MOUNT HOLLY TOWNSHIP
BURLINGTON COUNTY

PUBLIC NOTICE

NOTICE OF REQUEST FOR QUALIFICATIONS/
REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

PLEASE BE ADVISED that the Township of Mount Holly will accept proposals for the following positions for 2027: Auditor, Bond Counsel, Township Engineer, Township Planner, Township Solicitor, Redevelopment Attorney, Labor Attorney, Environmental & Dam Engineer, Joint Land Use Board Attorney, Land Use Planner, Land Use Planning Engineer, Risk Management Consultant, Prosecutor, Conflict Prosecutor, Public Defender, Conflict Public Defender, Redevelopment Engineer and Grant Writing Services

To obtain a copy of the RFQ/RFP, contact Township Clerk, Sherry Marnell, 23 Washington Street, Mount Holly, New Jersey 08060, telephone number (609) 845-1101 or visit our website at www.twp.mountholly.nj.us. All proposals submitted to the Township must be submitted pursuant to the said RFQ/RFP.

Contractors are required to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27) and N.J.S.A. 10:5-31.

Contractors are required to comply with the requirements of P.L. 1999, c. 238, where applicable.

To be considered, a proposal for any of the above positions must be received on or before **December 1, 2026 AT 2:00 P.M.** Please submit one (1) original, one (1) unbound copy and one (1) electronic copy on a CD or USB drive in a sealed envelope marked "Submission of Qualifications/Proposal for {Name of Position}" clearly marked on the outside. Hand delivered packages will be accepted during the hours of 9AM to 3PM Monday through Thursday. A drop box is also located in front of the building where bids may be deposited.

Sherry Marnell
Township Clerk
Mount Holly Township

Township of Mount Holly
23 Washington Street
Mount Holly, New Jersey 08060

This is a combined Request for Qualifications (RFQ) and Request for Proposal (RFP) form. This form will be used by the Mount Holly Township as a basis for making professional service appointments.

Requests for these forms should be made to the Township Clerk Sherry Marnell, 23 Washington Street, Mount Holly, New Jersey 08060, at (609) 845-1101 or smarnell@twp.mountholly.nj.us.

THIS PROPOSAL IS BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44-20.5 et seq.

REQUESTS FOR QUALIFICATIONS/PROPOSALS

Purpose and Scope of Work:

The following process is designed to find qualified service providers in a fair and open manner for the provision of professional or other service contracts 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 Qualifications (RFQ) shall be used to determine what proposers meet or exceed the minimum qualifications for the position and offer the municipality quality professional or other exempt services best meeting the needs of 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 **2027**.

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. Submissions must be sent by mail or delivery service to the Township Clerk, Sherry Marnell; Please submit (1) original, one (1) unbound copy and one (1) electronic copy on a CD or USB drive in a sealed envelope marked "Submission

of Qualifications/Proposal for {Name of Position}" clearly marked on the outside. Submissions may **NOT** be sent by fax, or transmitted over the telephone.

2. **Submissions must be received no later than December 1, 2026 at 2:00 p.m.** Late submissions will not be accepted or considered. The Township assumes no responsibility for submissions misdirected in delivery or delayed in transmission.

3. The Township reserves the right to conduct an interview or interviews with the proposer to discuss the scope of the project as outlined in its proposal.

4. If awarded a contract, your company/firm shall 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, (N.J.S.A. 52:32-44) New Jersey Business Registration and Disclosure of Investments with Iran (Public Law 2012, c. 25) and (N.J.S.A. 52:32-60.1) Entities Engaged in Prohibited Activities in Russia and Belarus.

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 the Township Council at a Township Council 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 RFQ/RFP:

- To accept or reject any or all proposals;
- To amend this RFQ/RFP;
- 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 the 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 any required meetings
- Compensation proposal
- Other factors, 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.

For Joint Land Use Board Attorney

The Board Attorney must be licensed to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years. The Attorney must have a minimum of seven (7) years experiences as a joint land use board attorney, planning board attorney, or zoning board attorney, or shall have appeared on behalf of applicants before such boards regularly for at least seven (7) years, with experience in all aspects of planning, zoning, and municipal land use law. Extensive work and knowledge of the MLUL, experience in devising Master Plans, and some COAH experience is required. Proposer must have a bona fide office in the State of New Jersey.

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 LUPB Board Attorney based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Land Use Planning Board Engineer

The Township Planning Board Engineer appointment shall be made in accordance with N.J.S.A. 40:55D-24. Applicant must be a New Jersey licensed engineer with at least ten (10) years experience reviewing subdivision and site plans including preparation of written reports setting forth compliance with municipal ordinances and with accepted planning and engineering design practices; providing filed observation to assure compliance with Board requirements and preparing plans, studies and reports as requested by the Board.

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 LUPB Engineer based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Land Use Planner

The Land Use Planner shall be a Professional Planner licensed in the State of New Jersey with at least ten (10) years experience in all aspects of municipal planning including extensive work with and knowledge of the MLUL, COAH and consulting with respect to drafting, and revising Master Plans, COAH Housing Elements and Fair Share Plans, Redevelopment Planning, and Strategic and Functional Land Use Planning.

