

NOTICE PUBLICATION DATE: FEBRUARY 27, 2015

**Township of Bordentown
PROFESSIONAL SERVICES AGREEMENTS
2015
SERVICES REQUIRED**

<u>Position</u>	<u>Contract period</u>
Zoning Board Attorney	March 1, 2015 – February 28, 2016

DOCUMENTS REQUIRED WITH SUBMITTAL OF PROPOSAL:

1. COPY OF YOUR BUSINESS REGISTRATION CERTIFICATE
2. CERTIFICATE OF INSURANCE
3. COPY OF YOUR CERTIFICATE OF EMPLOYEE INFORMATION REPORT. IF YOU DO NOT HAVE THIS CERTIFICATE, YOU MUST APPLY FOR THIS THROUGH THE STATE'S DEPARTMENT OF TREASURY BY UTILIZING FORM AA-302 AND SUBMITTING THE APPROPRIATE FEE IN THE AMOUNT OF \$150.00. A COPY OF THE COMPLETED FORM AA-302 AND A COPY OF YOUR CHECK MUST BE SUBMITTED WITH YOUR PROPOSAL.

DOCUMENTS REQUIRED TO BE SUBMITTED AFTER AWARD OF CONTRACT:

1. SIGNED MANDATORY AFFIRMATIVE ACTION LANGUAGE.
2. W-9

NOTICE OF THE TOWNSHIP OF BORDENTOWN

PROPOSALS ARE BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 et seq.

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**IN SOLICITATION OF A
PROFESSIONAL SERVICES AGREEMENT
FOR
ZONING BOARD ATTORNEY**

The Township of Bordentown is seeking proposals for the above services for the calendar year 2015.

All applicants must submit **seven (7) copies** of their proposals to **Colleen M. Eckert**, Township Clerk, One Municipal Drive, Bordentown, New Jersey, by 4:30 p.m., Eastern Standard Time, on March 10, 2015. The Municipal Clerk will open all proposals submitted on March 11, 2015, at 11:00 a.m. in the Municipal Clerk's Office of the Municipal Building, 1 Municipal Drive, Bordentown, NJ 08505.

The front exterior of the proposal's transmitting container or packaging must clearly be marked with the words "**Proposed PSA for Zoning Board Attorney, Township of Bordentown**".

Information to be addressed by the proposals:

Applicants should, please, refer to the portion of this notice found immediately below entitled **PROFESSIONAL SERVICES AGREEMENTS – 2015 AWARD CRITERIA**. There, applicants will find the information that is required of applicants and that applicants *must* address completely. Proposals that, upon Township receipt and review, fail to address all **AWARD CRITERIA** completely shall receive no further consideration.

PROFESSIONAL SERVICES AGREEMENTS – 2015 AWARD CRITERIA

● **CRITERIA 1: QUALIFICATIONS**

The applicant must specify the qualifications that the applicant asserts would address the services required. The qualifications would include, but not necessarily be limited to, education, advanced academic credentials, certifications, licenses, awards, formal recognitions, and affiliations.

● **CRITERIA 2: GENERAL EXPERIENCE**

The applicant must provide evidence of general experience in performing the required services.

● **CRITERIA 3: SPECIFIC EXPERIENCE**

The applicant must, to any specific extent possible, provide the applicant's direct experience in performing the required services for the Township of Bordentown.

● **CRITERIA 4: QUANTIFIED ACHIEVEMENT:**

The applicant must provide a brief synopsis of the most significant achievement attained by the applicant within the scope and nature of the services required. The result of the achievement must be quantifiably demonstrated, and the applicant must explain the significance of the achievement.

● **CRITERIA 5: COMPENSATION**

The applicant must propose compensation for the services required. The basis for the proposed compensation must be demonstrated.

● **CRITERIA 6: REFERENCES**

The applicant must provide three professional or business related sources of reference and two personal sources of reference.

If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

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