

PUBLIC NOTICE
TOWNSHIP OF TABERNACLE
REQUEST FOR QUALIFICATIONS/PROPOSALS
FOR PROFESSIONAL SERVICES

The Township of Tabernacle is seeking qualified proposals for professional services for **the term of January 1, 2017 through December 31, 2017** for the following positions:

- Architect
- Environmental Consultant
- Site Plan Engineer
- Township Attorney
- Township Auditor
- Township Bond Counsel
- Township Engineer
- Township Prosecutor
- Township Public Defender
- Township Risk Manager
- Land Development Board Attorney
- Land Development Board Engineer

Where to obtain minimum qualifications and proposal forms, submission deadline, and form of submission are indicated below.

Where to obtain RFQ/RFP: [Lastwpclerk@townshipoftabernacle-nj.gov](mailto>Lastwpclerk@townshipoftabernacle-nj.gov)

Township Clerk
163 Carranza Road
Tabernacle, NJ 08088

Submission Deadline:

November 1, 2016 at 2:00 P.M.

Submission Location:

Municipal Clerk
163 Carranza Road
Tabernacle, NJ 08088

Form of Submission:

All submissions shall be in sealed envelopes with "Submission of Qualifications/Proposal for (Name of Position)" marked on the outside. All proposals are being solicited through a fair and open process in accordance with Tabernacle Township Ordinance 2005-17.

La Shawn R. Barber, RMC/CMR
Municipal Clerk

TOWNSHIP OF TABERNACLE, BURLINGTON COUNTY, NEW JERSEY

This is a combined request for FY 2017 Qualifications (RFQ) and Request for Proposal (RFP) form. This form will be used by the Tabernacle Township Committee as a basis for making professional service appointments. Proposals shall be submitted in a **sealed envelope (2) two copies please**, marked on the outside with "Submission of Qualifications/ Proposal for (Name of Position)" to the Municipal Clerk, 163 Carranza Road, Tabernacle, NJ 08088, **no later than 2 P.M. on November 1, 2016**. This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq.

REQUIREMENTS FOR QUALIFICATION

The requirements listed below are the minimum requirements necessary in order to have your request for proposal considered.

For Architect

The Architect shall have five (5) years' experience as a registered Architect by the State of New Jersey and five (5) years' experience in providing architectural design services for municipal and/or county projects. The architect shall provide services necessary to prepare and provide detailed reports requested by the Township and must be experienced in feasibility investigations, economic comparisons, development proposals, public works recommendations concerning matters referred to the architect by the Mayor and Township Committee including, when requested, the architect will provide additional or special services such as those services listed in the American Institute of Architects Document B141-1997, the standard form of agreement between the owner and architect. All services will be on an as needed basis upon request by the Mayor and Township Committee.

Please explain how you or your firm meets the minimum requirements. (Use separate sheets if needed).

Received by Tabernacle Township on _____
Meets Qualifications Does Not Meet Qualifications

REQUEST FOR PROPOSAL

Please provide the following information: Proposals will be evaluated by the Tabernacle Township Committee on the basis of the most advantageous price and other factors listed below.

1. Names, title and licenses of all the individuals who may perform the service and/or activity.
2. A description of the individuals or firms experience with similar services or projects.
3. A list of references and record of success.
4. Demonstration of areas of expertise of staff.
5. A description of the individual or firms ability to provide the service or complete the activity in timely fashion or as required by the Township.
6. A fee schedule for the firm.
7. Availability to accommodate any required meetings of the municipality.
8. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
9. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.
10. All awards or waivers will be by resolution acted on by the Township Committee at a Township meeting.
11. All awards are subject to availability of funds.

TOWNSHIP OF TABERNACLE, BURLINGTON COUNTY, NEW JERSEY

This is a combined request for FY 2017 Qualifications (RFQ) and Request for Proposal (RFP) form. This form will be used by the Tabernacle Township Committee as a basis for making professional service appointments. Proposals shall be submitted in a **sealed envelope (2) two copies please**, marked on the outside with "Submission of Qualifications/ Proposal for (Name of Position)" to the Municipal Clerk, 163 Carranza Road, Tabernacle, NJ 08088, **no later than 2 P.M. on November 1, 2016**. This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq.

REQUIREMENTS FOR QUALIFICATION

The requirements listed below are the minimum requirements necessary in order to have your request for proposal considered.

For Site Plan Engineer

All applicable licenses to perform engineering in NJ. Firm must be multi-disciplined with expertise in road construction, construction management, MLUL experience, planners & landscape engineers on staff, experience in environmental studies assessments (wetlands, archaeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge of the Pinelands Commission's rules and regulations. Firm should have at least 10 years experience as a municipal engineer.

Please explain how you or your firm meets the minimum requirements. (Use separate sheets if needed).

Received by Tabernacle Township on _____
Meets Qualifications Does Not Meet Qualifications

REQUEST FOR PROPOSAL

Please provide the following information: Proposals will be evaluated by the Tabernacle Township Committee on the basis of the most advantageous price and other factors listed below.

