

## NOTICE OF REQUEST FOR PROPOSALS

**NOTICE IS HEREBY GIVEN** that the Township of Maple Shade is seeking proposals and resumes for our 2026 Annual Professional Services Contracts, through a fair and open process in accordance with N.J.S.A.19:44A-20.5 et seq.

Sealed Request for Proposal responses will be received by the Township Clerk of the Township of Maple Shade no later than December 8<sup>th</sup>, 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 2026 professionals.

**Proposals, along with all required documents, shall be submitted in two ways: electronically in PDF format to [tmcveigh@mapleshade.com](mailto:tmcveigh@mapleshade.com) and by one (1) original hard copy. Electronic submissions must contain the position and RFP designated title in the subject of the email. Submission must also be made by one (1) original hard copy format via mail or in person to the Maple Shade Municipal Building. Hard copy versions shall be submitted in a sealed envelope CLEARLY addressed to the Township Clerk at the address above and must include the name and address of the applicant, position and RFP designated title. If mailed, submissions must be postmarked by December 8th, 2025 no later than 10am.** 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 2026

- Labor Counsel
- Planning Board Attorney
- Zoning Board Attorney
- Land Use Engineer
- Municipal Court Judge

*\*Please note there is the potential for a consolidated board to be created. Should the consolidated board be approved, applicants who submit for either of these positions will be considered for the respective position to the consolidated board*

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 November 21<sup>st</sup>, 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](mailto: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.

Applicants shall comply with the requirements of P.L. 1975, C127, and N.J.A.C. 17:27et seq. **Any proposal received not complying with these requirements shall not be considered and returned to sender marked “Unresponsive”.**

Andrea T. McVeigh, RMC  
Municipal Clerk