

**NOTE: The Town of Morristown Planning Town will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Qualifications.**

**REQUEST FOR QUALIFICATIONS**

**FOR THE PROVISION OF ON-CALL TOWN PLANNER**

**ISSUE DATE: November 9, 2023**

**DUE DATE: December 7, 2023**

**Issued by:**

**Town of Morristown**

## GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications:

"Town" - refers to the Planning Town.

"Town" - refers to the Town of Morristown.

"Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of ten percent (10%) or more in the firm.

"Qualification Statement" - refers to the complete responses to this RFQ submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who have satisfied the qualification criteria set forth in this RFQ.

"Respondent" or "Respondents" - refers to the interested firm(s) that submit a Qualification Statement.

"Review Team" – Members of the Town and its legal and/or financial advisors who shall review the Qualification Statements.

"RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto..

## SECTION 1

### INTRODUCTION AND GENERAL INFORMATION

#### 1.1. **Introduction and Purpose.**

The Town is soliciting Qualification Statements from interested persons and/or firms for the provision of **On-Call Town Planner**, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Town with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedures and schedules in this RFQ. The Town will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the Town). The Town intends to qualify person(s) and/or firm(s) that: (a) possesses the professional, financial and administrative capabilities to provide the proposed services; and (b) will agree to work under the compensation terms and conditions determined by the Town to provide the greatest benefit to the taxpayers of Morristown.

#### 1.2. **Procurement Process and Schedule.**

The selection of Qualified Respondents is not subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The Town has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided with an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 5 of this RFQ, which will be applied in the same manner to each Qualification Statement received. Respondents agree to at all times abide by all requirements of New Jersey law.

Qualification Statements will be reviewed and evaluated by the Town Administration and its legal and/or financial advisors (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial criteria described in this RFQ. Under no circumstances will a member of the Review Team review responses to an RFQ for a position which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Town will (in its sole judgment) determine which Respondents are qualified from professional, administrative and financial standpoints. Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Town) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Town.

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Town reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed to the Town’s Designated Contact Person, in writing.

**Designated Contact Person:**

Jillian Barrick, Business Administrator  
Town of Morristown  
200 South St. CN914, Room 239, Office of Mayor/Administration  
Morristown, NJ 07963-0914

Qualification Statements must be submitted to, and be received by, the Town, by hand delivery or regular mail, by 4:00pm prevailing time on December 7, 2023. Qualification Statements will not be accepted by facsimile transmission or e-mail.

Subsequent to issuance of this RFQ, the Town (through the issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by, and in the sole judgment of, the Town.

**TABLE 1**

**ANTICIPATED PROCUREMENT SCHEDULE**

<b>ACTIVITY</b>	<b>DATE</b>
1. Issuance of Request for Qualifications	November 9, 2023
2. Receipt of Qualification Statements	December 7, 2023
3. Completion of Evaluation of Qualification Statements by the Review Team	December 14, 2023
4. Town Review of Review Team Recommendations	December 28, 2023
5. Approval of Professional Services Resolutions by Town Council	January 9, 2024

**Section 1.3. Conditions Applicable to RFQ.**

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute an RFP.
- This RFQ does not commit the Town to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The Town reserves the right, in its sole judgment, to reject for any reason, any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- The Town reserves the right, in its sole judgment, to reject any Respondent that submits incomplete

responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.

- The Town reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- All Qualification Statements shall become the property of the Town and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Town, in the exercise of its sole discretion, in accordance with applicable law.
- The Town may request Respondents to send representatives to the Town for interviews.
- Any and all Qualification Statements not received by the Town by 4:00pm prevailing time on December 7, 2023 will be rejected.
- Neither the Town, its consultants or advisors, nor their respective staffs, including, but not limited to, the Review Team, shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

#### **Section 1.4. Rights of Town.**

The Town reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the Town deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the Town may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Town shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

**1.5 Addenda or Amendments to RFQ.**

During the period provided for the preparation of responses to the RFQ, the Town may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Town and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

**1.6 Cost of Proposal Preparation.**

Each proposal and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Town, its staff, its consultants or such consultants' staff, for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

**1.7 Proposal Format.**

Responses should cover all information requested in the questions to be answered in this RFQ. Responses which in the judgment of the Town fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

**SECTION 2**

**SCOPE OF SERVICES**

It is the intent of the Town to solicit Qualification Statements from Respondents that have expertise in the provision of consulting planning services. Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

**SECTION 3**

**SUBMISSION REQUIREMENTS**

**Section 3.1 General Requirements.**

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it believes may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

**Section 3.2 Administrative Information Requirements.**

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.