1. Names, title and licenses of all the individuals who may perform the service and/or activity.
2. A description of the individuals or firms experience with similar services or projects.
3. A list of references and record of success.
4. Demonstration of areas of expertise of staff.
5. A description of the individual or firms ability to provide the service or complete the activity in timely fashion or as required by the Township.
6. A fee schedule for the firm.
7. Availability to accommodate any required meetings of the municipality.
8. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
9. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.
10. All awards or waivers will be by resolution acted on by the Township Committee at a Township meeting.
11. All awards are subject to availability of funds.

TOWNSHIP OF TABERNACLE, BURLINGTON COUNTY, NEW JERSEY

This is a combined request for FY 2017 Qualifications (RFQ) and Request for Proposal (RFP) form. This form will be used by the Tabernacle Township Committee as a basis for making professional service appointments. Proposals shall be submitted in a sealed envelope (2) two copies please, marked on the outside with "Submission of Qualifications/ Proposal for (Name of Position)" to the Municipal Clerk, 163 Carranza Road, Tabernacle, NJ 08088, **no later than 2 P.M. on November 1, 2016.** This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq.

REQUIREMENTS FOR QUALIFICATION

The requirements listed below are the minimum requirements necessary in order to have your request for proposal considered.

For Township Attorney

Multi-discipline firm with experience in municipal law, municipal litigation and tort claim laws, COAH law, NJ employment and personnel issues, and familiarity with titles 40 & 40A of N.J.S.A. Individual(s) appointed as Township solicitor must have five (5) years prior experience as Township Solicitor. The Township attorney may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience.

Please explain how you or your firm meets the minimum requirements. (Use separate sheets if needed).

Received by Tabernacle Township on _____
Meets Qualifications Does Not Meet Qualifications

REQUEST FOR PROPOSAL

Please indicate the following information: Proposals will be evaluated by the Tabernacle Township Committee on the basis of the most advantageous price and other factors listed below.

1. Names, title and licenses of all the individuals who may perform the service and/or activity.
2. A description of the individuals or firms experience with similar services or projects.
3. A list of references and record of success.
4. Demonstration of areas of expertise of staff.
5. A description of the individual or firms ability to provide the service or complete the activity in timely fashion or as required by the Township.
6. A fee schedule for the firm.
7. Availability to accommodate any required meetings of the municipality.
8. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
9. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.
10. All awards or waivers will be by resolution acted on by the Township Committee at a Township meeting.
11. All awards are subject to availability of funds.

TOWNSHIP OF TABERNACLE, BURLINGTON COUNTY, NEW JERSEY

This is a combined request for FY 2017 Qualifications (RFQ) and Request for Proposal (RFP) form. This form will be used by the Tabernacle Township Committee as a basis for making professional service appointments. Proposals shall be submitted in a sealed envelope (2) two copies please, marked on the outside with "Submission of Qualifications/ Proposal for (Name of Position)" to the Municipal Clerk, 163 Carranza Road, Tabernacle, NJ 08088, **no later than 2 P.M. on November 1, 2016.** This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq.

REQUIREMENTS FOR QUALIFICATION

The requirements listed below are the minimum requirements necessary in order to have your request for proposal considered.

For Township Engineer

All applicable licenses to perform engineering in NJ. Firm must be multi-disciplined with expertise in road construction, construction management, water & sewer plant construction with engineers who held licenses in these areas, experience in environmental studies assessments (wetlands, archaeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge of the Pinelands Commission's rules and regulations. Firm should have at least 10 years experience as a municipal engineer.

Please explain how you or your firm meets the minimum requirements. (Use separate sheets if needed).

Received by Tabernacle Township on _____
Meets Qualifications Does Not Meet Qualifications

REQUEST FOR PROPOSAL

Please provide the following information: Proposals will be evaluated by the Tabernacle Township Committee on the basis of the most advantageous price and other factors listed below.

1. Names, title and licenses of all the individuals who may perform the service and/or activity.
2. A description of the individuals or firms experience with similar services or projects.
3. A list of references and record of success.
4. Demonstration of areas of expertise of staff.
5. A description of the individual or firms ability to provide the service or complete the activity in timely fashion or as required by the Township.
6. A fee schedule for the firm.
7. Availability to accommodate any required meetings of the municipality.
8. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
9. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.
10. All awards or waivers will be by resolution acted on by the Township Committee at a Township meeting.
11. All awards are subject to availability of funds.

TOWNSHIP OF TABERNACLE, BURLINGTON COUNTY, NEW JERSEY

This is a combined request for FY 2017 Qualifications (RFQ) and Request for Proposal (RFP) form. This form will be used by the Tabernacle Township Committee as a basis for making professional service appointments. Proposals shall be submitted in a sealed envelope (2) two copies please, marked on the outside with "Submission of Qualifications/ Proposal for (Name of Position)" to the Municipal Clerk, 163 Carranza Road, Tabernacle, NJ 08088, **no later than 2 P.M. on November 1, 2016.** This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq.

