

TOWNSHIP OF EAST BRUNSWICK REQUEST FOR QUALIFICATIONS

2027 PROFESSIONAL SERVICES

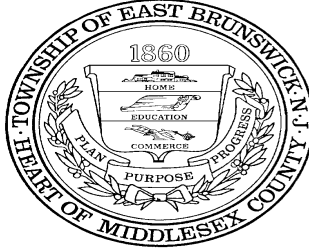


ISSUE DATE: October 1, 2026

DUE DATE: November 25, 2026, at 11:00 a.m.

Township of East Brunswick
1 Jean Walling Civic Center
East Brunswick, New Jersey 08816
Tel. (732) 390-6850
Fax. (732) 238-8845
www.eastbrunswick.org

Legal Publication Date: East Brunswick Township website
October 1, 2026



**THE TOWNSHIP OF EAST BRUNSWICK
REQUEST FOR QUALIFICATIONS
2027 PROFESSIONAL SERVICES**

NOTICE IS HEREBY GIVEN, that the Township of East Brunswick is soliciting Qualification Statements from interested persons and/or firms for various professional services for the year 2027. Through the Request for Qualification (“RFQ”) process, any person and/or firm interested in assisting the Township with the services indicated below must prepare and submit a Qualified Statement in accordance with the procedure and schedule in the RFQ. The Township intends to qualify a person and/or firm that (a) possesses the professional, financial, and administrative capabilities to provide the proposed service and (b) agrees and meets the terms and conditions determined by the Township that provide the greatest benefit to taxpayers of the Township of East Brunswick.

The procurement process for professional services being procured is exempt from bidding pursuant to N.J.S.A. 40A:11-5 (1) (a) (i). The selection of Qualified Respondents is subject to the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4 *et seq.* The Township has structured a competitive procurement process, which ensures that anyone interested in providing the services sought has an opportunity to submit a Qualification Statement in response to this RFQ. The Township will evaluate responses to this RFQ in accordance with the criteria set forth in Section 5. The factors to be considered by the Township include, but are not limited to, (i) experience and reputation in the profession; (ii) knowledge of the subject matter to be addressed under contract; (iii) availability to accommodate any required meetings of the Township or Township agency; and (iv) any other factors demonstrated to be in the best interest of the Township of East Brunswick. Based upon the totality of the information contained in the Qualification Statement, and from the Respondents’ references, the Township will determine which Respondents are qualified. Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Township) will be designated as a Qualified Respondent and will be considered for selection by the Township.

Instructions and qualification documents are available on the Township’s website and can be requested through the Township Clerk’s Office, which is also the designated contact for this RFQ:

Township of East Brunswick
Township Clerk’s Office
Attn: Tamar Lawful
1 Civic Center Drive
East Brunswick, NJ 08816

Tele: 732-390-6850
Email: Tlawful@Eastbrunswick.org

**2027 PROFESSIONAL SERVICES
SUBMISSION DUE DATE:
WEDNESDAY, NOVEMBER 25, 2026, AT 11:00 A.M.**

OBTAINING A SUBMISSION PACKAGE

Instructions and qualification documents are available on the Township's website (www.Eastbrunswick.org) and can also be obtained through the Township Clerk's Office during regular business hours, Monday–Friday, from 8:30 a.m. to 4:30 p.m. The submission package can also be requested by phone or via email: 732-390-6850 / Tlawful@Eastbrunswick.org.

TYPES OF PROFESSIONAL SERVICES

The Township seeks Qualification Statements for the following professional services:

- | | | | |
|---|---|---|--|
| ☐ Appraisal Services | ☐ Architectural Services | ☐ Township Auditor | ☐ Engineering Services* |
| ☐ Legal Services* | ☐ Professional Planners* | ☐ Public Defender | ☐ Prosecutor |
| ☐ Redevelopment Financial Consultant | | | |

See Appendix A – Scope of Services (Commences on page 33 to page 41) .

**** Note: Please review the scope of service and select the appropriate type of professional service in the category mentioned above. An asterisk indicates multiple types of professional services.***

SUBMISSION BY FACSIMILE OR EMAIL – NOT PERMITTED:

Qualification Statements will not be accepted by facsimile transmission or email.

SUBMISSION ENVELOPE

Completed Qualification Statements must be submitted in the manner designed and outlined in the submission package. The envelope or package must be enclosed in a **sealed envelope** bearing the name and address of the Respondent and the name of the specific professional service of interest, addressed to the Township of East Brunswick. Each interested firm or professional must submit a separate qualification statement for each area of interest. **One qualification statement for multiple services will not be accepted and is a disqualifying factor.** Please enclose **one (1) original**, (marked original), and **two (2) copies** (each marked copy) of the proposal being submitted for each professional service of interest.

Qualification Statements must be received by the Township's Designated Contact Person, via mail or hand delivery, by 11:00 A.M. prevailing time on the due date. Qualification Statements received after 11:00 A.M. on the due date will be returned unopened.

Note: The Township of East Brunswick will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high-quality services in the manner described in this Request for Qualification. The Township reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that, in their judgment, will be in the best interest of the Township. The Township shall award the contract or reject all submissions no later than 60 days from receipt of the same.

