

HAINESPORT TOWNSHIP

RFQ for Professional Services – Operational Review Services

The Township of Hainesport intends to engage a qualified consultant to conduct an operational and management efficiency review, **exploring a paid daytime, weekday shared fire services duty crew program which will benefit the residents of Hainesport and Lumberton Township**. This Review is supported in part by a grant under the Management Enhancement Review Program (MERP), P.L. 2025, c. 377.

THE TOWNSHIP OF HAINESPORT CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR PROFESSIONAL CONTRACT FOR OPERATIONAL REVIEW SERVICES UNDER THE FAIR AND OPEN PROCESS

NOTICE IS HEREBY GIVEN, for all applicants in the position set forth more fully in a notice of publication authorized by the Township of Hainesport, for submission of qualifications that shall take into consideration the following factors which will be weighed by the Township of Hainesport as the basis of an award for professional services most advantageous to the Township of Hainesport:

1. Resume and letter application for contract for Operational Review Services including all documentation that provides the following for evaluation:
 - a. Experience, reputation and capabilities to provide Operational Review for public sector entities in NJ
 - b. Knowledge, experience, and expertise in providing Operational Review Services across all operational areas of local government units, counties, and authorities, including: human resources management and issues; labor relations and labor negotiations; information technology; engineering & planning; code enforcement; finance and administration; public works and public safety.
 - c. Designated professional and support staff
 - d. Ability to provide Operational Review Services
 - e. References from county and local government entities (or comparable public-sector entities) where the Respondent has provided Operational Review services, including a list of at least two (2) operational reviews concluded within the past two (2) years; for each, identify the client, the scope of the review, and the date completed. Please also provide a sample Operational Review study completed within the past two years for a community of similar size in New Jersey.
 - f. Familiarity and experience working in Burlington County and/or comparable New Jersey communities.

- g. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey.
- h. Evidence of professional liability (errors and omissions) insurance with limits of not less than One Million Dollars (\$1,000,000), or a binding commitment to obtain such coverage prior to execution of a contract.
- i. Provide hourly rates for professionals and willingness to negotiate flat amounts per engagement/assignment under this contract

2. Selection of professionals shall be based solely on the Hainesport Township's evaluation of the submitted material in the criteria set forth in this document.

Responses shall be submitted in the following manner: one (1) printed copy AND one (1) electronic file in the form of a USB. All responses are to be clearly labeled which shall include the following information: Hainesport Township, Name and Address of Respondent, 2026 and "Operational Review Services RFQ" and Date of Response. Any inquiry concerning this RFQ shall be directed in writing to pkosko@hainesporttownship.com

All responses shall be submitted to:

Paula L Kosko, Administrator/Clerk/QPA
PO Box 477
1401 Marne Highway
Hainesport NJ 08036

Submission Deadline: **July 8, 2026 by 10am**

Proposals will be publicly opened on:

July 8, 2026
10:00am
Hainesport Municipal Building
1401 Marne Highway
Hainesport, New Jersey 08036

Responses are being solicited in accordance with fair and open process as set forth by PL 2004, Chapter 19 (as amended by PL 2005, c 51) NJSA 19:44-20.4 et seq.