

**PUBLIC NOTICE
TOWNSHIP OF ELK**

**NOTICE FOR SOLICITATION OF QUALIFICATIONS FOR
2026 PROFESSIONAL SERVICES UNDER A FAIR AND
OPEN PROCESS**

Notice is hereby given that sealed proposals for professional services, not subject to bidding, pursuant to N.J.S.A. 40A:11-5 et seq., will be received by the Municipal Clerk of Elk Township. The **sealed** qualifications must be submitted to: Elk Township, Attention: Timothy J. Pine, Acting Municipal Clerk, Municipal Building, 680 Whig Lane, Monroeville, NJ 08343 on or before the **deadline of Wednesday, November 5, 2025 by 10:00 a.m.** Each envelope must be clearly marked: RFQ for Professional Services – Fair and Open Process for 2026, including the title of the following position for which you are submitting a proposal. Any qualification received after 10:00 a.m. on November 5, 2025 will be returned. All qualifications will be opened and recorded at the Municipal Building, 680 Whig Lane, Aura, New Jersey 08343 on Wednesday, November 5, 2025, at 10:00 a.m. by the Municipal Clerk.

Proposals for the following professional services
for the period of January 1, 2026 to December 31, 2026 will be accepted:
(Please submit one (1) original and two (2) copies.)

Township Solicitor
Township Engineer
Township Auditor
Bond Counsel
Health Insurance Broker
Special Labor Counsel
Prosecutor
Conflict Prosecutor
Public Defender
Conflict Public Defender
Combined Planning/Zoning Board Attorney
Combined Planning/Zoning Board Engineer
Combined Planning/Zoning Board Planner

Each submission to be considered shall comport to the criteria set forth herein:

- (1) Should the applicant be a professional requiring licensure in the State of New Jersey, said applicant shall be licensed for a period not less than five (5) years.
- (2) The applicant shall submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.
- (3) The applicant shall submit a resume, which shall set forth information including, but not limited to the following (as applicable to a business entity or individual professional):
 - (a) Full name and business address;
 - (b) A listing of all post high school education of the applicant;
 - (c) Dates of licensure in the State of New Jersey and any other State;
 - (d) A listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein;
 - (e) The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant;
 - (f) A listing of all special accreditations held by the individual licensed professional or business entity;
 - (g) A listing of all previous public entities served by the business entity or licensed professional, indicating the dates of services and position held;
 - (h) Current fee schedule

Applicants are required to comply with the P.L. 1975, c. 127 (Affirmative Action) and P.L. 2004, c.57 (Business Registration). Applicants are also required to submit a State of Ownership with the RFP as required by P.L. 1977, c.33 (Disclosure of Ownership).

If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27; therefore please include an original Contract, Affirmative Action Certificate, Exhibit A Language and a Certificate of Employee Information Report.

The Municipal appointing authority shall thereafter publicly select the professional or business entity for the position so advertised on the basis of which is the most advantageous to the Township, which shall thereafter be confirmed or approved as required by law or Ordinance, taking into consideration the above factors. Please be advised the Township reserves the right to reject any or all the proposals submitted.

Township of Elk
Timothy J. Pine