



NOTICE OF REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the Township of Maple Shade is soliciting proposals through the fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Sealed Request for Proposal responses will be received by the Township Clerk of the Township of Maple Shade no later than **Friday June 6th, 2025** at 10:00A.M. local prevailing time at the Maple Shade Municipal Building, 200 Stiles Avenue, Maple Shade, NJ 08052 for the below referenced 2025 professionals.

Proposals, along with all required documents, shall be submitted in two ways: **one (1) unbound copy of the proposal and one (1) electronic copy on a thumb drive**. Hard copy versions shall be submitted in a sealed envelope CLEARLY addressed to the Township Clerk, 200 Stiles Avenue, Maple Shade, NJ 08052 and must include the name and address of the applicant along with RFP – Special Counsel. If mailed, submissions must be postmarked by June 2nd, 2025 no later than 3pm. If the RFP is sent by overnight or express mail, the above designation *SHALL BE CLEARLY MARKED* on the outside of the courier company envelope.

PROFESSIONAL SERVICES FOR 2025

SPECIAL COUNSEL – MUNICIPAL FIRE LAW

The Applicant will designate a specific individual(s) to work with the Township of Maple Shade and provide resumes for both the individual and Principals of the Business Entity.

Request for Proposal documents and Instructions to Applicants may be obtained beginning on May 19th, 2025 via the Township of Maple Shade Website <https://mapleshade.com/rfp/>. Copies of the Request for Proposal are also available free of charge in a PDF format and may be requested by emailing tmcveigh@mapleshade.com. It is the Applicants responsibility to check the website regularly for possible addenda. Potential respondents are cautioned that they are responding at their own risk if a third party supplied the RFP documents, as they may or may not be complete. The Township is not responsible for third party supplied documents.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Township form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Township Council reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Township Council shall award the contract or reject all submissions no later than 60 days from receipt of same

Any proposal received not complying with these requirements shall not be considered and returned to sender marked "Unresponsive".

Andrea T. McVeigh, RMC
Municipal Clerk