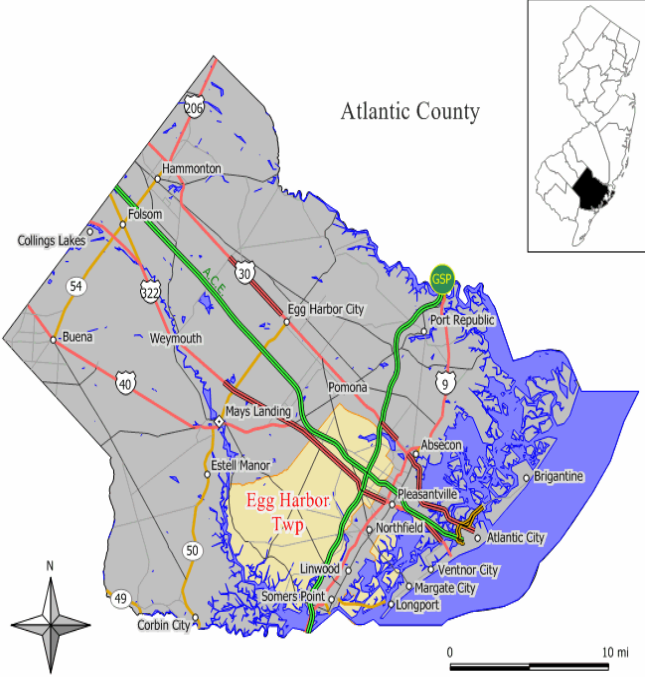


Requests for Proposals

Professional Services – Calendar Year 2018



Being accepted by

Township Clerk
 Township of Egg Harbor
 3515 Bargaintown Road
 Egg Harbor Township NJ 08234
 609/926-4085

Day	Date	Time	Place
Wednesday	December 13, 2017	10:00 a.m.	3515 Bargaintown Road Egg Harbor Township NJ 08234
Questions: Peter J. Miller, Township Administrator / 609-926-4027			

REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
Township of Egg Harbor

Notice is hereby given that pursuant to the provisions of NJSA 19:44A-20.4 (New Jersey Pay to Play Law), the Township of Egg Harbor, County of Atlantic and State of New Jersey is seeking proposals for the following professional services for the period of January 1, 2018 through to December 31, 2018:

1. Bond Counsel
2. Environmental Planner/Consultant
3. Financial Advisor
4. Labor Relations Attorney
5. Municipal Traffic Engineer
6. Municipal Prosecutor/Alternate Township Solicitor
7. Conflict Prosecutor
8. Planning Board and Zoning Board Engineer and/or Alternates
9. Planning Board and Zoning Board Planner and/or Alternates
10. Planning Board and Zoning Board Solicitor
11. Police Defense Counsel
12. Public Defender
13. Conflict Public Defender
14. Real Estate Appraisers
15. Rent Review Board Accountant
16. Rent Review Board Solicitor
17. Risk Management Consultant
18. Special Counsel (COAH)
19. Tax Appeal Appraiser
20. Tax Appeal Attorney
21. Tax Assessor's Field Work – Added Assessments
22. Tax Assessor's Office – Computer Services
23. Township Auditor
24. Township Engineer and/or Alternates
25. Township Physician
26. Township Planner and/or Alternates
27. Township Solicitor

This "Request for Proposals" (RFP) is on file and available in the Office of the Township Clerk, 3515 Bargaintown Road, Egg Harbor Township NJ 08234.

All business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to NJSA 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at Tel. (609) 292-8700 or Toll Free within NJ 1-888-313-ELEC (3532) or at <http://www.elec.state.nj.us/>.

All proposals must be received by the Township Clerk, no later than Wednesday, December 13, 2017 at 10:00 a.m. in a sealed envelope labeled “Proposal for 2018 Professionals Contract” at the following address:

Office of Township Clerk
Township of Egg Harbor
3515 Bargaintown Road
Egg Harbor Township NJ 08234

Proposals received/submitted after the deadline indicated will not be considered. All questions concerning this notice must be addressed to the Township Administrator at 609-926-4027.

