

## FLORENCE TOWNSHIP

To whom it may concern:

Please be advised that the Township of Florence is accepting proposals for the provision of **architectural services** for the possible expansion of the Florence Township Municipal Building located at 711 Broad Street.

**Two (2) copies** of each proposal shall be submitted in writing (using *recyclable materials* only) along with **two (2) compact disks** (*Microsoft Word 2000 or newer*), to:

Nancy L. Erlston, Acting Township Clerk, Township of Florence, 711 Broad Street, Florence, NJ 08518, not later than **10:00 A.M. on Thursday, March 23, 2017** at which time they will be opened in public.

Proposals for **architectural services** will be evaluated on the basis of the most advantageous to the Township of Florence, price and other factors considered. Firms must have a minimum of 5 years of architectural experience in the State of New Jersey. The evaluation will consider:

- 1) Experience and reputation in the field;
- 2) Knowledge of the Township of Florence and the subject matter to be addressed under the contract;
- 3) Availability to accommodate any required meetings;
- 4) Compensation proposal;
- 5) Other factors if demonstrated to be in the best interest of the Township of Florence.

The proposal for compensation is not a bid, is one factor to be considered and is subject to negotiation and approval by the Township. The maximum compensation to be paid by the Township shall not exceed the total of the appropriation for these services as set forth in the adopted budget, ordinances or other appropriations or funding adopted or approved by the Township Council without further written authorization by the Township Council for the professional/contractor to continue to perform duties which will incur billings in excess of that sum.

Questions prior to submittal can be directed to the Township Administrator, Richard Brook at (609) 499-2525. Contracts will be awarded as provided by law at a public meeting.

Bidders are required to comply with the requirements of P.L. 1975 C.127, N.J.S.A. 10:5-31 et seq.

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

Nancy L. Erlston  
Acting Township Clerk