All Respondents are required to comply with the affirmative action and non-discrimination provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 14:27.

BY THE ORDER OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF EAST BRUNSWICK.

Tamar Lawful, RMC, CMR, QPA
Township Clerk
TOWNSHIP OF EAST BRUNSWICK

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications:

- “Township” – refers to the Township of East Brunswick, its officers and elected and appointed officials, employees and advisors and consultants.
- “Due Date” - refers to the date and time by which Qualification Statements must be received by the Township in order to be considered for award of the contract or position.
- “Qualification Statement” - refers to a Respondent’s complete response to this RFQ.
- “Qualified Respondent” - refers to those Respondents who (in the sole judgment of the Township) have satisfied the qualification criteria set forth in this RFQ.
- “RFQ” - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.
- “Respondent” or “Respondents” - refers to the interested individuals and firms that submit Qualification Statements.
- “Services” – refers to the professional services the Township seeks in this RFQ process.
- “Successful Respondent” – refers to the Respondent selected by the Township to perform the Services.

ANTICIPATED PROCUREMENT SCHEDULE

<u>ACTIVITY</u>	<u>DATE</u>
1. Issuance of Request for Qualifications	October 1, 2026
2. Receipt of Qualification Statements/ Due Date	November 25, 2026
3. Completion of Evaluation of Qualification Statements	December 30, 2026
4. Award of Professional Services Agreements	January 4, 2027
5. Term of Contract	January 1, 2027 – December 31, 2027

1.3 Conditions Applicable to RFQ.

Upon submitting a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions:

- This document is an RFQ and does not constitute an RFP.
- This RFQ does not commit the Township to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent. There shall be no claims whatsoever against the Township, its staff or consultants for reimbursement or payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.
- The Township reserves the right to reject for any reason any and all responses and components thereof.
- The Township reserves the right to reject any Respondent that submits incomplete responses to this RFQ or a Qualification Statement that is not responsive to the requirements of this RFQ.
- The Township reserves the right, without prior notice, to supplement, amend, or modify this RFQ, or to request additional information.
- All Qualification Statements shall become the property of the Township and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Township in accordance with law.
- Any Qualification Statements not received by the Township timely will be rejected.

- The Township shall not be liable for any claims or damages alleged to have been incurred as a result of this RFQ process, including the Township's review of Qualification Statements and its award of contracts.

1.4 Rights of Township.

The Township reserves the following rights with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine if any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend, or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the Township deems necessary or convenient, to clarify the information provided as part of a Qualification Statement, and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFQ at any time, commence a new procurement process, or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Township shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

1.5 Addenda or Amendments to RFQ.

After the issuance of the RFQ, but no later than seven (7) business days prior to the Due Date, the Township may issue an addenda, amendment, or answers, to written inquiries. Addenda will be noticed by the Township and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of any addenda issued.

1.6 Proposal Format.

Responses should cover all information requested in Section 3 of this RFQ. Responses that do not meet the requirements of the RFQ or that are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2

SCOPE OF SERVICES

The Township seeks Qualification Statements from Respondents that have expertise in the provision of services as outlined in the Notice of Solicitation.

Refer to Appendix A for Scope of Services by particular profession – **See page 33 - 41.**

SECTION 3

SUBMISSION REQUIREMENTS

3.1 General Requirements.

Respondent's Qualification Statement must meet or exceed the professional, administrative, and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information described below, Respondents are invited to submit supplemental information that may be useful to the Township in evaluating the Qualification Statement. This information may include, for example, a firm profile or brochure. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2 Administrative Information Requirements.

The Respondent shall, as part of its Qualification Statement, provide the following documentation and information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Intent (See Exhibit A).
3. Name, address and telephone number of the individual or firm submitting the Qualification Statement and the name of the key contact person.
4. A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities (*e.g.*, N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27 as amended) and evidence of such compliance. (See Exhibit B)
5. The number of years the Respondent has been in practice.
6. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If any, please provide the docket numbers.
7. Whether Respondent or its firm is now or has been involved in any bankruptcy or re-organization proceedings in the last ten years. If so, please provide the docket numbers.
8. A statement that principals have no immediate relatives who are Township employees or elected officials.

3.3 Professional Information Requirements.

1. Respondent shall submit a description of its overall experience in providing the same or similar Services. At a minimum, the following information should be included as appropriate:
 - a. Description and scope of Respondent's work experience.
 - b. Three business references, including contact information.
 - c. Explanation of perceived relevance of Respondent's experience to the RFQ.
2. Describe those portions of the Respondent's services, if any, that are sub-contracted. Identify all subcontractors the Respondent anticipates using in connection with the Services.
3. Resumes of key employees who will be assigned to provide the Services.

3.4 Services Fees.

1. **Refer to Scope of Services.**
2. Respondents should take careful note of the following:
 - a. Respondent shall be reimbursed for out-of-pocket expenses that shall include, but not be limited to:
 - (i) Faxes and conference calls;
 - (ii) Payment of filing, application fees, review fees, and similar charges;
 - (iii) Outside printing, reproduction, binding, collating, graphic services;
 - (iv) Messenger service and overnight mail.

Charges incurred under (iii) and (iv) must be pre-approved by the Township.

