

TOWNSHIP OF DELANCO
Request for Qualifications

Submission Deadline: NOVEMBER 25, 2025 11:00am

Purpose:

The following procedures are designed to provide for a fair and open process in awarding professional services based on qualifications, merit and cost effectiveness through accessible advertising. Services include annual appointments and day-to-day programs, projects and contracts.

Scope of Services: PUBLIC DEFENDER

Any person or firm interested in providing professional services to the Township of Delanco as defined in the New Jersey Statutes, NJSA 40A:11-2(6).

1) Appointment of Township Public Defender. The Public Defender shall be appointed by the Township Committee by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of January of the year of appointment and until his successor has been appointed and qualified. The Public Defender shall be an attorney-at-law of New Jersey. In lieu of appointing an individual attorney, Committee may appoint a firm of attorneys, all members of which shall be attorneys-at-law of New Jersey. The Public Defender shall be appointed in a manner consistent with the Local Public Contracts Law and shall execute a written contract with the Township and the Public Defender shall receive such fees as shall be agreed upon by the Township Committee.

2) Duties.

The Public Defender shall:

The Public Defender shall defend the criminal, quasi-criminal, disorderly persons offenses, motor vehicle offenses and any other matters assigned to him or her in accord with State law, *N.J.S.A. 2B:24-4*, et seq., and the process administered by the Municipal Court of the Township of Delanco. The Public Defender shall receive such fees for services as shall be determined by the Township Committee and in accord with application or related fees that may be charged to qualifying defendants.

3) Residence. The Public Defender need not be a resident of Delanco Township.

**Applicants'/Proposers' Responsibility in Responding to
Township's**

The applicant/proposer shall in response to the Township's RFQ, at a minimum, include the following information:

A. Qualification requirements to compete for the needed service or activity as set forth in the "duties and responsibilities" of the position defined in the Township's RFQ. Qualifications, at a minimum, shall include requirements defined as follows:

1. Full name and business address.
2. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the RFQ.
3. Dates of licensure in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of Delanco Township.
4. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
5. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Township. A description of each individual's qualifications, including education, licensure and years of professional experience.
6. A listing of all previous Public Sector entities served by the applicant/proposer licensed professional including dates of service and position(s) held.
7. Proposed cost of the service(s) or activities, including the hourly rate of individuals who will perform the services or activities. The proposed cost should include:
 - a. Attorney meetings.
 - b. Site visits and expenses
 - c. Expenses for travel, postage and telephone excluded from the hourly rate.
 - d. Additional services defined beyond the scope of regular services.
8. **Insurance.** The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township of Delanco.
9. **Financial Disclosure.** The applicant/proposer, as a "professional", if required by law, shall file a Financial Disclosure Statement pursuant to a Local Government Ethics Law NJSA 40A:9-22(1) et.seq.
10. **Law Against Discrimination and Affirmative Action.** The

applicant/proposer as a "professional" shall file a statement as to compliance with NJSA 10:5-1 et. Seq.

B. The applicant/proposer shall submit **seven (7) copies** of his/her proposal to the attention of the Township Clerk for review and consideration by the Township Administrator and Township Committee

Basis for Award of Contract/Agreement for Professional Services

The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual or firms who will perform the service or activity.
2. Experience and references.
3. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.
4. Cost Competitiveness.
5. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the professional services as outlined in the applicant' s/proposer' s proposal.
6. All awards or waivers will be by resolution acted on by the Township Council at a Township meeting.
7. All awards are subject to availability of funds.
8. This policy will include, but not be limited to, all of the above listed requirements.

Where to obtain minimum qualifications and proposal forms, submission deadline, submission deadline and form of submission are indicated below:

Where to obtain RFQ/RFP: **Township Clerk, Delanco Township 770 Coopertown Road, Delanco, NJ 08075. All forms and application must be picked up or obtained from the Township website - www.delancotownship.com**

Submission Deadline: November 25, 2025 11:00am

Submission Location: Township Clerk, Delanco Township 770 Coopertown Road, Delanco, NJ 08075.

Form of Submission: All submissions shall be in sealed envelope with "Submission of Qualifications / Proposal for [Name of Position]" marked on the outside.

Copies Required: Seven PHONE INQUIRES WILL NOT BE ACCEPTED.