

TOWNSHIP OF QUINTON PLANNING BOARD
RESOLUTION 2017-13

**A RESOLUTION ESTABLISHING A FAIR AND OPEN
PROCESS FOR THE AWARDING OF PROFESSIONAL
SERVICES CONTRACTS FOR 2018**

WHEREAS, the Quinton Township Planning Board requires the services of a Planning Board Attorney, Planning Board Engineer and Planning Board Planner; and

WHEREAS, retaining the services of qualified professionals for such positions has long been exempt from "public bidding" by State Law N.J.S.A. 40A:11-5(a) due to the important policy consideration of allowing a public body to appoint candidates they deem to be most qualified and advantageous to the needs and goals of the public body; and

WHEREAS, new State Law N.J.S.A. 19:44A-20-7 permits the Planning Board to establish a "fair and open process" that allows for public solicitation of qualifications of persons interested in providing such services; and

WHEREAS, the Planning Board has determined that establishing such a process protects its right to appoint the most qualified candidates while making the process more open and competitive; now therefore:

BE IT HEREBY RESOLVED by the Planning Board as follows:

1. There is hereby established a "fair and open" process for the award of the contracts for the positions of Planning Board Attorney, Planning Board Engineer and Planning Board Planner;


a. The Planning Board shall advertise a notice of solicitation of qualifications for such positions in a form similar to that attached hereto as Exhibit "A." The Planning Board shall publish said notice at least 10 calendar days in advance of the date set forth therein as the deadline to submit proposals.

b. The Planning Board shall make the necessary arrangements to publicly open and announce all proposals received. The Planning Board shall review all proposals received and transmit them to the members with a report and recommendations.

c. Award of any contracts based on the submissions received shall be made by Resolution of the Planning Board after receipt of the materials at an open public meeting.


Suzanne Van Sciver, Vice-Chairwoman

I hereby certify the above to be a true copy of a Resolution adopted by the Quinton Township Planning Board at a meeting held on Tuesday, December 12th, 2017 in the Township Municipal Building.



Bonita K. Bell, Secretary

PUBLIC NOTICE

The Township of Quinton Planning Board is soliciting proposals through a fair and open process in accordance with New Jersey State Law for the following positions: Planning Board Attorney, Planning Board Engineer and Planning Board Planner.

Interested applicants must submit the following information by mail or in person to the Township of Quinton Planning Board c/o Bonita K. Bell, Secretary, 10 Cottage Avenue, P. O. Box 227, Quinton, New Jersey 08072 by **4:45 p.m. on December 29th, 2017**. At that time and place all proposals received shall be publically opened and announced by the Planning Board Chairwoman or her designee. The information to be submitted in order to be considered is as follows: **12 sets** of: professional resumes and/or other materials which shall include at a minimum full name and business address; dates of licensure in the State of New Jersey; a listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein; the number of licensed professionals employed by/affiliated with the applicant; a listing of all special accreditations held by the individual licensed professional or business entity; and a listing of all previous public entities served by the business entity or licensed professional, indicating the dates of service and position held. All envelopes are to be clearly marked as **"Fair and Open Proposals - Do Not Open Until December 29th, 2017"**.

Proposals will thereafter be received by the Township of Quinton Planning Board, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the Township of Quinton Planning Board and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the Planning Board; (v) availability to accommodate meeting and interface requirements with the Planning Board for meetings, phone conferences, attendance at meetings; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the Planning Board; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The Planning Board reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the Planning Board.

The Planning Board's determination of the applicant who is most advantageous to the goals and objectives of the Planning Board shall be final and conclusive.