- b. Respondent shall send monthly invoices to the Township detailing the Services performed.
- c. The Township shall require that upon performing Services totaling 70 percent of the encumbered amount, whether or not all Services have been invoiced to the Township, the Respondent shall provide the Township with an estimate of additional funds that may be necessary to conclude the matter. Additional funds must be approved by resolution of the Township Council. The Township expects its professional service providers to maintain time-management control systems to ensure compliance with this RFQ requirement.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1 Submission of Qualification Statements.

Each interested firm or **professional must submit a separate Qualification Statement for each area of interest** to the Designated Contact Person. One qualification statement for multiple services will not be accepted. Please enclose **one (1) original**, (marked original), and **two (2) copies** (each marked copy) of the proposal being submitted for each professional service of interest:

**Township of East Brunswick
1 Jean Walling Civic Center Drive
East Brunswick, New Jersey 08816-1081
Attn: Tamar Lawful, Municipal Clerk**

To be responsive, Qualification Statements must provide all requested information and must be in strict conformance with the instructions set forth herein:

1. Qualification Statements must be received by the Township no later than the Due Date and must be mailed or hand delivered. Qualification Statements forwarded by facsimile or email will not be considered. Qualification statements received after the designated time on the Due Date will be returned, unopened, to the sender. The Respondent is solely responsible for delays in delivery.
2. Qualification Statements and all Forms (Exhibits A through K) and other related information must be stapled or bound and signed by the Respondent. If Respondent is other than a natural person, the Qualification Statement must be signed by an individual with power to bind the Respondent.
3. The name of the Respondent and the position or contract for which the submission is being made must be printed on the outside of the package containing Respondent's submission. The Township will, in its sole discretion, determine whether to qualify more than one Respondent for the Services.
4. Respondents are reminded that the forms attached to this RFQ must be completed and submitted with their Qualifications Statements. See also Exhibit C for a list of documents that must be submitted with the proposal and those that successful Respondents must present to the Township prior to the Township's executing a contract for services with the Respondent.

4.2 Legislation Compliance

Respondents are to submit a Certification of Political Contribution pursuant to N.J.S.A. 19:44A-20.4 *et seq.* with their proposals. A certification form is provided as Exhibit G.

SECTION 5

EVALUATION

The Township's objective in soliciting Qualification Statements is to enable it to select a firm, individual, or organization that will provide high-quality and cost-effective services to the taxpayers of the Township. The Township will consider Qualification Statements only from firms, individuals, or organizations that, in the Township's judgment, have demonstrated the capability and willingness to provide high-quality services to the taxpayers of the Township in the manner described in this RFQ. The Township will consider all relevant factors, including, but not limited to:

1. Qualifications of the firm, specifically as they relate to this project.
2. Related project experience of the firm(s) and the individuals who would be assigned to the Project.
3. Familiarity with the Township.
4. Available resources to complete the project. This criterion would include the analytical, design tools, personnel, resources, or methodologies commonly used by the firm that may be applicable to the project categories.
5. Other factors determined to be in the best interest of the Township.



2027 PROFESSIONAL SERVICES

COVER PAGE

[First page in your response followed by the letter of intent.]

Proposal Submitted for:

Company Name: _____

Address: _____

Name of Respondent: _____

Phone Number: _____

Email: _____

Assigned Professional (if different): _____

Phone Number: _____

Email: _____

GUIDE

EXHIBIT A

LETTER OF INTENT

(DO NOT INCLUDE IN YOUR RESPONSE – THIS IS ONLY A GUIDE FOR THE NEXT PAGE.)

Date: _____

Township of East Brunswick
1 Jean Walling Civic Center Drive
East Brunswick, New Jersey 08816-1081
Tamar Lawful, Municipal Clerk

Re: Letter of Intent

Dear Ms. Lawful:

The undersigned, as Proposer, has submitted the attached Proposal in response to a Request for Qualifications (RFQ) solicited by the Township of East Brunswick for the following professional service:

(Type Professional Service In the Box)

TYPES OF PROFESSIONAL SERVICES

- | | | | |
|---|--|---|---|
| ☐ Appraisal Services | ☐ Architectural Services | ☐ Township Auditor | ☐ Engineering Services* |
| ☐ Legal Services* | ☐ Professional Planners* | ☐ Public Defender | ☐ Prosecutor |
| ☐ Redevelopment Financial Consultant | | | |

*** Note: Please review the scope of services and select the appropriate type of professional services in the category mentioned above. See Appendix A – Scope of Services (Commencing on page 33 to page 41)**

YES



Township Engineer

OR

Township Attorney

[Perfect!]

NO - DISQUALIFIED



Engineering Services

OR

Legal Services

[This is not specific!]

NO - DISQUALIFIED



Township Engineer, Zoning Board Engineer, Planning Board, Engineer, Misc. Engineering Srv.

OR

Township Attorney, PB Attorney
ZB Attorney

[Please submit a separate response!]

