

**ALEXANDRIA TOWNSHIP  
HUNTERDON COUNTY**

**PUBLIC NOTICE**

**NOTICE OF REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES FOR 2026**

PLEASE BE ADVISED that the Township of Alexandria will be accepting proposals for the following position for 2026: **TOWNSHIP PLANNER**

To obtain a copy of the RFQ please contact Township Clerk Michele Bobrowski, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848 and telephone number (908) 908-996-7071, ext. 210 or visit our website at [www.alexandrianj.gov](http://www.alexandrianj.gov). All qualifications submitted to the Township must be submitted pursuant to the said RFQ.

1. To be considered, a proposal for the above position must be received on or before **Tuesday, December 9, 2025, AT 11:00 A.M. Submit one (1) electronic copy of the proposal on a USB drive (in pdf format) and six (6) hard copies.** The submission shall be sent to Township Clerk Michele Bobrowski, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848.

Michele Bobrowski, RMC/CMC/MMC/CMR/CPM  
Municipal Clerk  
Alexandria Township

**Township of Alexandria  
242 Little York-Mt. Pleasant Road  
Milford, NJ 08848**

This is a Request for Qualifications (RFQ). This will be used by the Alexandria Township Committee as a basis for making professional service appointments.

**THIS PROPOSAL IS BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH  
N.J.S.A. 19:44-20.5 et seq.**

**REQUESTS FOR QUALIFICATIONS/PROPOSALS**

**PURPOSE AND SCOPE OF WORK:**

The following process is designed to find qualified service providers in a fair and open manner for the provision of professional or other service contracts based on qualifications and merit. The general requirements set forth below must be met in order for any proposer to be considered to provide such services, exempt from public bidding pursuant to N.J.S.A. 40A: 11-5 and within the scope of N.J.S.A. 19:44A-20.5 et seq., to the Township.

Response to the Request for Qualifications (RFQ) shall be used to determine what proposers meet or exceed the minimum qualifications for the position and offer the municipality quality professional or other exempt services best meeting the needs of the Township.

Appointments shall be for the calendar year 2026.

**SUBMISSIONS:**

Submission shall address how the proposer meets the qualifications for the desired position (including attendance at regular monthly or special meetings):

1. Submissions must include **one (1) electronic copy of the proposal on USB drive (in pdf format) and 6 hard copies.** Submissions may **NOT** be sent by fax or transmitted over the telephone.
2. Proposer shall include the following with its submission:
  - a) New Jersey State Business Registration;
  - b) Valid Certificate of Employee Information Report;
  - c) Affirmative Action Document – “For Goods and Professional Services”

3. **Submissions must be received no later than Tuesday, December 9, 2025, AT 11:00 A.M.** Late submissions will not be accepted or considered. The Township assumes no responsibility for submissions misdirected in delivery or delayed in transmission.
4. The Township reserves the right to conduct an interview or interviews with the proposer to discuss the scope of the project as outlined in its proposal.
5. Proof of insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township will be required prior to the award of any contract.
6. Acceptance of a contract will be by resolution acted on by the Township Committee.
7. The Township will not guarantee any minimum level of activity or business.

By submitting a proposal, the proposer agrees and understands that the Township reserves the right and may exercise at its sole discretion the following rights and options with respect to this RFQ:

- To accept or reject any or all proposals;
- To amend this RFQ;
- To issue additional solicitations for proposals;
- To waive any irregularities in proposals should it be in the best interest of the Township;
- To enter into an agreement for only portions (or not enter into an agreement for any) of the services contemplated by the proposals;
- To select the proposal that best satisfies the interests of the Township

**EVALUATION:**

The following criteria, not necessarily listed in the order of importance, will be used to review the proposals. The Township reserves the right to weigh its evaluation criteria in any manner it deems appropriate for the best interest of the Township:

- Experience and reputation in the field
- Qualification of the individual(s) who will perform the service or activity
- Knowledge of the Township and the subject matter to be addressed by the contract
- Availability to accommodate any required meetings
- Other factors, if demonstrated to be in the best interest of the Township

**DISCLAIMER:**

The contents and information provided in this Request for Qualifications (RFQ) is meant to provide general information to interested parties. The successful Proposers shall be required to execute an Agreement with the Township that will govern the rights, duties and obligations between the Township and the successful Proposer. Accordingly, the terms set forth within this request for proposals shall not constitute any Contract between the Township and the successful proposer. Moreover, the Township accepts no responsibility for any omissions or deletions relating to this request for proposals. However, the successful proposal will become part of the Agreement.

The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

**REQUIREMENTS TO QUALIFY:**

The requirements listed below are the minimum levels expected from the professional indicated.

If Proposer is a firm, it shall designate one professional within the firm to represent the Township and provide the qualifications of that individual in addition to the firm's credentials.

**TOWNSHIP PLANNER**

The Township Planner shall either be a member of or employed by a firm of a Professional Planner licensed in the State of New Jersey with at least eight (8) years' experience all aspects of municipal planning including extensive work with and knowledge of the MLUL, Affordable Housing and consulting with respect to drafting, and revising Master Plans, Affordable Housing Elements and Fair Share Plans, Redevelopment Planning, and Strategic and Functional Land Use Planning.

## DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title: \_\_\_\_\_

Proposer: \_\_\_\_\_

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### PART 1: CERTIFICATION

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds a person or entity to be in violation of the principles which are the subject of this law, action shall be taken as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity. **Failure to complete the certification will render a respondent's proposal as non-responsive.**

**I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates:**

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND** is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the NJTPA under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: \_\_\_\_\_

Relationship to Proposer: \_\_\_\_\_

Description of Activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement: \_\_\_\_\_

Anticipated Cessation Date: \_\_\_\_\_

Proposer Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

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**PART 3: CERTIFICATION**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_