

**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES**

Township Zoning Board Planner

The Township of Lopatcong is seeking sealed proposals for its Township Zoning Board Planner. All proposals are to be returned to Beth Dilts, Purchasing Agent, Township of Lopatcong, Lopatcong Township Municipal Building, 232 South Third Street, Phillipsburg, New Jersey 08865. Proposals sent by mail shall be addressed as indicated above and shall be clearly marked on the envelope: "RFP – Township Zoning Board Planner". All proposals are due on or before Friday, December 16, 2016 at 4:00 pm. The Township Council will be the sole discretionary body for consideration or rejection of the proposals. This contract shall be awarded based on most advantageous price and other factors including but not limited to experience, education and special accreditations. This service is exempt from formal bidding in accordance with N.J.S.A. 40A:11-5a.

All appointments to provide professional services shall be in the name of an individual authorized or licensed to practice said profession or service. The name of a company or firm may follow the name of the individual.

Submissions

Applicant shall provide two complete proposal packages. Each submission to be considered shall comply with the criteria set forth herein:

1. Should the applicant be a professional requiring licensure in the State of New Jersey, said applicant shall be licensed for a period of not less than five years. A copy of the license shall be included with your proposal.
2. The applicant should submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.
3. The applicant shall submit a resume and/or cover letter, which shall set forth information, including, but not limited to, the following (as applicable to an individual professional and business entity):
 - a. Full name of applicant and business address,
 - b. A listing of all post high school education of the applicant,
 - c. Dates of licensure in the State of New Jersey and any other state,
 - d. A listing of any professional affiliations or memberships in any professional, societies or organizations, with an indication as to any offices held therein,

- e. The number of licensed professionals employed by/affiliated with the business entity which employs the applicant,
 - f. A listing of all special accreditations held by the individual licensed professional or business entity which employs the applicant,
 - g. A listing of all previous public entities served by the licensed professional.
4. The applicant shall provide a fee schedule including hourly rates. All other rates or fees requested to be considered shall be submitted with the proposal.
5. Proof of insurance coverage should be provided with the proposal.
6. Applicant shall provide an executed Pay to Play Affidavit Stockholders Disclosure with their proposal.
7. The applicant MUST label the exterior of the package with “RFP Township Zoning Board Planner”

Lopatcong Township Pay to Play Requirements

Entities submitting a proposal are required to comply with N.J.S.A. 19:44A-20.26 (P.L. 2005, c.271, s2).

If bidder is a corporation or partnership, there must accompany its bid, a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10%) percent, or more of its stock, of any class, or of all individual partners in the partnership who own a ten (10%) percent or greater interest therein. If one or more stockholders or partnership, the stockholders holding ten (10%) percent or more of that corporation's stock, or the individual partner owning ten (10%) percent, or greater interest in that partnership, must be set forth as aforesaid.

Term of Contract

The term of this contract shall be one year from the date of appointment or until a successor is appointed. Continuation of the terms of this contract beyond the fiscal year is contingent upon availability of funds in the following year's budget. This contract is being issued pursuant to a fair and open process in accordance with N.J.S.A 19:44A-20.5 et seq.

Contract Required Documentation:

- Rate schedule in accordance with proposal and award;
- Proof of professional liability and errors/ omissions insurance coverage having a minimum limit of one million dollars pre occurrence naming the Township of Lopatcong as an additional insured and/or certificate holder;
- Proof that you are authorized or licensed to practice the particular profession to which you were appointed; and Certificate of Good Standing when applicable;
- ONE of the following three documents prior to execution of your contract:
 1. Letter of Federal Affirmative Action Plan Approval
 2. Certificate of Employee Information Report
 3. Employee Information Report Form AA302
- New Jersey Business Registration Certificate

Mandatory Affirmative Action Language P.L. 1975 c.127 (N.J.A.C.17:27)

During the performance of this contract, the contractor agrees to comply with all the requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 in accordance with attached Exhibit A.

Each contractor shall submit to the Township after notification of award but prior to execution of contract, one of the following documents:

1. A photocopy of a valid letter that the contractor is operating under a Federally approved or sanctioned affirmative action program; or
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4.3; or
3. A photocopy of an Employee Report (Form AA302) completed by the contractor in accordance with N.J.A.C. 17:27-4.3 (goods service professional contracts).

New Jersey Business Registration Requirements

In accordance with P.L. 2004 c.57. bidder should provide with their Signed contract, a Business Registration Certificate issued by the State of New Jersey. A Business Registration Certificate in no longer required at the time of bid submission.

Proposal Evaluation

Proposals will be evaluated by the Township based upon the following criteria:

- Experience and Reputation in the field.
- Education and/or special accreditations in the field.
- Availability of sufficient personnel and other resources to provide the service
- Compensation proposal
- Other factors which may be in the best interest of the Township.

Disclosure of Contributions

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

STOCKHOLDERS DISCLOSURE CERTIFICATION

Name of Business _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- Partnership Corporation Sole Proprietorship
- Limited Partnership Limited Liability Corporation Limited Liability Partnership
- Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list.

Stockholders:

Name: _____
Home Address: _____

Subscribed and sworn before me this ____ day
of _____, 201__.

(Signature)

(Notary Public)

(Print name & title)

My Commission expires:

EXHIBIT A

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27**

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.

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.**

By: _____

Dated: _____