EXHIBIT A

LETTER OF INTENT

(To be prepared on Respondent's Letterhead. No modifications may be made to this letter)

Date: _____

Township of East Brunswick
1 Jean Walling Civic Center Drive
East Brunswick, New Jersey 08816-1081
Tamar Lawful, Municipal Clerk

Re: Letter of Intent

Dear Ms. Lawful:

The undersigned proposer has submitted the attached Proposal in response to a Request for Qualifications (RFQ) solicited by the Township of East Brunswick for the following professional services:

--

(Type Professional Service In the Box)

The undersigned hereby states the following:

1. The Proposal contains accurate, factual, and complete information to the best of our knowledge and belief. The Proposal is submitted in good faith. I/we understand that any false statement may result in my/our disqualification.
2. Proposer agrees to participate in good faith in the procurement process described in the RFP and to adhere to the Township's procurement schedule.
3. Proposer acknowledges that all costs incurred by it (them) in connection with the preparation and submission of the Proposal, amendments thereto, and any other documents prepared and submitted in response to the RFP, or any negotiation that results therefrom, shall be borne exclusively by the Proposer
4. Proposer hereby declares that the only persons anticipated by Proposer to perform the professional services for which this Proposal is submitted are named herein and that no person other than those herein named participated in this Proposal or will participate in any contract to be entered into between Proposer and the Township. Proposer declares that this Proposal is made without connection with any other person, firm, or parties that has submitted a Proposal, except as expressly set forth below, and that it has been prepared and submitted in good faith and without collusion or fraud.
5. Proposer acknowledges and agrees that the Township may modify, amend, suspend, and/or terminate the procurement process (in its sole judgment).
6. Proposer acknowledges that if it becomes the Successful Proposer and is awarded a contract to provide the services, it shall comply with all applicable affirmative action and equal employment opportunity laws.

☐ I acknowledge and agree with all the information referenced above.

_____ (Initial)

☐ I acknowledge that I have read the Scope of Services and have adequately identified one (1) professional service of interest as provided in the Scope of Services. I further acknowledge that I must submit a separate response for each additional professional service of interest.

_____ (Initial)

☐ I acknowledge that the failure to identify an exact professional service as referenced in the scope of service is a disqualifying factor.

_____ (Initial)

☐ I have attached my letter and proof of qualifications for the service of interest.

_____ (Initial)

Signed: _____

Printed: _____

Title: _____

*If a joint venture, partnership or organization other than a natural person is submitting a Proposal, this Letter of Qualification must be signed by an individual with the authority to bind the organization.

EXHIBIT B

EXHIBIT A - MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE PER N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27-1.1 *et seq.* GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 *et seq.*, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue

the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

Exhibit B, Continued

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27-1.1 et seq.**

EXHIBIT C

CHECKLIST FOR ITEMS TO BE SUBMITTED WITH QUALIFICATIONS STATEMENT

Read,
Acknowledged,
Signed & Submitted
Respondent's Initial

FAILURE TO SUBMIT ANY OF THESE ITEMS IS MANDATORY CAUSE FOR REJECTION OF RFP\RFQ

0	Cover Page	
1	Letter of Intent (Ex. A)	
1A	In the Letter of Intent, you properly identified the service of interest.	
2	Affirmative Action Letter, Certificate or Employee Information Report AA-302 (Ex. B) (Submit Copy of State Certificate of Employee Information Report Prior to Contract Award)	
3	Disclosure Statement (Ex. D)	
4	Non-Collusion Affidavit (Ex. E)	
5	Certification of Political Contributions (Ex. G)	
6	Proposal Form (Ex. H)	
7	Acknowledgement of Receipt of Addenda (Ex. I)	
8	Prohibited Activities In Russia and Belarus & Investment Activities in Iran (Ex. J)	
9	Disclosure of Investment Activities in Iran (Ex. K)	

DOCUMENTS REQUIRED PRIOR TO CONTRACT EXECUTION

1	Business Registration Certificate (BRC) from the State of New Jersey Department of Treasury, Division of Revenue (N.J.S.A. 52:32-44) <i>(SUBMISSION OF CERTIFICATE WITH RESPONSE PREFERRED)</i>	
2	Certificate of Insurance Evidencing Comprehensive Liability, Property/Casualty (\$2 million aggregate/\$1million per occurrence) (or less if Umbrella coverage is present); Workers Compensation (statutory limits); and Professional Malpractice (if applicable) (\$2 million aggregate/\$1 million per occurrence) naming Township as additional insured.	

READ ONLY

1	Americans With Disability Act of 1990 Language (Ex. F)	
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Signature: The undersigned hereby acknowledges that he/she has submitted the required documents with the Qualifications Statement and will submit the remaining required documents prior to execution of a contract with the Township.