Eileen M. Tedesco, RMC, Township Clerk

REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
Township of Egg Harbor

All proposals for Professional Service Contracts shall include, at a minimum, the following information and documentation:

1. Names and roles of the individuals who will perform the task and a description of their experience with projects similar to the matter being advertised.
2. A list of references with addresses and telephone contact numbers in addition to verifiable records of successes.
3. Description of ability to provide the services in a timely manner, including staffing, familiarity with the nature of services and location/business address of key staff.
 - a. An executive summary of not more than two pages, identifying and substantiating why the vendor is qualified to provide the requested services.
 - b. A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor.
4. Fee schedule for the year 2018 detailing hourly rates for all staff that will be or will potentially be assigned, plus any other charges for services not reflected on the hourly fee schedule, i.e. mileage, postage, photocopying. Fee schedule shall contain the monthly retainer for services, if specified in the **basic criteria**.
5. Contracts will be awarded on the basis of qualification, cost of services, and deemed most advantageous to the township. The cost of services will be a consideration. However, the qualifications to perform the required services will carry substantial weight in the decision-making process.
6. Individuals/firms appointed to provide a professional service will be required to supply, at the time of contract execution, the following:

- a. **Insurance Requirements.** The contractor shall not commence work under this contract until it has obtained the insurance required under this section. All coverage shall be with insurance carriers licensed and admitted to do business in New Jersey and acceptable to the municipality.
- i. Commercial General Liability Insurance. During the life of this contract the Contractor shall procure and maintain Commercial General Liability Insurance on an “occurrence Basis” with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage. Coverage shall include the following: (a) Contractual Liability; (b) Products and Completed Operations (C) Independent Contractors Coverage (D) Broad Form General Liability Extensions or equivalent and (E) Per location or project aggregate.
 - ii. Motor Vehicle Liability Insurance. During the life of this contract the Contractor shall procure and maintain Motor Vehicle Liability Insurance, including applicable No-Fault coverage with limits of liability not less than \$500,000 per accident combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
 - iii. Workers Compensation. During the life of this contract the Contractor shall procure and maintain Workers Compensation Insurance, including Employers’ Liability Coverage in accordance with the statutes of the State of New Jersey.
 - iv. Additional Insured. The following shall be additional insured: The Township of Egg Harbor, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers. This coverage shall be primary to the additional insured, whether other available insurance be primary, contributing or excess.
 - v. Termination. Contractor must notify the Township of Egg Harbor if the policy is being canceled or not renewed at least 60 days prior to the end of coverage.
- b. **Affirmative Action evidence.**
- c. **Employee Information Report.** Provide the Township of Egg Harbor with a Copy of letter of Federal Approval or Certificate of Employee Information Report or complete Form AA302; and
- d. **New Jersey Business Registration.** Provide the Township of Egg Harbor with a copy of your New Jersey Business Registration Certification.

7. If the vendor or any principal therein has been subject to any professional disciplinary action over the last three years, the bidder must provide a description of the litigation and/or disciplinary action.
8. In its proposal, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement or the Township.
9. **All proposals are to be submitted to the Township Clerk no later than Wednesday, December 13, 2017, 10:00 a.m. Proposals received after this deadline will not be considered. TWO (2) COPIES OF EACH PROPOSAL MUST BE SUBMITTED IN A SEALED ENVELOPE.**

REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
Township of Egg Harbor

BASIC CRITERIA

1. **Bond Counsel.** Must be a licensed attorney in the State of New Jersey. The attorney's office must be located within one (1) hour driving time to the Township's municipal building. Must have at least 5 years of experience in municipal/governmental bonding. Must have specific knowledge of the New Jersey Local Bond Law, Local Budget and Fiscal Affairs Law and regulations promulgated by the New Jersey Division of Local Government Services and Local Finance Board. Proposal must separate costs associated for issuance of bond anticipation note (BAN); bond sale; and bond refinancing.
2. **Environmental Planner/Consultant.** Must be licensed in the State of New Jersey as a professional planner. Must have at least 5 years of experience in environmental planning/sciences. Must have specific knowledge regarding Pinelands and CAFRA regulations.
3. **Financial Advisor.** Must have at least 5 years experience in advising municipalities on matters involving issuance of bonds and notes and other matters relating to fiscal and debt management. Must have experience in matters before the Local Finance Board. Required to monitor the market and regulations concerning disclosure and the need for Material Events Notice filings. Serves as the Township's third party continuing disclosure agent.
4. **Labor Relations Attorney.** Must be a licensed attorney in the State of New Jersey. The attorney's office must be located within one (1) hour driving time to the Township's municipal building. The attorney must possess 5 years of experience in representing governmental agencies in labor relations, including, but not limited to, contract negotiations, interest arbitration and grievance procedures, plus experience in working with the New Jersey Public Employees Relations Commission (PERC).
5. **Municipal Traffic Engineer.** Must be a licensed engineer in the State of New Jersey with at least 5 years of experience in municipal engineering in communities with a population of 25,000 or greater. Specific knowledge is required regarding New Jersey Department of Transportation traffic regulations and traffic circulation planning.
6. **Municipal Prosecutor/Alternate Township Solicitor.** Must be a licensed attorney in the State of New Jersey. Must have 5 years of experience representing a municipal

agency. Must have the ability to present matters in municipal court. Must be familiar with motor vehicle and criminal statutes. Must be available as scheduled by the Egg Harbor Township Municipal Court.

7. **Conflict Prosecutor.** Must be a licensed attorney in the State of New Jersey. Must have 5 years of experience representing or defending members of the public in municipal court. Must be familiar with motor vehicle and criminal statutes. Must be available as scheduled by the Egg Harbor Township Municipal Court.
8. **Planning Board and Zoning Board Engineer and/or Alternates.** Must be licensed in the State of New Jersey and able to demonstrate experience in Municipal Land Use pertaining to major and minor site plan applications and major and minor subdivision applications. Must be familiar with New Jersey Pinelands and CAFRA regulations. Must have at least 5 years of experience in representing Land Use Board in communities with a population of 25,000 or greater in the State of New Jersey.
9. **Planning Board and Zoning Board Planner and/or Alternates.** Licensed by the State of New Jersey as a Professional Planner. Familiar with New Jersey Land Use Regulations, Pinelands Management Plan and CAFRA Regulations. Must have at least 5 years of experience in representing Land Use Board in communities with a population of 25,000 or greater in the State of New Jersey.
10. **Planning Board and Zoning Board Solicitor.** Must be a licensed attorney in the State of New Jersey. Planning Board and Zoning Board Solicitor must have at least 5 years of experience in representing Land Use Board (i.e. Planning and/or Zoning) in communities with a population of 25,000 or greater. Must have experience in preparing Decisions and Resolutions
11. **Police Defense Counsel.** Must be a licensed attorney in the State of New Jersey and possess 5 years of experience in criminal defense work and representation of public safety employees.
12. **Public Defender.** Must be a licensed attorney in the State of New Jersey and possess 5 years of experience representing or defending members of the public in Municipal Court. Familiar with motor vehicle and criminal statutes. Ability to be available as scheduled by the Egg Harbor Township Municipal Court.
13. **Conflict Public Defender.** Must be a licensed attorney in the State of New Jersey and possess 5 years of experience representing or defending members of the public in Municipal Court. Familiar with motor vehicle and criminal statutes. Ability to be available as scheduled by the Egg Harbor Township Municipal Court.

