

PUBLIC NOTICE

**TOWNSHIP OF GREENWICH
COMBINED PLANNING/ZONING BOARD**

2010

REQUEST FOR QUALIFICATIONS

Notice is hereby given that sealed responses to the Request for Qualifications (RFQ) for professional services, not subject to bidding pursuant to N.J.S.A. 40A: 11-5, shall be received by the Clerk of the Township of Greenwich. The sealed responses to the RFQ shall be opened and recorded at the Municipal Building, 420 Washington Street, Gibbstown NJ 08027, New Jersey on February 5, 2010, at 10:00 a.m. Any interested person seeking to submit a response to the RFQ may obtain a copy from the Township website at www.greenwich-twp.com/ or during regular office hours Monday through Friday at the Municipal Building.

NOTICE FOR SOLICITATION OF RESPONSE TO REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS.

PLANNER

MASTER PLAN CONSULTANT

**GREENWICH TOWNSHIP
420 WASHINGTON AVE
GIBBSTOWN, N.J.
(856) 423-1038
Fax: (856) 423-2989**

PART I

1.0 PURPOSE

The purpose of this RFQ (hereafter "RFQ") is to obtain proposals for a contract to provide any of the following services to the Planning/Zoning Board of the Township of Greenwich, located in Gloucester County, New Jersey:

PLANNER

MASTER PLAN CONSULTANT

2.0 BACKGROUND INFORMATION

Greenwich Township solicits this RFQ as an element of the "fair and open process" utilized to choose a qualified person or entity to provide professional services to the Planning/Zoning Board.

3.0 CONTRACT PERIOD

The contract resulting from this RFQ will be for a term coincident with the fiscal year of the Township which is the calendar year January 1, 2010 through December 31, 2010.

4.0 ACCEPTANCE OF OFFER

The signed proposal shall be considered an offer on the part of the offeror. Such offer shall be deemed accepted upon execution of a signed contract by Greenwich Township.

5.0 COMPLIANCE WITH LAWS

The successful bidder shall comply with all local, state and federal directives, orders, laws and ordinances as applicable to this agreement.

6.0 DISCREPANCIES, ERRORS AND OMISSIONS

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if applicable) should be reported in writing to the Office of the Township Clerk of the Township of Greenwich. Should it be found necessary, a written addendum will be incorporated in the RFQ and will become part of the Agreement. The Township will not be responsible for any oral instructions, clarifications or other communications.

7.0 PROCEDURES

The extent and character of the services to be performed by the successful individual and/or entity shall be subject to the general control and approval of the Greenwich Township Planning/Zoning Board and in accordance with the official position created and regulated by the Greenwich Township Code.

8.0 TERMINATION

The contract awarded based on this RFQ may be terminated in accordance with the law of the State of New Jersey and shall take effect when a successor is duly qualified and appointed.

9.0 INVOICING AND PAYMENT

The successful individual and/or entity shall submit invoices in accordance with procedures required by the Greenwich Township Code and the statutes and regulations governing the financial affairs of the municipality. All invoices shall be forwarded to the following address:

*Merrie A. Schmidt
Greenwich Township CFO
420 Washington Street
Gibbstown NJ 08027*

10.0 INSTRUCTIONS FOR SUBMITTING PROPOSAL

Preparation and Submission of Proposals.

10.1 All proposals shall be signed in ink by the individual or authorized principals of the successful individual and/or entity.

10.2 Proposals are to be returned in a sealed container. The face of the container shall indicate clearly on the outside the particular professional service (e.g., RESPONSE TO GREENWICH

TOWNSHIP'S REQUEST FOR QUALIFICATIONS FOR THE POSITION OF PLANNER) for which the responder is submitting a proposal.

- 10.3 Proposals must be received by the Clerk of the Township of Greenwich **no later than February 5, 2010, at 10:00 a.m.** Requests for extensions of this time and date will not be granted. Proposers mailing their proposals should allow for normal mailing time to ensure receipt of their proposals prior to the time and date fixed for the acceptance of the proposals. Proposals or unsolicited amendments to the proposal received by the Township after the acceptance date will not be considered.
- 10.4 Each Proposer shall submit two (2) copies of its proposal to the Clerk of the Township of Greenwich.
- 10.5 Failure to follow the instructions in the RFQ may be cause for rejection of offer.

11.0 MISCELLANEOUS REQUIREMENTS

- 11.1 The Township of Greenwich will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request by itemize responses to the list of questions or requests for information appearing in Section 12.2 of this proposal.
- 11.2 The contents of the proposal submitted by the successful individual and/or entity and this RFQ will become part of any contract award as a result of this solicitation. The successful firm will be expected to sign said contract with the Township of Greenwich.
- 11.3 The Planning/Zoning Board of the Township of Greenwich reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the Board and/or the Township.
- 11.4 The successful individual and/or entity is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval in writing by the Township of Greenwich.
- 11.5 The successful individual and/or entity shall be required to comply with the requirements of NJAC 17:27 (Mandatory Equal Employment Opportunity Language).
- 11.6 As required by NJSA 40A:11-15, this contract is subject to the availability and appropriation of sufficient funds annually.
- 11.7 The proposer submitting this RFQ offering to render services under this contract shall be duly licensed in the State of New Jersey when such licenses are required for the profession being practiced under the terms of this RFQ.

12.0 EVALUATION OF PROPOSALS: SELECTION FACTORS

The Planning/Zoning Board of the Township of Greenwich will independently evaluate each proposal. The following criteria will be used in accepting proposals and evaluating the selection of the successful individual and/or entity.

12.1 Proposals will be evaluated by the Greenwich Township Planning/Zoning Board on the basis of the qualifications demonstrated by the proposer, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field
- b. Knowledge of Greenwich Township and the subject matter to be addressed under the contract
- c. Availability to accommodate any required meetings of the governing body;
- d. Compensation proposal
- e. Other factors demonstrated to be in the best interest of the municipality

The overall completeness, clarity and quality of proposal will be evaluated as well. The responses to the RFQ shall be reviewed in accordance with the Township Ordinance establishing the "fair and open process" for the making of professional appointments in the Township.

12.2 The applicant shall submit a resume which shall set forth information including, but not limited, 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 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 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. Compensation proposal
- i. Knowledge of Greenwich Township and the subject matter to be addressed under the contract
- j. Availability to accommodate any required meetings of the governing body