PUBLIC NOTICE
BOROUGH OF SOUTH PLAINFIELD
MIDDLESEX COUNTY, NEW JERSEY

REQUEST FOR PROPOSAL & QUALIFICATIONS
FOR 2017 MUNICIPAL PROFESSIONAL SERVICES

(Applicant vendors **must** establish that they meet the following minimum qualifications)

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5 and N.J.A.C. 17:27-1.1 et seq, proposals and qualifications are being solicited by the Borough of South Plainfield (hereinafter the "Borough") for the following professional services for the 2017 calendar year, as follows:

1. Municipal Appraisal Services
2. Municipal Auditor
3. Municipal Engineering Services
4. Municipal Engineering Services for the Planning Board
5. Municipal Engineering Services for the Zoning Board of Adjustment
6. Municipal Environmental Engineering Services
7. Municipal Judge
8. Insurance Brokerage/Consulting Services
9. Legal Counsel – Municipal Attorney
10. Legal Counsel – Bond Counsel
11. Legal Counsel – Zoning Board of Adjustment
12. Legal Counsel – Planning Board
13. Legal Counsel – Redevelopment
14. Legal Counsel – Condemnation
15. Legal Counsel – Tax Appeal Attorney
16. Municipal Prosecutor
17. Public Defender
18. Professional Planner - Borough
19. Professional Planner – Board of Adjustment
20. Professional Planner – Planning Board
21. "Conflict" Engineering Services for the Planning Board
22. "Conflict" Engineering Services for the Zoning Board of Adjustment
23. "Conflict" Legal Counsel for the Zoning Board of Adjustment
24. "Conflict" Legal Counsel for the Planning Board
25. "Conflict" Legal Counsel for Tax Appeals
26. "Conflict" Professional Planner for the Zoning Board of Adjustment
27. "Conflict" Professional Planner for the Planning Board

If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. The Borough of South Plainfield is an EEO/AA employer.

Term: January 1, 2017 to December 31, 2017.

The proposal must be received on or before 9 a.m. on Thursday, December 8, 2016.

I. PURPOSE AND INTENT

The purpose of this Request for Qualifications is to solicit interest from qualified firms and/or individual to provide professional services for the Borough of South Plainfield. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the Borough. If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

II. PROPOSAL

***Note..From time to time an addendum to the Professional Services packet can be initiated. Any addendums will be posted on the municipal website and noted accordingly. It is the applicant's responsibility to follow-up on any addendums.**

Interested respondents shall submit a proposed "contract" for services along with one (1) original and one (1) copy of their proposal, of which one must be unbound for further copying (if necessary) to:

Amy Antonides, Borough Clerk
Borough of South Plainfield
2480 Plainfield Avenue
South Plainfield, NJ 07080

The proposal must be received on or before 9a.m. on Thursday, December 8, 2016.

III. GENERAL INFORMATION ON THE BOROUGH of SOUTH PLAINFIELD

The Borough of South Plainfield operates under a Mayor & Council Form of Government. The Borough is approximately 9 square miles, has a population of 23,669+, and an annual operating budget of approx.. $26+ million. The Borough Council typically meets the first and third Monday of each month at 7:00 p.m. as well as special meetings on an as needed basis.

The Borough of South Plainfield is an EEO/AA employer.

IV. MANDATORY CONTENTS OF PROPOSAL

In addition to demonstrating an ability to meet all minimum qualifications stated herein, the firm ***MUST*** also include and address the following or risk being rejected for consideration:

1) Completed Proposal Form (provided below)

2) A fee proposal for the 2017 municipal year.

3) A statement of compliance with the Borough of South Plainfield's Pay-to-Play Ordinance No.1728 (Ordinance attached hereto)

4) Five references, including three current clients for whom services have been provided for at least three years and two former clients for whom services have been provided within the past seven years. Provide the contact names, titles and phone numbers.

5) New Jersey State Business Registration Certificate

6) "Valid" Certificate of Employee Information Report that covers full calendar year of service for 2017

7) Mandatory Affirmative Action Document – "For Goods and Professional Services"

8) Include two copies of your proposed "CONTRACT" for Professional Services.