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 Planner based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Township Solicitor

The Township Attorney shall be either (a) a member of or employed by multi-discipline firm of New Jersey licensed attorneys with at least eight (8) years experience, or (b) shall personally have at least ten (10) years experience, representing municipalities in all aspects of municipal law including but not limited to general municipal government law; tort claims act, municipal litigation and appeals; Fair Housing Act, COAH, and affordable housing issues; NJ employment and personal law; tax appeal experience, eminent domain and redevelopment issues; municipal finance; redevelopment and real estate issues; election law; OPRA, OPMA, municipal land use law including state regulations affecting the same; municipal utilities law; Green Acres and open space law; NJDEP, Pinelands legislation, and regulations; and familiarity with Titles 40 & 40A of the New Jersey Statutes. The individual(s) appointed as Township Attorney or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least eight (8) years and have five (5) years prior experience as Township Attorney. The Township Attorney 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 (including attendance at regular monthly or special meetings), 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.]*

For Township Labor Attorney

The Township Labor Attorney shall be either (a) a member of or employed by multi-discipline firm of New Jersey licensed attorneys with at least eight (8) years experience, or (b) shall personally have at least ten (10) years experience, representing municipalities in all aspects of labor law. Labor Counsel should be able to review all matters and provide advice and/or handle, at the Township's request, issues related to Wage and Hour disputes, Union Grievances, Employee Benefits, Family Leave, Disability, Workers Compensation, Harassment, Civil Rights, Discrimination, Wrongful Discharge, ADA, etc. Labor Counsel will be expected to file and or respond to petitions or proceedings before the Public Employment Relations Commission (PERC); handle all labor related litigation, including grievance arbitrations, NJLAD/EEOC/Civil Rights matters, wage and hour matters before the Department of Labor and all other labor related litigation hearings and proceedings. Additionally, Labor Counsel will review matters and provide advice in the area of litigation avoidance strategies relative to workplace harassment, family leave, work place safety, etc. Labor Counsel must be knowledgeable of the Public Employees Retirement System, Police and Fire Retirement System and State Health Benefits and be able to provide advice on matters that arise related to same. Labor Counsel must be well versed in the rights of the Employer as it relates to current Labor Law and Employment Practices. Labor Counsel must be experienced in law as it related to Union and Non–Union work environments.

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 Labor Attorney based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Township Bond Counsel

The Township Bond Counsel shall be a New Jersey licensed firm of attorneys with at least ten (10) years experience as a municipal bond counsel with experience in bond law, arbitrage rules, and experience with municipal bond rating organizations. The individual attorney selected shall have been admitted to the bar for at least eight (8) years and have six (6) years experience as the appointed municipal bond counsel.

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 Bond Counsel based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Township Auditor

The Township Auditor shall be a multi-disciplined firm with at least eight (8) years experience in municipal auditing procedures, bond law, arbitrage, municipal budgeting and purchasing. The individual assigned shall have at least five (5) years experience as an appointed municipal auditor and shall be a CPA and RMA.

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 Auditor based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Township Redevelopment Attorney

The Township Redevelopment Attorney shall be either (a) a member of or employed by a firm of attorneys or (b) an individual attorney, with at least seven (7) years experience as a Redevelopment Attorney, with experience in the all aspects of redevelopment, planning, zoning, and municipal land use law. Extensive work and knowledge of the Redevelopment, MLUL, experience in devising Master Plans, and some COAH experience is required. The individual attorney shall have at least five (5) years experience as a redevelopment, municipal, planning, or zoning board attorney or shall demonstrate five (5) years of experience in a practice devoted primarily to redevelopment, zoning, planning and development law in New Jersey.

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 Redevelopment Attorney based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Township Engineer

The Township Engineer shall be either a member of or employed by a firm of New Jersey licensed engineers and shall have all applicable licenses to perform general engineering in NJ. His firm must be multi-disciplined with at least eight (8) years experience in all aspects of municipal engineering including but not limited to expertise in road constructions, construction management, water & sewer plant construction with engineers who held licenses in these areas, land use law experience, planners & landscape engineers on staff, experience in environmental studies assessments (wetlands, archaeological, endangered species, hydrologic studies, storm water management), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge NJDEP rules and regulations. The individual appointed or assigned by a Firm shall have been licensed as an engineer for a minimum of five (5) years and have five (5) years prior experience as a Municipal Engineer. The appointed engineer may, in his/her discretions be assisted by employees of his 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 Engineer based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Township Planner

The Township Planner shall be a New Jersey licensed firm with at least ten (10) years of experience in all aspects of municipal planning including extensive work with and knowledge of the MLUL, COAH, and consulting with respect to, drafting, and revising Master Plans. The individual primarily assigned shall have at least five (5) years experience as a municipal planner.