2. An executed Letter of Qualification (See Appendix A to this RFQ).
3. Name, address and telephone number of the firm or firms submitting the Qualification Statement pursuant to this RFQ, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
  - (a) Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of ten percent (10%) or more in the firm.
  - (b) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
  - (c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
  - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance
5. An executed Letter of Intent (See Appendix B).
6. An executed Payment Conditions and Rate Schedules Form (See Appendix C).
7. An executed Americans with Disabilities Act of 1990 Acknowledgement Form (See Appendix D).
8. The number of years the business organization has been in business under its present name.
9. The number of years the business organization has been under its current management.
10. Any judgments, claims or suits within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
11. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
12. Confirm appropriate federal and state licenses to perform activities. Submit a copy of the Firm's Business Registration Certificate.

### **Section 3.3 Professional Information Requirements.**

1. Respondent shall submit a description of its overall experience in providing the type of services

sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:

- a. Description and scope of work by Respondent;
  - b. Name, address and contact information of references; and
  - c. Explanation of perceived relevance of the experience to the RFQ.
2. Describe the services that Respondent would perform directly.
  3. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
  4. Does the Respondent normally employ union or non-union employees?
  5. Resumes of key employees.
  6. A narrative statement of the Respondent's understanding of the Town's needs and goals.
  7. List all immediate relatives of Principal(s) of Respondent who are Town or Town employees or elected officials of the Town or Town. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

## **SECTION 4**

### **INSTRUCTIONS TO RESPONDENTS**

#### **4.1 Submission of Qualification Statements.**

Respondents must submit an original and one (1) copy of their Qualification Statement to the Designated Contact Person:

Ms. Jillian Barrick  
Business Administrator  
Town of Morristown  
200 South St. CN914  
Room 239, Office of Mayor/Administration  
Morristown, NJ 07963-0914

Qualification Statements must be received no later than 4:00 p.m. (prevailing time) on December 7, 2023, and must be mailed or hand-delivered. Qualification Statements forwarded by facsimile or e-mail will not be accepted.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound, and signed and acknowledged by the Respondent.



## **SECTION 5**

### **EVALUATION**

The Town's objective in soliciting Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of Morristown. The Town will consider Qualification Statements only from firms or organizations that, in the Town's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Town in the manner described in this RFQ.

Proposals will be evaluated by the Town on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Town and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Town; and
4. Other factors demonstrated to be in the best interest of the Town.

**APPENDIX A**

**LETTER OF QUALIFICATION**

**(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)**

[INSERT DATE]

Attn: Ms. Jillian Barrick  
Business Administrator  
Town of Morristown  
200 South St. CN914  
Morristown, NJ 07963-0914

Dear Ms. Barrick:

The undersigned has reviewed its Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Town of Morristown ("Town"), dated [REDACTED], in connection with the Town's need for **On-Call Town Planner**.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference), are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon the express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief  
Executive Officer)

(Typed Name and Title)

(Type Name of Firm)

Dated: \_\_\_\_\_

**APPENDIX B  
LETTER OF INTENT**

**(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)**

[INSERT DATE]

Jillian Barrick, Business Administrator  
Town of Morristown  
200 South St. CN914, Room 239, Office of Mayor/Administration  
Morristown, NJ 07963-0914

Dear Ms. Barrick:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Town of Morristown ("Town"), dated \_\_\_\_\_ in connection with the Town's need for **On-Call Town Planner**.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFQ and to adhere to the Town's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Town. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud. (Name of Respondent) acknowledges and agrees that the Town may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Town shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.
6. (Name of Respondent) acknowledges that any contract executed with respect to the provision of **Planning Town -Planner** must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

\_\_\_\_\_  
(Typed Name and Title)

\_\_\_\_\_  
(Type Name of Firm)

