

Township of North Hanover

PROFESSIONAL SERVICES AGREEMENTS

2025

SERVICES REQUIRED

1	Township Attorney
2	Township Auditor Services
3	Township Bond Counsel
4	Township Engineer
5	Township Planner
6	Joint Land Use Board Attorney
7	Joint Land Use Board Engineer
8	Joint Land Use Board Planner
9	Township Prosecutor
10	Township Public Defender
11	Township Conflict Public Defender
12	Insurance Broker/Risk Manager
13	Affordable Housing Administrative Agent
14	IT Services
15	Financial Advisor

**PROPOSALS ARE BEING SOLICITED THROUGH A FAIR AND OPEN
PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 et seq.**

NOTICE OF THE TOWNSHIP OF NORTH HANOVER

IN SOLICITATION OF A

PROFESSIONAL SERVICES AGREEMENT

For

[Insert Name of Professional Services]

The Township of North Hanover is seeking proposals for the above services for the calendar year 2025.

PROPOSALS ARE BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 et seq.

All applicants must submit their proposals to Mary Picariello, RMC Township Clerk, 41 Schoolhouse Road, Jacobstown, New Jersey, by 3p.m., Eastern Standard Time, on **Thursday, November 7, 2024.**

Information to be addressed by the proposals:

Applicants should, please, refer to the portion of this notice found immediately below entitled **PROFESSIONAL SERVICES AGREEMENTS – 2025 AWARD CRITERIA.** The applicant will find the information that is required of the applicants and that applicants ***must*** address completely. Proposals that, upon Township receipt and review, fail to address all **AWARD CRITERIA** completely shall receive no further consideration.

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Township of North Hanover

PROFESSIONAL SERVICES AGREEMENTS

2025

AWARD CRITERIA

CRITERIA 1: QUALIFICATIONS

The applicant must specify the qualifications that the applicant asserts would address the services required. The qualifications would include, but not necessarily be limited to, education, advanced academic credentials, certifications, licenses, awards, formal recognitions, and affiliations.

CRITERIA 2: GENERAL EXPERIENCE

The applicant must provide evidence of general experience in performing the required services.

CRITERIA 3: SPECIFIC EXPERIENCE

The applicant must, to any specific extent possible, provide the applicant's direct experience in performing the required services for the Township of North Hanover.

CRITERIA 4: DOCUMENTATION:

The applicant must provide copies of the following:

1. State Business Registration
2. Valid Certificate of Employee Information Report and be sure all requirements for Affirmative Action, pursuant to P.L. 1975, C.127 (N.J.A.C. 17:27)
3. Certificate of Insurance
4. Disclosure of Investment Activities with Iran, P.L. 2012, C.25 (*Exhibit A*)

CRITERIA 5: COMPENSATION

The applicant must propose compensation for the services required. The basis for the proposed compensation must be demonstrated.

CRITERIA 6: REFERENCES

The applicant must provide three professional or business-related sources of reference and two personal sources of reference.

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Exhibit A

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Page 1 of 2

Bid Name: _____

Bid Due Date: _____

Bidder: _____

Part 1:

Pursuant to Public Law 2012, c.25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the NJ Department of Treasury as a person or entity engaging in the investment activities in Iran. If the Director of the NJ Department of Treasury finds a person or entity to be in violation of the principles which are subject of this law, he/she shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c.25, that the person or entity listed above for which I am authorized to bid/renew:

_____ is not providing goods or services of \$20,000,000 or more in energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

_____ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Township of North Hanover under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2 is required to be completed if both certification boxes in PART 1 were not certified.

PART 2 PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran outlined above by completing the section below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED ADDITIONAL ROOM, ADD ADDITIONAL PAGES.

Name _____ Relationship to Bidder/Offeror _____

Description of Activities

Duration of Engagement _____ Anticipated Cessation Date _____

PART 3: CERTIFICATION SIGNATURE

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the **Township of North Hanover** is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Township of North Hanover** to notify the **Township of North Hanover** in writing of any changes to the answer of information contained herein. I acknowledge that I am aware that it is a criminal offense to make false statement or misrepresentation in this certification and if I do so, I recognize that I am subject to the criminal prosecution under the law and that will also constitute a material breach of my agreement(s) with the **Township of North Hanover** and that the **Township of North Hanover** at its option may declare any contract(s) resulting from this certification void and unenforceable. Parts 1 and 3 or Parts 2 and 3 must be completed and signed to be responsive to the specifications. Failure to complete Parts 1 and 3 or Parts 2 and 3 will render the bid non-responsive and the bid shall not be considered for an award.

Signature

Print Name

Partner _____
Title

Date