Name of Respondent/ Firm: _____

Print Name and Title: _____

Signature: _____

Date: _____

EXHIBIT D

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I - Check the box that represents the type of business organization:

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☐ For-Profit Corporation (any type)

☐ Limited Liability Company (LLC)

☐ Partnership

☐ Limited Partnership

☐ Limited Liability Partnership (LLP)

☐ Other (be specific): _____

Part II

☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	P.O. Box (for Individuals) or Business Address

Part III - DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC

MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV - Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the ***Township of East Brunswick*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with ***Township of East Brunswick*** to notify the ***Township of East Brunswick*** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***Township of East Brunswick*** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

EXHIBIT E

NON-COLLUSION AFFIDAVIT

I, _____ of the City of _____,
In the County of _____, and the State of _____, of full age, being duly sworn according to law
on my oath depose and say that:

I am _____ of the firm of _____, the Proposer herein, and I executed the Proposer with full authority to do so; that the Proposer has not directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive proposing in connection with the above-named Vendor, and that all statements contained in the Proposal and in this affidavit are true and correct, and made with full knowledge that the Township of East Brunswick relies upon the truth of the statements contained in the Proposal and the statement in this affidavit in awarding the contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure a contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____. (Name of Vendor)

Signature

Print or Type Name and Title

Exhibit F

AMERICANS WITH DISABILITIES ACT OF 1990 EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY

The RESPONDENT and the TOWNSHIP OF EAST BRUNSWICK (herein referred to as the TOWNSHIP) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 *et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulation promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the TOWNSHIP pursuant to this contract, the RESPONDENT agrees that the performance shall be in strict compliance with the Act. In the event the RESPONDENT, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the RESPONDENT shall defend the TOWNSHIP in any action or administrative proceeding commenced pursuant to this Act. The RESPONDENT shall indemnify, protect, and save harmless the TOWNSHIP, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of the alleged violation. The RESPONDENT shall, at its own expense, appear, defend, and pay any and, all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the TOWNSHIP'S grievance procedure, the RESPONDENT agrees to abide by any decision of the TOWNSHIP, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding result in an award of damages against the TOWNSHIP or if the TOWNSHIP incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure the RESPONDENT shall satisfy and discharge the same at its own expense.

The TOWNSHIP shall, as soon as practicable after a claim has been made against it, give written notice thereof to the RESPONDENT along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the TOWNSHIP or any of its agents, servants, and employees, the TOWNSHIP shall expeditiously forward or have forwarded to the RESPONDENT every demand, complaint, notice, summons, pleading, or other process received by the TOWNSHIP or its representatives.

It is expressly agreed and understood that any approval by the TOWNSHIP of the services provided by the RESPONDENT pursuant to this contract will not relieve the RESPONDENT of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the TOWNSHIP pursuant to this paragraph.

It is further agreed and understood that the TOWNSHIP assumes no obligation to indemnify or save harmless the RESPONDENT, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the RESPONDENT expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the RESPONDENT'S obligations assumed in this Agreement, nor shall they be construed to relieve the RESPONDENT from any liability, nor preclude the TOWNSHIP from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

EXHIBIT G

CERTIFICATION OF POLITICAL CONTRIBUTIONS

**Name of Business Entity:
(Proposer)**

Contact Person:

(Name and Title)

Proposal Submitted for:

(i.e., Township Attorney; Labor Counsel, Bond Counsel, etc.)

Date of Proposal:

STATE OF NEW JERSEY)
) ss:
COUNTY OF _____)

_____, being duly sworn, upon his/her oath deposes and says:

I am _____ of the Proposer referenced above.
(title)

Pursuant to N.J.S.A. 19:44A-8, I agree that I have not made any political contribution in excess of \$200 to any political candidates or members of the Governing Body in the Township of East Brunswick in the previous year or current year. Additionally, I acknowledge and understand that the award of contract prohibits any reportable contributions through the term of the contract.

(Signature)

Exhibit H

PROPOSAL FORM

COMPLETE IF REQUIRED BY SCOPE OF SERVICES

To the Municipal Clerk of the Township of East Brunswick for:

Print the service of interest

The Proposer whose signature is below declares that he/she has reviewed the RFQ. In the event this Proposal is accepted, and the Township awards a contract for the services as referenced above, the awarded firm or individual agrees to perform the above- referenced services at the rate amount that shall not exceed the amount as referenced in the scope of services for the appropriate professional services to be rendered.

\$ _____
(Proposed **rate per hour** - in numbers)

(Proposed rate per hour - in words)

Amount shall not exceed \$210.00 (if applicable.)

Name of Proposer (Print)

Title

Signature

Date

Exhibit I

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda:

Addendum Number

Dated

☐ I acknowledge Receipt of the above reference Addenda.

☐ Check If Applicable. There was **NO ADDENDA** issued for this RFQ.

Acknowledged for _____
[Name of Proposer]

By _____
Signature of Authorized Representative

Name _____
(Print Name)

Title _____

STANDARD BID DOCUMENT REFERENCE

Name of Form	COMBINED CERTIFICATION: PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS & INVESTMENT ACTIVITIES IN IRAN					
Statutory Reference	P.L. 2022, c. 3 N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
Applicability		Y/N		Mandatory	Optional	N/A
	LPCL	Y	Goods and Services	X		
	PSCL	Y	Construction			X
Instructions Reference						
Description	P.L. 2022, c. 3 prohibits the award, renewal, amendment, or extension of State and local public contracts for goods or services with persons or entities engaging in prohibited activities in Russia or Belarus. P.L. 2012, c.25 prohibits the award or renewal of State and local public contracts for goods and services with persons or entities engaged in certain investment activities in the energy or finance sectors of Iran. Before a goods and services contract can be entered into, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury's list of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 ("Russia-Belarus list") or in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 list").					

