

**TOWNSHIP OF DOWNE
REQUEST FOR QUALIFICATIONS (RFQ) and
REQUEST FOR PROPOSALS (RFP)**

NOTICE OF SOLICITATION:

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq., New Jersey Pay to Play, New Jersey Campaign Contributions and Expenditures Reporting Act, the Township of Downe located at 288 Main Street, Newport, New Jersey, 08345 is seeking RFQ's and RFP's for professional services to be provided to the Township of Downe as listed below for the 2024 term.

The RFQ and RFP must be received by the Municipal Clerk on or before Friday, December 29, 2023 at the Municipal Office located at 288 Main Street, Newport, New Jersey, 08345. All questions concerning this notice should be addressed to Municipal Clerk, Nadine E. Lockley via Phone at 856-447-3100, Fax at 856-447-3533, or by Email at downtownship@comcast.net.

All statements of qualifications for professional service contracts shall include, at a minimum, the following information.

1. Names of individuals who will perform required tasks as well as the listing of their licenses, certifications, and/or other professional credentials.
 - A. Identify the person who will be primarily responsible for the services required by the Township of Downe and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Township of Downe.
 - B. Identify persons who will serve as backup to the primary person including resumes of all parties.
2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Township of Downe.
3. Include the fee schedule for your particular service or interest to be provided to the Township of Downe.

TOWNSHIP PLANNING/ZONING BOARD SOLICITOR – Scope of Services:

Specialized services required – The selected professional (Solicitor) will be expected to provide specialized professional services to the Township of Downe Planning/Zoning Board during the entire year. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the Solicitor will be expected to return a phone call to the Township of Downe on the same day. The professional will also be expected to be available to provide advice to the Township of Downe Planning/Zoning Board during non-business hours including the attendance at meetings, formal and informal. The Solicitor will be required, as needed, to engage in litigation services on behalf of the Township Planning/Zoning Board.

SUBMISSION:

Proposing firms shall provide evidence that the minimum qualifications are met. The proposal should include a list delineating the numbers and types of public clients represented by the Solicitor and firm.

EVALUATION OF PROPOSALS:

The Township of Downe intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.

The proposals will be evaluated by the Mayor and Committee of the Township of Downe based upon information supplied by Proposer in response to the RFQ and RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the Township of Downe.
- Qualifications and experience of the professional.
- Qualifications and experience of the other members of the professional's firm.
- The fee(s) for services for which you are applying.

Any questions regarding this Request for Qualifications and Request for Proposals should be directed to Nadine E. Lockley, Municipal Clerk of the Township of Downe via Phone at 856-447-3100, Fax at 856-447-3533, or Email at downtownship@comcast.net.

Please submit three **(3)** copies of the proposal to:

Nadine E. Lockley, Municipal Clerk
Township of Downe
288 Main Street
Newport, NJ 08345

**All submissions must be received at the Township Office
on or before Friday, December 29, 2023.**