

## **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 **2024: Township Solicitor, Township Engineer, Township Water & Sewer Engineer, Township Planner, Township Prosecutor, Township Public Defender, Township Conflict Public Defender, Planning Board Attorney, Zoning Board of Adjustment Attorney, Planning Board Engineer, Planning Board Planning Consultant, Zoning Board of Adjustment Engineer, Zoning Board of Adjustment Planning Consultant, Planning Board Conflict Engineer, Bond Counsel, Township COAH Planner, Township Labor Attorney, Township Auditor, Special Engineer and Project Engineer, Special Projects Planner, Special Legal Counsel, Special Traffic Engineer, Health Insurance Broker, Risk Management Consultant, Township Architect, Landscape Architect for Park Planning, Financial Advisor Services**

**Two (2) copies** of each proposal shall be submitted in writing (using *recyclable materials* only) along with a **USB drive** containing electronic copies of the submission in PDF format, to:

Nancy L. Erlston, RMC, Township Clerk, Township of Florence, 711 Broad Street, Florence, NJ 08518, not later than **10:00 A.M. on November 14, 2023**, at which time they will be opened.

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