REQUEST FOR PROPOSAL
BOROUGH OF CHATHAM, MORRIS COUNTY, NEW JERSEY
CONSULTING SERVICES FOR THE CREATION OF A MASTER PLAN

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Borough of Chatham, County of Morris, State on New Jersey, in the Council Chambers, 54 Fairmount Avenue, Chatham, New Jersey on **Tuesday, April 7, 2026 at 2pm** prevailing time for **CONSULTING SERVICES FOR THE CREATION OF A MASTER PLAN.**

This proposal is being sought pursuant to the Local Public Contract Laws **Competitive Contracting Rules and Regulations.**

Proposal documents and specifications can be picked up at the Borough Clerk's office, 54 Fairmount Avenue, Chatham, NJ from 8:00 AM to 4:00 PM, Monday – Friday or electronically received by emailing your request for the RFP document to boroughclerk@chathamborough.org. You must include the firm's name, address, a contact name, telephone number and fax number in the email. Please indicate "**RFP- CONSULTING SERVICES FOR THE CREATION OF A MASTER PLAN"** in the subject line of the email.

All proposals must be enclosed in a SEALED ENVELOPE, properly endorsed with the name of the Bidder, with the designation "BOROUGH OF CHATHAM, SEALED PROPOSAL, RFP-CONSULTING SERVICES FOR THE CREATION OF A MASTER PLAN, TUESDAY, APRIL 7, 2026 2PM.". **Any envelope that is received that is not properly marked, causing it to be opened prior to the proposal opening will be invalidated.** Proposals may be received before the hour designated in the Borough Clerk's office if they are mailed or hand delivered in person. The Borough of Chatham will not be responsible for any proposal that is sent by mail or other form of carrier, which is lost, or which arrives after the proposal due date and time April 7, 2026 at 2pm.

All Proposals must be accompanied by a non-collusion affidavit; a statement of corporate ownership pursuant to N.J.S.A. 52:25-24.2; and an acknowledgment of the Proposer's receipt of any notice of revisions or addenda to the advertisement or Proposal documents.

The successful Proposer is required to comply with all applicable statutory and regulatory requirements, which include, but are not limited to, the business registration requirements of N.J.S.A. 52:32-44; the anti-discrimination requirements of N.J.S.A. 10:2-1 et seq., N.J.S.A. 10:5-31 et seq., P.L. 1975, c. 127, and N.J.A.C. 17:27; and the Americans with Disabilities Act of 1990, (42 U.S.C. §12101 et seq.).

Proposers are solely responsible for the timely delivery of the Proposal and no Proposals shall be considered that are presented after the public call for receiving Proposals. Any Proposal received after the date and time specified will be returned, unopened, to the Proposer. Proposals must be based upon and in strict accordance with the Proposal Specifications. Nonresponsive Proposals will not be accepted.

All Proposals and accompanying documents, as well as bonds and other Contract Documents, are subject to review by the Borough Attorney to ensure compliance with applicable New Jersey laws and regulations.

The Borough of Chatham reserves the right to reject any or all proposals, or any part thereof, and to waive any informalities therein and to award the proposal in the best interest of the Borough.

Vanessa Nienhouse, Borough Clerk