

## **PUBLIC NOTICE OF FAIR AND OPEN PROCUREMENT PROCESS.**

In accordance with New Jersey Local Public Contracts Law and N.J.S.A. 19:44A-20.4 et seq., the Borough of Keyport ("Borough"), County of Monmouth, a municipal corporation of the State of New Jersey, is soliciting professional services proposals through a fair and open process for:

### **Professional Services for the Borough of Keyport for:**

Borough Attorney  
Borough Employment Attorney  
Bond Attorney  
Tax Appeal Attorney  
Conflict Attorney  
Fair Housing Attorney  
OPRA Attorney  
Redevelopment Attorney  
Planner  
Auditor  
Brownfields Consultant  
Risk/Health Benefit Management Consultant  
Prosecutor  
Public Defender  
Planning Board Attorney  
Planning Board Engineer  
Planning Board Planner

Proposal documents are available on the Borough's website (<http://www.keyportonline.com>) and can also be obtained through the Borough Clerk's Office during regular business hours, Monday – Friday, from 9:30 a.m. to 3:30 p.m. The submission package can also be requested via email: [mclark@keyportonline.com](mailto:mclark@keyportonline.com).

Completed Proposals must be submitted in the manner designed and outlined in the submission package. The envelope or package must be enclosed in a sealed envelope bearing the name and address of the Respondent, and the name of the specific professional service on the outside, addressed to the Borough of Keyport. Please enclose one (1) original, marked original; seven (7) copies (marked copy) and one flash drive of the proposal.

Proposals must be received by Wednesday, December 10th 11:00 a.m. EST

No faxed or email proposals will be accepted. Proposals received after the time and date listed above will not be considered.

The Borough will not be responsible for any expenses in the preparation and/or presentation of the proposals and oral interviews, if any, for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise.

The Borough reserves the right to request additional information if necessary, or to request an interview with firm(s), or to reject any and all proposals with or without cause, and waive any irregularities or informalities in the proposals submitted. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. In the event that all proposals are rejected, the Borough reserves the right to re-solicit proposals.

Responding firms may withdraw their proposals at any time prior to the final filing date and time, as indicated on the cover page to this RFP, by written notification signed by an authorized agent of the firm(s). The proposal may thereafter be resubmitted, but only up to the final filing date and time.

The responding firm assumes sole responsibility for the complete effort required in the RFP. No special consideration shall be given after proposals are opened because of a firm's failure to be knowledgeable about all requirements of this RFP. By submitting a proposal in response to this RFP, the firm represents that it has satisfied itself, from its own investigation, of all of the requirements of this RFP.

Documents and information submitted in response to this RFP shall become property of the Borough and generally shall be available to the general public as required by applicable law, including the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, et seq.

The Borough reserves the right to hold oral interviews with any or all of the firms submitting a proposal.

Communications with representatives of the Borough concerning this RFP, by you or on your behalf, are **NOT** permitted during the term of the submission and selection process. Communications regarding this RFP in any manner **will result in disqualification** from consideration of the firm seeking the appointment as Consultant pursuant to this RFP.

All answers to questions posed will be posted on the Borough website at [www.keyportonline.com](http://www.keyportonline.com) and/or through an addendum (if any) to this RFP made available to all potential bidders at the Borough website.

BY THE ORDER OF THE BOROUGH COUNCIL OF THE BOROUGH OF KEYPORT.

Kimberly Humphrey  
Borough QPA  
Borough of Keyport