**TOWNSHIP OF MEDFORD**

**COMBINED REQUEST FOR QUALIFICATIONS**
**AND REQUEST FOR PROPOSALS**

**2027 ANNUAL PROFESSIONAL SERVICES CONTRACTS**

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Please take notice that the Township of Medford is soliciting Qualification Statements and Proposals/Quotes, through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional services:

Township Attorney, Special Counsel Pool (Labor/ Employment Counsel, Bond Counsel, Conflicts Counsel), Township Prosecutor, Public Defender, Township Auditor, Risk Management Consultant, Benefits Broker of Record, Township Engineer, Municipal Utilities Engineer, Township Planner, Affordable Housing Planner, Grant Writer, Financial Advisor and Affordable Housing Administrative Agent.

Please take further notice that the Medford Township Planning Board is soliciting Qualification Statements and Proposals/Quotes, through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional services:

Planning Board Attorney, Planning Board Engineer, and Planning Board Planner.

Please take further notice that the Medford Township Zoning Board of Adjustment is soliciting Qualification Statements and Proposals, through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional services:

Zoning Board Attorney, Zoning Board Engineer, and Zoning Board Planner.

Information regarding the General Criteria and Specific Criteria that will be used to evaluate Proposals, together with a complete RFQ/RFP package, may be obtained at the Township Clerk's Office, 49 Union St., Medford, New Jersey between 8:30am to 4:30pm Monday - Friday, by email to twicker@medfordtownship.com, or on our website at www.medfordtownship.com.

**Qualification Statements and Proposals must be received by the Township Clerk no later than 10:00 a.m. (prevailing time) on December 9, 2026**. ***A signed proposed professional services contract with Medford Township must be included in the submission***. **No responses**

**will be accepted late.** Any responses received after 10:00 a.m. will be returned unopened. Responses will be opened and read on December 9, 2026 at 10:00 a.m.

Persons and firms responding to the Planning Board and Zoning Board solicitations shall submit two (2) bound copies and a USB of their Qualification Statement and Proposal/Quote.

All other persons and firms shall submit two (2) bound copies and a USB of their Qualification Statement and Proposal/Quote. All submissions must be delivered to the Township Clerk in clearly marked envelopes either in person or through the mail service as follows:

Mailing address:

Township of Medford
Attn: Tara Wicker, Twp. Clerk
49 Union St., 2nd Fl.
Medford, NJ 08055

Qualification Statements and Proposals/Quotes will not be accepted by facsimile or e-mail. The Township shall not be responsible for delivery delays of any kind and will not accept any Qualification Statements and Proposals after the time set forth above.