REQUIREMENTS FOR QUALIFICATION

The requirements listed below are the minimum requirements necessary in order to have your request for proposal considered.

For Township Public Defender

At least two (2) years experience as a public defender in Municipal Court.

Please explain how you or your firm meets the minimum requirements. (Use separate sheets if needed).

Received by Tabernacle Township on _____
Meets Qualifications Does Not Meet Qualifications

REQUEST FOR PROPOSAL

Please provide the following information: Proposals will be evaluated by the Tabernacle Township Committee on the basis of the most advantageous price and other factors listed below.

1. Names, title and licenses of all the individuals who may perform the service and/or activity.
2. A description of the individuals or firms experience with similar services or projects.
3. A list of references and record of success.
4. Demonstration of areas of expertise of staff.
5. A description of the individual or firms ability to provide the service or complete the activity in timely fashion or as required by the Township.
6. A fee schedule for the firm.
7. Availability to accommodate any required meetings of the municipality.
8. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
9. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.
10. All awards or waivers will be by resolution acted on by the Township Committee at a Township meeting.
11. All awards are subject to availability of funds.

TOWNSHIP OF TABERNACLE, BURLINGTON COUNTY, NEW JERSEY

This is a combined request for FY 2017 Qualifications (RFQ) and Request for Proposal (RFP) form. This form will be used by the Tabernacle Township Committee as a basis for making professional service appointments. Proposals shall be submitted in a sealed envelope (2) two copies please, marked on the outside with "Submission of Qualifications/ Proposal for (Name of Position)" to the Municipal Clerk, 163 Carranza Road, Tabernacle, NJ 08088, **no later than 2 P.M. on November 1, 2016.** This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq.

REQUIREMENTS FOR QUALIFICATION

The requirements listed below are the minimum requirements necessary in order to have your request for proposal considered.

For Township Risk Manager

At least ten (10) years experience in a full service insurance agency with a minimum of five (5) years experience in municipal insurance field. At least five (5) years experience working with a JIF in NJ. Knowledge of workers compensation insurance, public employees' liability and general liability insurance.

Please explain how you or your firm meets the minimum requirements. (Use separate sheets if needed).

Received by Tabernacle Township on _____
Meets Qualifications _____ Does Not Meet Qualifications _____

REQUEST FOR PROPOSAL

Please provide the following information: Proposals will be evaluated by the Tabernacle Township Committee on the basis of the most advantageous price and other factors listed below.

1. Names, title and licenses of all the individuals who may perform the service and/or activity.
2. A description of the individuals or firms experience with similar services or projects.
3. A list of references and record of success.
4. Demonstration of areas of expertise of staff.
5. A description of the individual or firms ability to provide the service or complete the activity in timely fashion or as required by the Township.
6. A fee schedule for the firm.
7. Availability to accommodate any required meetings of the municipality.
8. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
9. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.
10. All awards or waivers will be by resolution acted on by the Township Committee at a Township meeting.
11. All awards are subject to availability of funds.

TOWNSHIP OF TABERNACLE, BURLINGTON COUNTY, NEW JERSEY

This is a combined request for FY 2017 Qualifications (RFQ) and Request for Proposal (RFP) form. This form will be used by the Tabernacle Township Committee as a basis for making professional service appointments. Proposals shall be submitted in a sealed envelope (2) two copies please, marked on the outside with "Submission of Qualifications/ Proposal for (Name of Position)" to the Municipal Clerk, 163 Carranza Road, Tabernacle, NJ 08088, **no later than 2 P.M. on November 1, 2016.** This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq.

REQUIREMENTS FOR QUALIFICATION

The requirements listed below are the minimum requirements necessary in order to have your request for proposal considered.

For Land Development Board Engineer

All applicable licenses to perform engineering in NJ. At least five (5) years experience as an appointed engineer to a land development board, ten (10) years experience in providing engineering services related to the MLUL, experience in devising & updating Master Plans, and experience in water & sewer issues.

Please explain how you or your firm meets the minimum requirements. (Use separate sheets if needed).

Received by Tabernacle Township on _____
Meets Qualifications Does Not Meet Qualifications

REQUEST FOR PROPOSAL

Please provide the following information: Proposals will be evaluated by the Tabernacle Township Committee on the basis of the most advantageous price and other factors listed below.

1. Names, title and licenses of all the individuals who may perform the service and/or activity.
2. A description of the individuals or firms experience with similar services or projects.
3. A list of references and record of success.
4. Demonstration of areas of expertise of staff.
5. A description of the individual or firms ability to provide the service or complete the activity in timely fashion or as required by the Township.
6. A fee schedule for the firm.
7. Availability to accommodate any required meetings of the municipality.
8. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
9. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.
10. All awards or waivers will be by resolution acted on by the Township Committee at a Township meeting.
11. All awards are subject to availability of funds.