EXHIBIT J

Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity	
------------------	--

Part 1: Certification

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

CONTRACT AWARDS AND RENEWALS

☐

I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)

CONTRACT AMENDMENTS AND EXTENSIONS

☐

I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)

IF UNABLE TO CERTIFY

☐

I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

I acknowledge that the Contracting Unit is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Contracting Unit to notify the Contracting Unit in writing of any changes to the answers of information contained herein.

I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)		Title	
Signature		Date	

Exhibit K

TOWNSHIP OF EAST BRUNSWICK DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

BID/RFP/RFQ Solicitation: _____ **Bidder/Offeror:** _____

Part 1: Certification

**BIDDERS ARE TO COMPLETE PART 1 BY CHECKING EITHER BOX
Failure to check one of the Boxes will render the Proposal Non-Responsive.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of the Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification may render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☐

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities in Part 2 below, sign and complete the Certification below.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran on additional sheets provided by you.

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that East Brunswick Township is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with East Brunswick Township, New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print) _____ Signature: _____

Title _____ Date: _____

*This form need not be submitted. It is provided for use in assuring compliance with all required documentation.

TOWNSHIP OF EAST BRUNSWICK

SEALED SUBMISSION LABEL FOR REQUEST FOR QUALIFICATIONS

Please Tape This Label To The Front Of Your Sealed Submission

DO NOT OPEN

IMPORTANT - SEALED SUBMISSION ENCLOSED

NAME COMPANY: _____

ADDRESS: _____

TO: TOWNSHIP OF EAST BRUNSWICK
ATTN: MUNICIPAL CLERK
1 CIVIC CENTER DRIVE
EAST BRUNSWICK, NJ 08816-1081

TITLE OF SUBMISSION – Print **one (1)** professional service of interest below.

RFQ: 2027 PROFESSIONAL SERVICES FOR:

APPENDIX A

SCOPE OF SERVICES

APPRAISAL SERVICES:

The Township seeks Qualification Statements from Respondents that have expertise in the provision of **Appraisal Services** in connection with:

- Appraisal Services – Various Projects
- Appraisal Services – Tax Appeals and
- Commercial Property Valuation

Note: Respondents must submit a separate response for each appraisal service of interest, as referenced above.

Respondents should be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

Scope of Service

The Township expect the successful Respondents to:

- a. Perform Appraisal Services as requested by the Township and its Officials.
- b. Attend meetings of the Township Council as requested.
- c. Attend all other meetings that the Township shall require.
- d. Provide advice and review to the Township and its officers and employees of as needed.
- e. Provide services usual and customary for appraisers.

Note: All appraisers who will be providing services for the Township must be licensed in the State of New Jersey, as applicable.

Contract Term:

The terms of the contracts between the Township and the successful Respondents will be for one (1) year. The Township anticipates awarding contracts for the Services at its first Reorganization Council Meeting in January. The Township shall reserve the right to terminate the contract without cause on 15 days' notice.

Service Fee:

Respondents shall specifically acknowledge agreement to provide services for a fee of \$210.00 per hour

ARCHITECTURAL SERVICES:

The Township seeks Qualification Statements from Respondents that have expertise in the provision of **Architectural Services – Special Projects**.

Scope of Service

The selected Architect(s) will be required to perform the basis architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide payment for all phases of work completed with options to proceed through all phases or to discontinue work as circumstances may dictate. Upon the initial selection of an Architect based upon qualifications, with which negotiations will proceed, a Scope of Work will be developed.

Contract Term:

The terms of the contracts between the Township and the successful Respondents will be for one (1) year. The Township anticipates awarding contracts for the Services at its first Reorganization Council Meeting in January. The Township shall reserve the right to terminate the contract without cause on 15 days' notice.

Service Fee:

Respondents shall provide a quote at the time requested for specific services.

TOWNSHIP AUDITOR:

The Township seeks Qualification Statements from Respondents that have expertise in the provision of **Township Auditor**. Respondents must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

Scope of Service:

The Township expect the successful Respondent to provide auditor services as follows:

- Audit of the Township's accounts and records supporting the Township's December 31, 2025, financial statements including: current fund, trust funds (all), general capital, water utility (operating and capital), sewer utility fund (operation and capital), parking utility fund (operating and capital), pool utility fund (operating and capital), police training facility utility operating fund and fixed assets account group; trust accounts, the Uniform Construction Code Filing, and Deferred Compensation 457.
- The audit shall be completed no later than June 30th following the year end regardless of whether the State of New Jersey extends the deadline, unless a later date is agreed to by the Chief Financial Officer.
- Audit fieldwork should commence at a mutually agreed upon date as early as possible.
- A list of required schedules shall be provided at least two weeks prior to the commencement of field work, including confirmation letters to be prepared and where possible audit transaction selections should be made in advance for the data to be gathered.
- Preliminary findings, internal control observations and adjustments should be discussed prior to the end of fieldwork with the Chief Financial Officer.
- Perform tests of internal controls and compliance with statutory requirements.
- If applicable, performance of a federal and or state single audit in accordance with OMB Circular A-133 and N J OMB Circular 04-04.
- Preparation of the Township's audited statutory financial statements;
- Issuance of a separate report on the Municipal Court and Animal Control;
- Review of annual budget;
- Provide as needed accounting and tax guidance throughout the year and advise on legislative changes which may require record changes during the year;
- Meet with the Mayor, Administration, Council as needed and requested;
- Attend meetings of the Township Council when requested and all other meetings that the Township may require;
- Provide financial and budgetary advice to the Township as needed or requested.

