

**PUBLIC NOTICE**

**TOWNSHIP OF UPPER PITTSGROVE**

**NOTICE FOR SOLICITATION OF REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS**

Notice is hereby given that the qualifications for professional services for the year 2021, not subject to bidding pursuant to N.J.S.A.: 11-5, will be received by the Clerk of the Township of Upper Pittsgrove. The qualification is due by December 8, at by 3:00PM.

Qualifications for the following services will be accepted and considered

Township Solicitor	Township Auditor
Township Engineer	Township Planner
Land Use Board Planner	Risk Management Consultant
Land Use Board Engineer	Special Planner Ag Advisory Committee
Land Use Board Solicitor	

Each submission to be considered shall comport to the criteria set forth herein:

1. Should the applicant be a professional acquiring licensure in the State of New Jersey, the applicant's professional experience will be considered by the Township Committee.
2. The applicant must certify that the professional's license is not presently suspended or revoked.
3. The applicant shall submit a resume, which shall set forth information including, but not limited to 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, and a statement confirming that the professional's license is in good standing and not presently suspended or revoked in any 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 positions held.

The Municipal appointing authority shall thereafter publicly select a professional or business entity for the position so advertised which shall thereafter be confirmed or approved as required by law or Ordinance.

The Township of Upper Pittsgrove reserves the right to award contracts to business entities or individuals that have not submitted proposals or qualifications pursuant to this notice, provided that such business entities or individuals have not made prior to December 31, 2020, and will not make during the term of the contract, any reportable contribution(s) (currently those in excess of \$300) that would bar award of the contract. A form of Certification that can be used to confirm these facts may be obtained by contacting Linda R. Stephens, Municipal Clerk, 431 Route 77, Elmer, NJ 08318

No applicant shall influence, or attempt to influence or cause to be influenced, an Township Official or Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment not to secure unwarranted privileges or advantages.

By order of the Upper Pittsgrove Township Committee

Linda R. Stephens  
Township Clerk

Jack R. Cimprich  
Mayor