14. **Real Estate Appraisers.** Provider must possess appropriate State licensure and/or certification to perform real estate appraisals in the State of New Jersey, with a minimum of 5 years of experience. Experience in both residential and commercial real estate required. Required to be a NJDEP Green Acres approved appraiser and experienced in providing self-contained appraisals to Green Acres standards. Experience in waterfront properties, farmland properties, motel/hotel and commercial business properties, and unimproved real property required. The provider will be required to accept Township purchasing procedures, including purchase orders.
15. **Rent Review Board Accountant.** Must be a Certified Public Accountant (CPA), must have ability to demonstrate experience in municipal review of local rent control ordinances and provide verification of proposed rent increases requested by landlords.
16. **Rent Review Board Solicitor.** Licensed Attorney in the State of New Jersey must have 3 years experience in serving and performing as a Legal Counsel/Advisor in matters concerning rent control, local rent control ordinances and landlord/tenant matters.
17. **Risk Management Consultant.** At least 5 years experience as an insurance risk consultant. Ability to assess insurance needs and values, familiar with worker's compensation regulations in the State of New Jersey and ability to place insurance coverages and employee bonds in a competitive manner. Must be available to attend Atlantic County Municipal Joint Insurance Fund regular meetings and sub-committee meetings as required. Attendance at Township Safety Committee meetings is mandatory.
18. **Special Counsel (COAH).** Special Counsel must be a licensed Attorney in the State of New Jersey. Must have at least 10 years of experience and a municipal client roster of at least 12 different municipalities in the handling of COAH compliance and COAH litigation.
19. **Tax Appeal Appraiser.** Requires MAI and 10 years of experience representing municipalities with population greater than 25,000 in tax appeals before the County Board of Taxation and New Jersey Tax Court on residential, commercial and industrial tax appeals.
20. **Tax Appeal Attorney.** Licensed Attorney in the State of New Jersey. At least 5 years of experience in tax appeals (residential and commercial) at both the County Board of Taxation and the New Jersey Tax Court.

21. **Tax Assessor's Field Work – Added Assessments.** Provider must possess appropriate State licensure. Specific experience in the inspections of residential, farmland and commercial property for the purpose of added assessments is mandatory. A full understanding of encoding and calculating information into the Vital Computer System for the purpose of added assessments is mandatory. Provider must have at least 10 years of experience in the inspection of real estate for assessment purposes and be a certified tax assessor and have a certified general property appraiser on staff, as well as have sufficient staffing to perform at least 1,000 property inspections per year. Assignments and deadlines to be provided under the exclusive and direct supervision of the Egg Harbor Township Tax Assessor. The provider will be required to accept Township purchasing procedures, including purchase orders.
22. **Tax Assessor's Office – Computer Services.** Computer service contractor with at least 20 years of experience. Provider must be certified MOD IV vendor by the State of New Jersey, provide a private dedicated frame relay circuit to the Assessor's Office, have serviced New Jersey municipalities with 18,000 line items or more and can provide Notice of Assessment Cards, Assessment Binders and a master tape for the Tax Collector.
23. **Township Auditor.** The Township Auditor must have at least 5 years of experience in serving and performing municipal auditing. Must be well versed in the rules and regulations promulgated by the State of New Jersey Local Finance Board and must have received a "Registered Municipal Accountant" certificate from the State of New Jersey.
24. **Township Engineer and/or Alternates.** The Township Engineer and any Alternates must have at least 5 years of experience in municipal engineering and have demonstrated experience in Municipal Land Use. Possess the ability to perform inspections on public works projects, onsite and offsite improvements by developers, ability to submit estimates on public works projects and hold a Professional Engineer's License. Also, Engineer (not including Alternates) must have received a Certified Municipal Engineer's (CME) designation from the State of New Jersey. Must have at least 5 years of experience in communities with a population of 25,000 or greater in the State of New Jersey.
25. **Township Physician.** Licensed Physician in the State of New Jersey with at least 5 years of experience. Ability to provide comprehensive medical/physical examinations, secondary medical opinions, evaluation, treatment and referral of work-related injuries, office hours and staff to accommodate expedited examinations for work-related injuries and insurance billing capabilities.

26. **Township Planner and/or Alternates.** Licensed by the State of New Jersey as a Professional Planner. Familiar with New Jersey Land Use Regulations, Pinelands Management Plan and CAFRA Regulations. Must have at least 5 years of experience in serving as a Municipal or County Planner in communities with a population of 25,000 or greater in the State of New Jersey.

27. **Township Solicitor.** Licensed Attorney in the State of New Jersey. Township Solicitor must have at least 5 years of experience in representing governmental entities. Must have experience representing municipalities with a population of 25,000 or greater. Must be fully versed in the fields of Municipal Law, Tort Claims Act, Municipal Land Use, Tax Foreclosures and Public Contracts Law. Possess the ability to develop and litigate complex issues including Municipal Land Use and constitutional issues.