

PUBLIC NOTICE
BOROUGH OF SWEDESBORO

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

NOTICE is hereby given that proposals for professional services, not subject to bidding pursuant to, and in accordance with N.J.S.A. 40A: 11-5 et seq., N.J.S.A. 40A11-5 (1) (a) (m) and N.J.S.A. 19:44A-20.5 et seq., will be received by the Municipal Clerk of the Borough of Swedesboro. The proposals must be submitted to The Borough of Swedesboro, Attention: Jena Dolbow, Municipal Clerk, 1500 Kings Highway, Swedesboro, NJ 08085 on or before the deadline of **Tuesday, December 2, 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 proposals received after the above referenced deadline date and time will not be accepted.

Proposals for the following professional services for **2026** will be accepted:

Borough Solicitor
Borough Engineer
Borough Planner
Borough Auditor
Borough Labor Counsel
Borough Bond Counsel
Borough Redevelopment Counsel
Affordable Housing Counsel
Affordable Housing Consultant/Planner
Administrative Agent for Affordable Housing
Combined Planning/Zoning Board Solicitor
Combined Planning/Zoning Board Engineer
Combined Planning/Zoning Board Conflict Engineer
Joint Insurance Fund Risk Management Consultant
Special Counsel

(Include a Cover letter detailing all requirements and the position you are submitting for)

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

- (1) Should the applicant be a professional acquiring licensure in the State of New Jersey, said applicant shall be licensed for a period not less than (5) years.
- (2) The applicant shall submit a "Certificate of Good Standing" or another 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) Date 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 service and position held;
- (h) Fee Schedule

Please submit one (1) original copy of the above referenced items. When submitting Proposals for more than one position please submit them in separate envelopes and specify on the outside of the envelope the position that is enclosed.

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

Please be advised that all proposals shall be evaluated by the Governing Body on the basis of that which is the most advantageous to the Borough, taking into consideration the above factors. Please be further advised that the Borough reserves the right to reject all of the proposals submitted.

The Borough is not responsible for the loss or destruction of any proposals mailed or delivered to the Borough Clerk prior to the deadline set for receipt of proposals.

BOROUGH OF SWEDESBORO

Jena L Dolbow, RMC
Municipal Clerk

