

PUBLIC NOTICE

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

**NOTICE OF SOLICITATION FOR QUALIFICATIONS/PROPOSALS FOR
MUNICIPAL PROFESSIONAL SERVICES FOR THE YEAR 2023**

Notice is hereby given that the Township of Monroe, in the County of Gloucester, State of New Jersey, seeks to engage firms to fill the following positions for the Township for the year 2023. The contracts will be awarded through a fair and open process pursuant to the provisions of N.J.S.A. 40A:11-5 et seq. and N.J.S.A. 19:44A-20.5 et seq. (New Jersey Pay to Play Law).

Sealed qualifications/proposals for professional services must be received by the Municipal Clerk of the Township of Monroe no later than 10:00AM prevailing time on Monday, April 3, 2023 at the Monroe Municipal Building, Clerk's Office, 125 Virginia Avenue, Williamstown, NJ 08094, at which time they will be publicly opened. No RFPs/RFQs will be accepted after the due date and time noted. Each sealed envelope containing a proposal must be clearly marked RFQ/RFP for Professional Services – Fair and Open Process for 2023, including the title of the position to clearly show the specific service for which an individual or firm is submitting a proposal.

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

- **Township Planner**

Qualifications/Proposals must include the following:

- Cover Letter detailing the position being submitted
- One (1) original, paper/hard copy of the qualifications/proposal UNBOUND and clearly marked "ORIGINAL"

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.

The successful and unsuccessful applicants may be requested to submit electronic versions (PDF) of their respective submissions upon the request of the Township.

Township of Monroe
Aileen Chiselko, RMC
Municipal Clerk