

**TOWNSHIP OF PEMBERTON**

**COMBINED REQUEST FOR QUALIFICATIONS  
AND REQUEST FOR PROPOSALS**

**2018 ANNUAL PROFESSIONAL SERVICES CONTRACTS**

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Please take notice that Pemberton Township is soliciting Qualification Statements and Proposals/Quotes, through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional services:

Township Attorney, Special Counsel Pool (for various legal services including Conflict Attorneys, Workers Compensation Counsel, Labor Counsel, Tax Appeal Counsel, Tax Foreclosure/Bankruptcy Counsel, Bond Counsel), Township Prosecutor, Alternate Township Prosecutor, Public Defender, Alternate Public Defender, Conflict Municipal Court Judge, Township Auditor, Risk Management Consultant/Insurance Broker of Record, Township Planner Pool, and Township Engineer.

Please take further notice that the Pemberton Township Planning Board is soliciting Qualification Statements and Proposals/Quotes, through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional services:

Planning Board Attorney, Conflict Planning Board Attorneys, Planning Board Engineer, Conflict Planning Board Engineer, and Planning Board Planner.

Please take further notice that the Pemberton Township Zoning Board of Adjustment is soliciting Qualification Statements and Proposals, through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional services:

Zoning Board Attorney, Conflict Zoning Board Attorneys, Zoning Board Engineer, Conflict Zoning Board Engineer, and Zoning Board Planner.

Information regarding the General Criteria and Specific Criteria that will be used to evaluate Proposals, together with a complete RFQ/RFP package, may be obtained at the Township Clerk's Office, 500 Pemberton-Browns Mills Road, Pemberton, New Jersey, or by fax request at 609-894-2703 or by emailed request at [acosnoski@pemberton-twp.com](mailto:acosnoski@pemberton-twp.com).

**Qualification Statements and Proposals must be received by the Township Clerk no later than 12:00 p.m. (prevailing time) on November 29, 2017. A signed proposed**

**professional services contract with Pemberton Township must be included in the submission.**

**No responses will be accepted late.** Any responses received after 12:00 p.m. will be returned unopened. Responses will be opened and read on November 30, 2017 at 10:00 a.m. Persons and firms responding to the Planning Board and Zoning Board solicitations shall submit ten (10) bound copies and one (1) unbound copy of their Qualification Statement and Proposal/Quote. All other persons and firms shall submit three (3) bound copies of their Qualification Statement and Proposal/Quote. All submissions must be delivered to the Township Clerk either in person or through the mail service as follows:

Mailing address:

Township of Pemberton  
Attn: Amy P. Cosnoski, Twp. Clerk  
500 Pemberton-Browns Mills Road  
Pemberton, NJ 08068

Physical address:

Pemberton Twp. Municipal Building  
Attn: Amy P. Cosnoski, Twp. Clerk  
500 Pemberton-Browns Mills Road  
New Lisbon, NJ 08064

Qualification Statements and Proposals/Quotes will not be accepted by facsimile or e-mail. The Township shall not be responsible for delivery delays of any kind and will not accept any Qualification Statements and Proposals after the time set forth above.