**REQUEST FOR PROPOSALS**

**PROFESSIONAL SERVICES**

**Township Planner**

The Township of Franklin is seeking sealed proposals for its Township Planner. All proposals are to be returned to Christine Burke, Township Clerk, Township of Franklin, Franklin Township Municipal Building, 202 Sidney Road, Pittstown, New Jersey 08867. Proposals sent by mail shall be addressed as indicated above and shall be clearly marked on the envelope: “RFP – Township Planner”. All proposals are due on or before Wednesday, December 8, 2021 at 2:00 pm. The Township Committee will be the sole discretionary body for consideration or rejection of the proposals. This contract shall be awarded based on most advantageous price and other factors including but not limited to experience, education and special accreditations. This service is exempt from formal bidding in accordance with N.J.S.A. 40A:11-5a.

All appointments to provide professional services shall be in the name of an

individual authorized or licensed to practice said profession or service. The

name of a company or firm may follow the name of the individual.

**Submissions**

Applicant shall provide two complete proposal packages. Each submission to

be considered shall comply with the criteria set forth herein:

1. Should the applicant be a professional requiring licensure in the State of

New Jersey, said applicant shall be licensed for a period of not less than five

years. A copy of the license shall be included with your proposal.

2. The applicant should 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 and/or cover letter, which shall set forth information, including, but not limited to, the following (as applicable to an individual professional and business entity):

a. Full name of applicant 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 memberships 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 which employs the applicant,

f. A listing of all special accreditations held by the individual licensed

 professional or business entity which employees the applicant,

g. A listing of all previous public entities served by the

 licensed professional.

4. The applicant shall provide a fee schedule including hourly rates.

All other rates or fees requested to be considered shall be submitted with the proposal.

5. Proof of insurance coverage should be provided with the proposal.

6. Applicant shall provide an executed Pay to Play Affidavit Stockholders Disclosure with their proposal.

7. The applicant MUST label the exterior of the package with “RFP

Township Planner”

**Franklin Township Pay to Play Requirements**

Entities submitting a proposal are required to comply with N.J.S.A.19:44A-20.26 (P.L. 2005, c.271, s2).

 If bidder is a corporation or partnership, there must accompany its bid, a

statement setting forth the names and addresses of all stockholders in the

corporation or partnership who own ten (10%) percent, or more of its stock, of

any class, or of all individual partners in the partnership who own a ten (10%)

percent or greater interest therein. If one or more stockholders or

partnership, the stockholders holding ten (10%) percent or more of that

corporation’s stock, or the individual partner owning ten (10%) percent, or

greater interest in that partnership, must be set forth as aforesaid.

**Term of Contract**

 The term of this contract shall be one year from the date of appointment

or until a successor is appointed. Continuation of the terms of this contract

beyond the fiscal year is contingent upon availability of funds in the following

year’s budget. This contract is being issued pursuant to a fair and open

process in accordance with N.J.S.A 19:44A-20.5 et seq.

**Contract Required Documentation:**

□ Rate schedule in accordance with proposal and award;

□ Proof of professional liability and errors/ omissions insurance coverage

having a minimum limit of one million dollars pre occurrence naming the

Township of Franklin as an additional insured and/or certificate holder;

□ Proof that you are authorized or licensed to practice the particular

profession to which you were appointed; and Certificate of Good

Standing when applicable;

□ ONE of the following three documents prior to execution of your

contract:

1. Letter of Federal Affirmative Action Plan Approval

2. Certificate of Employee Information Report

3. Employee Information Report Form AA302

□ New Jersey Business Registration Certificate

**Mandatory Affirmative Action Language P.L. 1975 c.127 (N.J.A.C.17:27)**

During the performance of this contract, the contractor agrees to comply

with all the requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 in

accordance with attached Exhibit A.

Each contractor shall submit to the Township after notification of award

but prior to execution of contract, one of the following documents:

1. A photocopy of a valid letter that the contractor is operating under a

 Federally approved or sanctioned affirmative action program; or

2. A photocopy of a Certificate of Employee Information Report

 approval, issued in accordance with N.J.A.C. 17:27-4.3; or

3. A photocopy of an Employee Report (Form AA302) completed by the

 contractor in accordance with N.J.A.C. 17:27-4.3 (goods service

 professional contracts).

**New Jersey Business Registration Requirements**

In accordance with P.L. 2004 c.57. bidder should provide with their

Signed contract, a Business Registration Certificate issued by the State of New

Jersey. A Business Registration Certificate in no longer required at the time of bid submission.

**Proposal Evaluation**

 Proposals will be evaluated by the Township based upon the following

criteria:

• Experience and Reputation in the field.

• Education and/or special accreditations in the field.

• Availability of sufficient personnel and other resources to provide the

 service

• Compensation proposal

• Other factors which may be in the best interest of the Township.

**Disclosure of Contributions**

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions

with the New Jersey Election Law Enforcement Commission (ELEC) pursuant

to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of $50,000 from

public entities in a calendar year. Business entities are responsible for

determining if filing is necessary. Additional information on this requirement

is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.