

Berlin Township Board of Education
Notice of Solicitation
Requests for Proposals

NOTICE OF SOLICITATION

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Berlin Township Board of Education located at 225 Grove Avenue, West Berlin, New Jersey is seeking RFP's for professional services to be rendered to the Board of Education as listed below for the period July 1, 2026 to June 30, 2027.

Board of Education Solicitor
Board of Education Engineer

Request for proposals is on file at the Board Secretary/Business Administrator's office at 225 Grove Avenue, West Berlin, New Jersey and may also be downloaded from the Board of Education's website.

All RFP's must be received by the Board of Education's Board Secretary/Business Administrator no later than June 3, 2026, not later than 10 am.

All questions concerning this notice should be addressed to the Board Secretary/Business Administrator, Megan Stoddart at (856) 767-9480.

All statements of qualifications for professional service contracts shall include, at a minimum, the following information:

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
 - a. Identify the person who will be primarily responsible for the services required by the Board of Education and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Board of Education of Berlin Township.
 - b. Identify persons who will serve as back up to the primary person including resumes of all parties.
2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Board of Education of Berlin Township.

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BOARD OF EDUCATION SOLICITOR

Scope of Services:

Specialized services required – The selected professional (solicitor) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested.

Minimum Qualifications:

1. Solicitor's firm shall have three or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising public entities.
2. The firm shall have at least ten (10) years experience in representing public entities.
3. The firm shall designate one professional within the firm who will be assigned to represent the interest of the school district. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
4. The firm and individuals assigned to work with the school district shall be well versed in all aspects of the school district's operations.

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ENGINEER

SCOPE OF SERVICE:

The Board of Education desires to appoint an Engineering firm to provide site engineering services to the school district for planning, space upgrades and renovations. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS:

1. Engineering firm shall have three or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising public entities.
2. The firm shall have at least ten (10) years experience.
3. The Principal Office must be in New Jersey.
4. The firm shall designate one professional within the firm who will be assigned to represent the interest of the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
5. Firm must provide a list of at least five (5) public school districts for which you have provide services. References will be checked. Please provide the name of each school district and telephone number of a contact person.

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Any questions regarding this Request for Proposals should be directed to Megan Stoddart, School Business Administrator of the Berlin Township School District.

Please submit two (2) copies of this proposal to:

Megan Stoddart
School Business Administrator
Berlin Township School District
225 Grove Avenue, West Berlin, NJ 08091
856-767-9480