Dated: \_\_\_\_\_

## APPENDIX C

### PAYMENT CONDITIONS AND RATE SCHEDULES

1. On-Call Planner agrees to perform all of the necessary services as required in connection with planning issues and shall do, perform and carry out such services in a satisfactory and proper manner. To the extent the On-Call Planner perform services or activities as a planner on behalf of its client, its services shall be deemed to be as an independent professional contractor under the Professional Services Contract with Morristown. On-Call Planner will include Principal to provide oversight of all work provided to the Town of Morristown. The On-Call Planner will dedicate adequate staff resources as needed or directed under this agreement. Morristown will provide a desk with standard office facilities within the Morristown Town Hall.
2. The On-Call Planner shall be compensated at a rate of \$12,500 per month for General Planning Services. General Planning Services shall include the administration of the following tasks, duties as functions within the Morristown Planning Division:
  - a) Administration of municipal comprehensive and master planning;
  - b) Legislative drafting, including modifications to the Zoning Ordinances;
  - c) Coordination and engagement with related governmental organizations;
  - d) Consultation and advice regarding the administration of affordable housing programs within the Town;
  - e) On-call expertise to related boards and commissions as may be formed by Morristown;
  - f) Special planning projects and initiatives as may be identified by Morristown;
  - g) Grant-writing and facilitation of other fundraising activities related to administration General Planning Services as well as the implementation of identified capital projects;
  - h) Manage and execute community engagement and outreach initiatives on behalf of Morristown.
  - i) Attendance at regular meetings of the Morristown Governing Body or informal community workshops related to the administration of General Planning Services listed above.

The On-Call Planner shall be compensated at an hourly rate for “Additional Planning Services” that fall outside the scope of General Planning Services as defined above. Additional Planning Services shall include but not be limited to Redevelopment Planning Services funded by either the municipality or Redeveloper escrow deposits. Additional Planning Services, including Redevelopment Planning Services, shall be billed at an hourly rate of Two Hundred Dollars (\$200) if funded by Redeveloper or developer escrow deposits and at an hourly rate of One Hundred Fifty (\$150) if funded by the municipality.

The On-Call Planner shall have the authority to delegate, from time to time, work to related sub consultants, to be compensated at the same rate and pursuant to the terms related above.

The On-Call Planner shall be reimbursed at cost for expenses incurred for duplication, filing fees, court reporters and other reasonable out-of-pocket expenses advanced and/or incurred and shall be reimbursed for direct charges including disbursements that are actual expenses incurred by the Planner associated in connection with such services, and include, but are not limited to:

- a) Telegrams, faxes and long distance (Out-of-State) telephone calls.
- b) Payment of filing fees, review fees and similar charges.
- c) Outside printing, reproduction, binding, collating and other graphic services.
- d) Messenger service, postage and handling of drawing and specifications, reports, contracts and other bulky items.

Travel time to and from the Town of Morristown will not be charged. The total compensation described herein shall not exceed the amount appropriated for On-Call Planner unless authorized by the Mayor or Morristown Council or for the performance of added emergent on-call planning services. Consistent with current practice, monthly invoices shall be submitted which shall include a detail of detailing all of the services that are performed on an hourly basis.

3. Monthly invoices shall be submitted detailing all services performed.

Signature: The undersigned hereby acknowledges and accepts the established payment terms.

Name of Respondent/Firm:

Print name and title:

Signature:

Date:

ATTEST:

\_\_\_\_\_  
Witness

**APPENDIX D**

**AMERICANS WITH DISABILITIES ACT OF 1990**

**ACKNOWLEDGEMENT FORM**

This form is an agreement of the successful Vendor's obligation to comply with the requirements of 42 U.S.C. §121.01 et seq., referred to as the Americans Disability Act of 1990.

The undersigned Vendor hereby acknowledges receipt of the Americans with Disabilities Act of 1990 found at Appendix B of this packet.

The undersigned Vendor hereby certifies that he/she is aware of the commitment to comply with the requirements of 42 U.S.C. §121.01 et seq. and agrees to furnish any required forms as evidence of compliance.

The undersigned Vendor further certifies that he/she understands that his/her proposal shall be rejected as non-responsive and any contract entered into shall be void and of no effect if said Vendor fails to comply with the requirements of 42 U.S.C. §121.01 et seq.

COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_