Contract Term: The term of the contract between the Township and the successful Respondent will be one (1) year. The Township anticipates awarding a contract for the Services at its first Reorganization Council Meeting in January. The Township shall reserve the right to terminate the contract without cause on 15 days' notice.

Service Fee: Respondent shall provide a quote for services for the year.

ENGINEERING SERVICES:

The Township seeks Qualification Statements from Respondents that have expertise in the provision of **Engineering Services**. The Township intends to qualify engineers and engineering firms for the provision of Services as:

1. **Township Engineer**
2. **Zoning Board of Adjustment Engineer**
3. **Planning Board Engineer**
3. **Miscellaneous Engineering Services***

[*Special Projects: Environmental, Traffic Signal & Intersection Design, Road, Sewer, Water, Traffic, Parking, Parking Decks.]

Note: Respondents must submit a separate response for each engineering service of interest, as referenced above.

Respondents also must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

Respondents to this RFQ shall be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

Scope of service:

The Township expect the successful Respondents to:

- a. Perform Engineering Services as requested by the Township, Planning Board or Zoning Board.
- b. Attend meetings of the Township Council or the Boards as requested.
- c. Attend all other meetings that the Township or the Boards shall require.
- d. Provide all services usual and customary to engineers.

Note: All engineers who will be performing services for the Township must be licensed by the State of New Jersey.

Contract Term:

The term of the contract between the Township and the successful Respondent will be for one (1) year. The Township anticipates awarding a contract for the Services at its first Reorganization Council Meeting in January. The Township will qualify Respondents for the Planning and Zoning Boards. Each Board will award its own contract for a one (1) year term. The Township Boards will reserve the right to terminate a contract without cause on 15 days' notice.

Service Fee:

Respondents shall specifically acknowledge agreement to provide the Services for a fee of \$210.00 per hour for the Chief or Primary Engineer. Fees for other personnel shall be set forth on a schedule to be included with Respondent's proposal, which schedule shall show a fee scale that assumes \$210.00 as the maximum fee, and trends downward based on the level of expertise of the employee (supervisor, draftsperson, surveyor, clerical, etc.)

LEGAL SERVICES:

The Township seeks Qualification Statements from Respondents that have expertise in the provision of **Legal Services**. The Township intends to qualify several attorneys and law firms for the provision of Services for the following:

- Township Attorney
- Special Legal Counsel/Conflict Attorney
- Bond Counsel
- Tax Appeal Counsel
- Labor Relations Counsel
- Labor Relations Counsel – Library Board
- Special/Conflict Labor Relations Counsel
- Planning Board Attorney
- Zoning Board of Adjustment Attorney
- Library Board Attorney
- Library Board Conflict Attorney

Note: Respondents must submit a separate response for each legal service of interest, as referenced above.

Respondents also must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

The Township expect the successful Respondents to:

- a. Perform the legal services requested by the Township.
- b. Attend meetings of the Township Council as requested.
- c. Attend all other meetings that the Township shall require;
- d. Prepare legal opinions and legal memoranda when requested;
- e. Provide legal advice and review to the Township as needed.

Note: All attorneys who will be performing legal services for the Township must be licensed to practice law in the State of New Jersey. Attorneys are reminded that conflicts may arise in connection with their private practice and their services for the Township and are advised to familiarize themselves with the *Supreme Court Advisory Committee on Professional Ethics Opinion No. 697*, 188 N.J. 549 (2006), which discusses conflicts of interest and application of R.P.C. 1.8(k).

Contract Term:

The terms of the contracts between the Township and the successful Respondents will be for one (1) year. The Township anticipates the awarding of contracts for the Services at its first Reorganization Council Meeting in January. The Township shall reserve the right to terminate a contract without cause on 15 days' notice.

Service Fee:

Respondent shall specifically acknowledge agreement to provide the Services for the fee of \$210.00 per hour.

PROFESSIONAL PLANNER

The Township seeks Qualification Statements from Respondents that have expertise in the provision of **Planner Services**. The Township intends to qualify planners and planning firms for the provision of Services as

- Planning Board Planner
- Zoning Board of Adjustment Planner
- Township Planner – Special
- Special/Conflict Planner

Note: Respondents must submit a separate response for each planning service of interest, as referenced above.

Respondents also must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

Scope of Service:

Respondents to this RFQ shall be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

The Township expect the successful Respondents to:

- a. Perform Planning Services as requested by the Mayor and the Director of the Department of Planning and Engineering.
- b. Present to the Planning Board for review and recommendation to the Township Council, if required.
- c. Present to the Township Council for its consideration.
- d. Attend meetings of the Township Council.
- e. Attend such other meetings as the Mayor and Township Council shall require.
- f. Provide all services usual and customary to planners.
- g. Such other services as the Mayor and/or the Director of the Department of Planning and Engineering shall require or deem necessary or appropriate.

Note: All planners who will be performing services for the Township must be licensed by the State of New Jersey.

