# Requests for Qualifications / Proposals for 2027 Professional Services

## TOWNSHIP OF FLORENCE

**Purpose & Scope:**

The following general requirements must be met in order for any firm to be considered to provide professional or other services, exempt from public bidding pursuant to N.J.S.A. 40A:11-5, with the Township. The process is designed to find qualified service providers in an open and fair manner in order to have the most qualified service provider for the Township. The scope of this policy covers any persons or firms interested in providing professional or other exempt services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40A:11-2 and 5, to the Township of Florence.

**General Requirements:**

1. The Request for Qualifications ("RFQ") shall be used to determine what companies, firms, or individuals offer the municipality the best opportunity to secure the highest quality professional or other exempt services.

2. The Request for Proposals ("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 interests, the general market rates for the services, and the level of experience, breadth of services, reputation, and expertise of the candidate.

3. Advertising of the RFQ/RFP, at a minimum, includes the official paper(s) of the Township and any other sources deemed appropriate by the Township for the specific service at least twenty (20) days before the submission deadline.

4. The RFQ shall list the minimum requirements of the service being sought. Where the Request for Qualifications lists separate experience requirements for firms and for individuals appointed, candidates in solo practice shall meet the experience requirements for a firm.

5. Candidates shall include with the submission a copy of their Business Registration Certificate (P.L. 2004, c. 57), Valid Certificate of Employee Information Reporting with all requirements for Affirmative Action, pursuant to P.L. 1975, C.127 (N.J.A.C.17:27) Certificate of Insurance and Disclosure of Investment Activities with Iran, P.L. 2012, C.25.

6. Submissions will be required by 10:00 AM November 12, 2026.

7. All RFQ's/RFP's will be available at www.florence-nj.gov. Submittals must be made by forwarding ***one (1) thumb drive containing all required submission documents and any support information in PDF format and six (6) original paper document submittals*** in a sealed envelope clearly marked "Submission of Qualifications/Proposal for [Name of Position]" to the Township of Florence, Attn: Township Clerk, 711 Broad Street, Florence, NJ 08518.

## Requirements to Qualify

The requirements listed below are the minimum levels expected from the professional indicated.

**For Planning Board Engineer**

The Planning Board engineering firm shall have at least ten (10) years of experience as a municipal planning or zoning board engineer, and be versed in all aspects of municipal land use law, Master Plans, storm and sanitary sewers, site plan and subdivision review, and related issues. The individual assigned shall have at least five (5) years' experience as an engineer to a planning or zoning board. The Planning Board Engineer may, in his/her discretion be assisted by employees of the Engineer's firm with lesser levels of experience.

Please explain how you or your firm meets the minimum requirements; provide at least three (3) local government references; and identify the individual expected to provide engineering services to the Township from your firm if you are selected. (Attach additional sheets if necessary.)

_____

_____

_____

_____

_____

_____

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 Planning Board Engineer based upon the following compensation:

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