
Redevelopment Attorney
Redevelopment Engineer
Redevelopment Planner
Risk Management Consultant
Special Counsel for Litigation
Special Labor Counsel
Special Projects Engineer
Township Physician
Zoning Board of Adjustment Attorney
Zoning Board of Adjustment Engineer
Zoning Board of Adjustment Planner**

Please submit the following:

- Cover Letter detailing the position being submitted
- One (1) original, paper/hard copy of the qualifications/proposal UNBOUND and clearly marked "ORIGINAL"
- One (1) CD or Flash Drive of entire proposal package in PDF format

Each submission to be considered shall comport to the criteria set forth herein:

(1) Should the applicant be a professional acquiring licensure in the State of New Jersey, said applicant shall be licensed for a period not less than five (5) years.

(2) The applicant shall submit a “Certificate of Good Standing” or other similar document evidencing that the professional’s license is not presently suspended or revoked.

(3) The applicant shall submit a resume, which shall set forth information including, but not limited to the following (as applicable to a business entity or individual professional):

- (a) Full name and business address;
- (b) A listing of all post high school education of the applicant;
- (c) Dates of licensure in the State of New Jersey and any other State;
- (d) A listing of any professional affiliations or membership in any professional societies or organizations with an indication as to any offices held therein;
- (e) The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant;
- (f) A listing of all special accreditations held by the individual licensed professional or business entity;
- (g) A listing of all previous public entities served by the business entity or licensed professional, indicating the dates of services and position held
- (h) Current fee schedule

The Municipal appointing authority shall thereafter publicly select the professional or business entity for the position so advertised which shall thereafter be confirmed or approved as required by law or Ordinance.

Township of Monroe
Aileen Chiselko, RMC
Municipal Clerk