Contract Term:

The term of the contract between the Township and the successful Respondent will be for one (1) year. The Township anticipates awarding a contract for the Services at its Reorganization Meeting. The Township Council will qualify Respondents for this position. The Township Council reserves the right to terminate a contract without cause on 15 days' notice.

Service Fee:

Respondents shall specifically acknowledge agreement to provide the Services for a fee of \$210.00 per hour. Primary Planner Fees for other personnel shall be set forth on a schedule to be included with Respondent's proposal, which schedule shall show a fee scale that assumes \$210.00 as the maximum fee, and trends downward based on the level of expertise of the employee (supervisor, clerical, etc.

PUBLIC DEFENDER

The Township seeks Qualification Statements from Respondents that have expertise in the provision of **Public Defender**. The Township may appoint one or two attorneys to serve as Public Defender(s). If one Public Defender is appointed, that attorney shall provide eight (8) days of service per month, and be paid \$250 per court session, not to exceed \$2000 per month. If two Public Defenders are appointed, each shall provide four (4) days of service per month, and be paid \$250 per court session, not to exceed \$1000 each per month. Respondents must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

The Township expect the successful Respondents to:

- a. Perform the Services of Public Defender in accordance with the rules of the Municipal Court of the Township and the laws of the State of New Jersey, including, but not limited to, N.J.S.A. 2B:24-1 *et seq.*
- b. Appear at sessions of the Municipal Court of the Township as required.
- c. Perform services as usual and customary for Public Defenders.

Note: All attorneys who will be performing legal services for the Township must be licensed to practice law in the State of New Jersey. Attorneys are reminded that conflicts may arise in connection with their private practice and their position as Public Defender and are advised to familiarize themselves with the *Supreme Court Advisory Committee on Professional Ethics Opinion No. 697*, 188 N.J. 549 (2006), which discusses conflicts of interest and application of R.P.C. 1.8(k).

Contract Term:

The terms of the contracts between the Township and the successful Respondents will be for one (1) year. The Township anticipates awarding contracts for the Services at its first Reorganization Council Meeting in January. The Township shall reserve the right to terminate a contract without cause on 15 days' notice.

Service Fee:

Respondent shall specifically acknowledge agreement to provide the Services for the fee of \$250.00 per court session. If one Public Defender is appointed, his/her fee shall not exceed \$2,000 per month. If two Public Defenders are appointed, each Public Defender's monthly fee shall not exceed \$1,000 per month.

PROSECUTOR

The Township seeks Qualification Statements from Respondents that have expertise as a Municipal Prosecutor. The Township may consider Respondents for two Municipal Prosecutor positions, one of which shall be the position of **Municipal Prosecutor and Municipal Prosecutor DWI/DUI** pursuant to N.J.S.A. 2B:25-4(f). Respondents must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

Scope of Service:

The Township shall expect the successful Respondents to

- a. Perform the duties of and meet the qualifications for Municipal Prosecutors in accordance with the rules of the Municipal Court of the Township and the laws of the State of New Jersey, including, but not limited to, N.J.S.A. 2B:25-1 *et seq.*
- b. Prosecute matters on behalf of the Township in the Municipal Court of the Township as required.
- c. Provide all services usual and customary to Municipal Prosecutors.

Note: All attorneys who will be performing legal services for the Township must be licensed to practice law in the State of New Jersey. Attorneys are reminded that conflicts may arise in connection with their private practice and their position with the Township and are advised to familiarize themselves with the *Supreme Court Advisory Committee on Professional Ethics Opinion No. 697*, 188 N.J. 549 (2006), which discusses conflicts of interest and application of R.P.C. 1.8(k).

Contract Term:

The term of the contract between the Township and the successful Respondent will be for one (1) year. The Township anticipates awarding contracts for the Services at its first Reorganization Council Meeting in January.

Service Fee:

Respondents shall specifically acknowledge their agreement to provide the Services of a Municipal Prosecutor for a fee of \$350.00 per court session, regular or special scheduled by the Court Administrator. No payment will be made for legal work performed outside of the court sessions.

REDEVELOPMENT FINANCIAL CONSULTANT

The Township seeks Qualification Statements from Respondents that have expertise as a Redevelopment Financial Consultant. Respondents must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

Scope of Service:

The Redevelopment Financial Consultant shall educate themselves on existing redevelopments in town and to evaluate and negotiate PILOT Agreements on behalf of the township and report its results to the Mayor, Township Council, Business Administrator, Township Attorney, Redevelopment Agency, and CFO.

Contract Term:

The term of the contract between the Township and the successful Respondent will be for one (1) year. The Township anticipates awarding contracts for the Services at its first Reorganization Council Meeting in January.

Service Fee:

Respondent shall specifically acknowledge agreement to provide its professional services for the fee of \$210.00 per hour.

THIS IS THE END.

**TOWNSHIP OF EAST BRUNSWICK
2027 PROFESSIONAL SERVICES**

THE TOWNSHIP OF EAST BRUNSWICK THANK YOU FOR YOUR INTEREST.
WE LOOKS FORWARD TO REVIEWING YOUR PROPOSAL AND POTENTIALLY
WORKING WITH YOU.