

TOWNSHIP OF PENNSAUKEN
PROFESSIONAL SERVICES RFP

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5, sealed proposals will be received by the Township of Pennsauken at its offices at 2400 Merchantville Avenue, Pennsauken, NJ 08110, on Monday, November 17, 2025, at 12:00 p.m., prevailing time, for the following:

TOWNSHIP PLANNER

Term: Reorganization 2026 – December 31, 2026

I. PURPOSE:

The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individual to provide professional services for the Township of Pennsauken. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the Township.

II. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:

1. Two (2) copy of the proposal, inclusive of all information required at Section D hereof, should be provided. Proposals must be submitted to Pamela Scott-Forman, RMC, Township of Pennsauken, 2400 Merchantville Avenue, Pennsauken, New Jersey 08110. Any proposals received after said opening, whether by mail or otherwise, will be deemed non-responsive. No proposal will be accepted after the date set forth above. Proposals must be submitted in a sealed envelope with the name of the firm or individual submitting the proposal clearly marked on the outside of the envelope. The Township assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or email is not permitted. The final selection shall be made is the sole discretion of the Township Committee.
2. In addition, all qualifications shall comply with P.L. 1977, c.33 requiring submission of a statement of corporate ownership, N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate; and with P.L. 1975, c.127 and N.J.A.C. 17:27-1 et seq., requiring compliance with equal employment opportunity and affirmative action laws and the submission of proof of compliance therewith. A statement of compliance with the Americans with Disabilities Act is required. The respondent is also further notified that they must comply with P.L. 2012, Chapter 25, and submit a Disclosure of Investments in Iran and with P.L. 2022, c.3 and submit a Certification of Non-Involvement in Prohibited Activities in Russia or Belarus with his proposal, a properly executed Non-Collusion Affidavit and a completed W-9 for the firm or individual.
3. All questions regarding this Request for Proposals should be made in writing to Pamela Scott-Forman, RMC, Municipal Clerk, Township of Pennsauken, 2400 Merchantville Avenue, Pennsauken, New Jersey 08110.

III. CRITERIA FOR EVALUATION OF QUALIFICATIONS: The Request for Qualifications Review Committee will independently evaluate each submission, and selection will be made upon the following criteria:

1. Experience and reputation in the field.
2. Knowledge of the subject matter of the services to be provided to the Township.
3. Knowledge of the Township, its affairs, and operations.
4. Availability to accommodate any required meetings of the Township.
5. Rate Structure.
6. Compliance with the minimum qualifications established by the Township for the position.
7. Other factors determined to be in the best interest of the Township.

IV. **PROPOSAL REQUIREMENTS:** Proposals should include the following sections, further detailed below.

1. Scope of Services
2. Resume
3. Facilities
4. Conflict of Interest
5. Fees

IV. **DETAILED EXPLANATIONS:** The following explains what the Township expects in each of the major sections:

1. **SCOPE OF SERVICES:** - The Township of Pennsauken is requesting qualification statements to provide professional services for the Township of Pennsauken for all professionals set forth below. Your response should detail the firm or individual's qualifications to provide that type of service.

The minimum qualifications established by the Township for the professional appointments are as follows:

A. TOWNSHIP PLANNER:

Must be licensed to practice in the State of New Jersey. Must have a minimum of 15 years' experience in all aspects of municipal planning including extensive work and knowledge of the Municipal Land Use Law (MLUL), Council on Affordable Housing (COAH), and experience in the preparation of master plans and redevelopment plans. The respondent must have at least five years' experience as a municipal consultant or Township Planner.