

FLORENCE TOWNSHIP NOTICE OF REQUEST FOR PROPOSAL

Please be advised that the Township of Florence is accepting proposals for the provision of professional services for 2026: **(Township Solicitor and Conflict Solicitor) (Township Engineer) (Township Water & Sewer Engineer) (Township Planner) (Township Prosecutor) (Township Public Defender and Conflict Public Defender) (Planning Board Attorney) (Zoning Board of Adjustment Attorney) (Planning Board Engineer and Planning Board Conflict Engineer) (Planning Board Planning Consultant) (Zoning Board of Adjustment Engineer) (Zoning Board of Adjustment Planning Consultant) (Special Project/Conflict Engineer) (Bond Counsel) (Township COAH Planner) (Township Auditor) (Health Insurance Broker) (Risk Management Consultant) (Financial Consultant) (Continuing Disclosure Agent Independent Registered Advisor)**

All RFQ's/RFP's will be available at www.florence-nj.gov. Submittals must be made by forwarding *two (2) thumb drives containing all required submission documents and any support information in PDF format and six (6) original paper document submittal* in a sealed envelope clearly marked "Submission of Qualifications/Proposal for [Name of Position]" to the Township of Florence, Attn: Township Clerk, 711 Broad Street, Florence, NJ 08518, not later than **10:00 A.M. on November 13, 2025**.

Proposals will be evaluated on the basis of the most advantageous to the Township of Florence, price and other factors considered. The evaluation will consider:

- 1) Experience and reputation in the field;
- 2) Knowledge of the Township of Florence and the subject matter to be addressed under the contract;
- 3) Availability to accommodate any required meetings;
- 4) Compensation proposal;
- 5) Other factors if demonstrated to be in the best interest of the Township of Florence. The proposal for compensation is not a bid, is one factor to be considered and is subject to negotiation and approval by the Township. The maximum compensation to be paid by the Township shall not exceed the total of the appropriation for these services as set forth in the adopted budget, ordinances or other appropriations or funding adopted or approved by the Township Council without further written authorization by the Township Council for the professional/contractor to continue to perform duties which will incur billings in excess of that sum.

Contracts will be awarded as provided by law at a public meeting.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C 17:27 et. Seq.

THIS PROPOSAL IS BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A.19:44A-20.5 et seq.

Nancy L. Erlston, RMC
Township Clerk