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 Planner based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Environmental & Dam Engineer

The Environmental & Dam Engineer shall be either a member of or employed by a firm of New Jersey licensed engineers and shall have all applicable licenses to perform general engineering in NJ. His firm must be multi-disciplined with at least eight (8) years experience in all aspects of municipal engineering including but not limited to expertise in road constructions, construction management, water & sewer plant construction with engineers who held licenses in these areas, land use law experience, planners & landscape engineers on staff, experience in environmental studies assessments (wetlands, archaeological, endangered species, hydrologic studies, storm water management), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge NJDEP rules and regulations. The individual appointed or assigned by a firm shall have been licensed as an engineer for a minimum of five (5) years and have five (5) years prior experience as a Municipal Environmental & Dam Engineer. The appointed engineer may, in his/her discretions be assisted by employees of his 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 Environmental Engineer based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Township 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 regulations, property maintenance, building and 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.

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 Prosecutor based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Township Conflict Prosecutor

The Township Conflict 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 regulations, property maintenance, building and 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.

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 Conflict Prosecutor based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Township Public Defender

The Township Public Defender shall have at least four (4) years experience as public defender in Municipal Court or five (5) years experience in a practice with significant criminal and quasi-criminal defense efforts.

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 Public Defender based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Township Conflict Public Defender

The Township Conflict Public Defender shall have at least four (4) years experience as public defender in Municipal Court or five (5) years experience in a practice with significant criminal and quasi-criminal defense efforts.

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 Conflict Public Defender based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Township Redevelopment Engineer

Redevelopment Engineer shall be knowledgeable in all areas of New Jersey Redevelopment Law, Planning and Zoning Law for areas in need of redevelopment, possess an expertise in the formation, promulgation, and execution of areas in need of redevelopment studies, redevelopment studies, and provide the required background in all such areas. All proposals should set forth the applicant's qualifications in these areas. Additionally, Redevelopment Engineer may work in conjunction with any and all Redevelopers, including Master and Sub-Redevelopers, work with other Township Professionals and Redevelopers for the purpose of preparing Site Plans and other land use materials in areas in need of redevelopment. Redevelopment Engineer must also possess and demonstrate qualifications for the purpose of conducting site inspections in areas in need of redevelopment.

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 Prosecutor based upon the following compensation:

[*Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), 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.]*

For Grant Writing Services

Grant Writers must have at least five (5) years experience in the profession, including exposure to issues likely to be of assistance in serving as a Grant Writer; must have the ability to attend meetings of the Township when necessary; must have sufficient support to provide all services required by the Township. Must list past and public entities represented as Grant Writer. Must provide other factors if demonstrated to be in the best interest of the Township.

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 Grant Writer based upon the following compensation:

[*Please outline your fees proposed, fee, 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.]*

MOUNT HOLLY TOWNSHIP
BURLINGTON COUNTY

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (Pl. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During, the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other terms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to he provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the American with Disabilities Act.

The contractor or subcontractor agrees to make. good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. I7:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contract or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action

2. Certificate of Employee Information Report

3. Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

_____ _____

Signature Date

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Township of Mount Holly, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") *(42 U.S.C. S121 01* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Representative's Name/Title
(Print): _____

Representative's
Signature: _____

Name of
Company:
_____

Telephone No.:
_____

Date: _____

TOWNSHIP OF MOUNT HOLLY
INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the Township Clerk's Office upon award of contract by the Township Council.

The minimum amount of insurance to be carried by the selected Professional Service Entity shall be as follows:

Professional Liability Insurance

Limits shall be a minimum of $1,000,000.00 for each claim and $1,000,000.00 aggregate each policy period.

*Vendor / Firm shall not commence operations until Township has been furnished original certificate(s) of Insurance and certified original copies of endorsements or policies of insurance in the amounts and/or minimum coverage(s) required in this proposal.

Acknowledgement of Insurance Requirement:

_____ _____

(Signature) (Date)

_____

(Printed Name and Title)

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip PartsII and III, execute certification inPart IV)

☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): _____

Part II

☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (**COMPLETE THE LIST BELOW IN THIS SECTION**)

OR

☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (**SKIP TO PART IV**)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS,

PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entities of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent)that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed**.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV - Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the ***Township of Mount Holly*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with ***Mount Holly Township*** to notify the ***Township of Mount Holly*** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***Township of Mount Holly*** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

MOUNT HOLLY TOWNSHIP

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____ ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the Professional Service Entity making the submission for

the service entitled _____, and that I executed the said proposal with
(Name of Professional Service
full authority to do so that said; that said Professional Service Entity has not, directly or indirectly entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with the above named service; and that all statements contained in said submission and in this affidavit are true and correct, and made with full knowledge that the Township of Mount Holly relies upon the truth of the statements contained in said submission and in the statements contained in this affidavit in awarding the contract for said Service.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by:

_____.
Name of Professional Service Entity

Subscribed and sworn to before me this day

This _____ day _____of _____, 20_____

_____

Notary public, State of _____
_____
(Signature of Professional)

My Commission expires _____ _____ _____
(Type or Print name of affiant and Title under signature)

(Seal)