

Explanation: This Resolution establishes a Fair & Open Process for certain Year 2027 contract awards.

**TOWNSHIP OF SPRINGFIELD
RESOLUTION NO. 2026 -279**

WHEREAS, the Township Committee has determined that a Fair and Open Process should be established in 2026 for the awarding of certain contracts for the 2027 calendar year pursuant to the provisions of N.J.S.A. 19:44A-20.5, et seq.

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Springfield as follows:

1. Findings. The Township Committee finds that the provisions of N.J.S.A. 19:44A-20.5, *et seq.* provides for the establishment of a fair and open process for the award of certain contracts with a value in excess of \$17,500.00 per year, where those contracts are not subject to public bidding or competitive contracting under the provisions of the New Jersey Local Public Contracts Law, and that it is in the best interest of the Township of Springfield to establish procedures for a Fair and Open process for the award of those contracts, and to extend its resources to the Township's Planning Board and Zoning Board of Adjustment (collectively the "land use boards") as it relates to the publication and issuance of requests for qualifications and proposals for the professional services required by such land use boards.

2. Fair and Open Process. Contracts for the provision of the following services to the Township for contracts to be awarded in the 2027 calendar year, to the extent their value exceeds \$17,500.00 per year, shall be awarded in accordance with the following procedures, which are established pursuant to N.J.S.A. 19:44A-20.5, *et seq.* as the Fair and Open Process for the Township of Springfield, and as otherwise determined by the Township's land use boards.

a. Requests for Qualifications and Proposals for the positions set forth herein shall be advertised on the Township website at least ten (10) days before the responses and proposals are to be submitted.

b. The responses to the Requests for Qualifications and Proposals for the following positions shall be submitted in writing to the Township Clerk:

1. Township Attorney
2. Labor Counsel
3. Bond Counsel
4. Township Planner
5. Township Engineer
6. Consulting Engineer
7. Auditing, Accounting and Consulting Services
8. Specialized Attorney Services – Tax Appeals
9. Specialized Attorney Services – Redevelopment
10. Specialized Attorney Services – Reverse Tax Appeals
11. Licensed Real Estate Appraisal Services
12. Insurance Consultant/Broker Services (Health)
13. Insurance Consultant/Broker Services (General)
14. Conflict Counsel (Labor Attorney)
15. Affordable Housing Counsel
16. Financial Advisory Services

17. Architectural Services
18. Affordable Housing Administrative Agent Services
19. Communications Tower Consultant

c. The responses to the Requests for Qualifications and Proposals for the following positions shall be submitted in writing to the Board Secretary:

1. Planning Board Attorney
2. Planning Board Planner
3. Planning Board Engineer
4. Zoning Board Attorney
5. Zoning Board Engineer
6. Zoning Board Planner

d. Proposals will be evaluated based on the most advantageous to the Township of Springfield, price and other factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Availability to accommodate any required meetings;
3. Compensation proposal;
4. Other factors as determined to be in the best interest of the Township of Springfield by, respectively, the Township and its land use boards.

e. The award of any contract pursuant to this Resolution shall be made in public by Resolution of the Township Committee or appropriate land use board.

f. The appointments shall be made, and contracts shall be awarded, in accordance with the Fair and Open process herein established, and applicable law.

g. All other provisions of the Local Public Contracts Law regarding contracts that are not subject to public bidding shall be followed, including the provisions for the publication of notice of the award of contracts.

3. The Township Clerk, in consultation with the Township Administrator and the Township Attorney, is hereby authorized and directed to take all steps necessary to implement the process set forth above.

4. This Resolution shall take effect immediately.

TAKE NOTE that the foregoing Resolution was adopted at the Regular Meeting by the Township Committee, of the Township of Springfield, County of Union, State of New Jersey, on Tuesday, October 13, 2026.

**Linda M. Donnelly, RMC
Township Clerk**