

**TOWNSHIP OF HAINESPORT
FAIR AND OPEN PROCESS
REQUEST FOR QUALIFICATIONS
2012 PROFESSIONAL APPOINTMENTS**

I. Notice of Request for Qualifications Statements

The Township of Hainesport ("Township") is soliciting Qualifications Statements from interested persons and/or firms for awarding 2012 contracts for the provision of the services listed below by a Request for Qualifications process ("RFQ"). Individual persons and/or firms interested in assisting the Township with the provisions of these services must prepare and submit a Qualifications Statement in accordance with the procedure and schedule in the RFQ. The Township will review Qualifications Statements only from those persons or firms that submit a Qualifications Statement that includes substantially all the information required to be included as described, in the sole judgment of the Township's Mayor and Committee.

The Township intends to qualify person(s) and/or firm(s) that (a) possess(es) the professional, financial and administrative familiarity with the Township, experience, training and capabilities to provide the proposed services, and (b) agrees with and meets the terms and conditions determined by the Township that provide the greatest benefit to the taxpayers of the Township of Hainesport.

The selection of qualified respondents are not subject to the public bidding or competitive contracting provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* The selection is, however, subject to the fair and open process authorized by the "New Jersey Local Unit Pay-To-Play" Law, N.J.S.A. 19:44A-20.4 *et seq.* The Township has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualifications Statement in response to the RFQ.

Qualifications Statements must be submitted to and be received by Paul J. Tuliano, Jr., Township Administrator, at the Office of the Township Administrator, One Hainesport Centre, Hainesport, New Jersey 08036 on or before 10:00 a.m. on December 16, 2011. Qualifications Statements will not be accepted by facsimile transmission or e-mail. The responses will be opened at 10:00 a.m. on December 20, 2011 in the Office of the Township Administrator for subsequent review by the Mayor, Township Committee, Township Solicitor and where appropriate, the Joint Land Use Board. The contract awards may be announced at the Township's annual re-organization meeting on January 3, 2012, at 7:00 PM and where appropriate the Joint Land Use Board's re-organization meeting on January 4, 2012, at 7:30 PM. Both reorganization meetings will be held at the Hainesport Township Municipal Building located at 1401 Marne Highway.

CONTRACTS SUBJECT TO THE WITHIN NOTICE:

1. Township Auditor
2. Bond Counsel
3. Township Engineer
4. Township Planner
5. Joint Land Use Board Engineer
6. Joint Land Use Board Attorney
7. Joint Land Use Board Planner

II. Instructions for Qualifications Statements and Criteria

Qualifications Statements must be submitted in the manner designated in these instructions, and must be enclosed in sealed envelopes bearing the name, address and telephone number of the person and/or firm submitting the statement and the name of the work on the outside, addressed to the Township Clerk of the Township of Hainesport, PO Box 477 Hainesport, New Jersey 08036..

Qualifications Statements shall demonstrate the following:

- A. Experience and reputation of the person/firm in the field
- B. Training and Licensing of the person/firm
- C. Availability to accommodate the needs of the Township's meeting schedule
- D. Knowledge of the Township's needs and history and the subject matter to be addressed under the contract

The Township's Mayor and Committee reserves the right to select qualified person/firm in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. Those responding to the RFQ are required to comply with the provisions of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27-1 et seq, if applicable.

Paul J. Tuliano, Jr.
Administrator/Clerk
Hainesport Township
(609) 267-7114
ptuliano@hainesporttownship.com