CRITERIA FOR EVALUATION OF PROPOSALS:

The Governing Body of the Borough of South Plainfield shall review and evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the field;
2. Knowledge of the subject matter of the services to be provided to the Borough;
3. Knowledge of the Borough; its affairs and operations;
4. Availability to accommodate any required meetings of the Borough;
5. Compensation proposal;
6. Compliance with the minimum qualifications established by the Borough;
7. Other factors determined to be in the best interest of the Borough.

All appointments are for a one year term from January 1, 2017 through December 31, 2017.

DISCLAIMER

"The contents and information provided in this Request for Proposals (RFP) is meant to provide general information to interested parties. The successful Proposers shall be required to execute an Agreement with the Borough that will govern the rights, duties and obligations between the Borough and the successful Proposer. Accordingly, the terms set forth within this request for proposals shall not constitute any Contract between the borough and the successful proposer. Moreover, the Borough accepts no responsibility for any omissions or deletions relating to this request for proposals. However, the successful proposal will become part of the Agreement." All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Borough will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Borough reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Borough reserves the right to re-solicit proposals.

BOROUGH OF SOUTH PLAINFIELD, NEW JERSEY

PROFESSIONAL SERVICE CONTRACT
PROPOSAL / QUALIFICATION AND COSTS SUBMISSION FORM

Please provide the name and address of Submitting Firm, Individual or Entity:

_____

_____

_____

_____

Please indicate the Professional Service/ Title for which you are Submitting:

_____

Note: In responding to these questions you may attach additional sheets as necessary. Please be sure to CLEARLY reference all additional sheets or relevant attachments under the appropriate question or area. Material not clearly referenced will not be considered.

1. Is your firm willing and able to perform the scope of services set forth in the Notice of Solicitation for Professional Services and the Solicitation Package for the above Professional Service / Title?

_____

_____

_____

2. If the answer to question 1 is "No", then please explain any exceptions, clarifications or limitations to the scope of services that your firm is willing and able to provide?

_____

_____

_____

_____

_____

3. Please provide the names and roles of the individuals who will perform the services, descriptions of their education and experience, degrees, licenses and certifications relevant to those services including specific experience with the Client/Owner to whom this submission is being sent (or with similar Client/Owners).

4. Please discuss your (the firm's) record of success in providing the same or similar services to those being requested.

5. Please provide references who can be contacted to substantiate the above noted experience or record of success for the same or similar service.

6. Please provide a list of your current municipal or public clients as well as past municipal clients.

7. Please describe your (the firm's) ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff, availability and/or ownership of key resources). If appropriate, a description of technical process and equipment available to the organization and used in performing the task(s) within the scope of work may be provided.

8. Please disclose any conflicts of interest you have or reasonably anticipate having with respect to the your firm's past, current or pending representation of clients or entities who are engaged in litigation or disputes with the Borough of South Plainfield or its associated entities or who are appearing before or making application to its Boards or Agencies. If none, state "none."

9. Please provide a breakdown of costs for service (cost details), including the hourly rates of each of the individuals who will be performing services and a schedule of costs for reimbursable expenses and/or a budgeted amount for reimbursable expenses. If all or any part of the work proposed is to be performed on a lump sum or flat fee (as opposed to an hourly or reimbursable basis) please provide the amount of that lump sum or flat fees as well as specifically detailing the full scope of work to be included under the proposed lump sum or flat fee. It is also permissible to provide alternative fee proposals (lump sum or hourly) for the same scope of work, but again, it is very important to clearly delineate what is included.

CHECKLIST

The following ***MANDATORY*** items, as indicated below, shall be provided with the receipt of sealed submissions:

1. Professional Service Proposal, Qualifications and Costs Submission Form (This form) **must be signed and dated. Please be sure CLEARLY reference all additional sheets and attachments** …… _____

2. Two copies of your proposed CONTRACT……..……. _____

3. Non-Collusion Affidavit - **m*ust be signed and Notarized***……. _____

4. Disclosure of Ownership Form - **must be signed** ……..…… _____

5. Professional Service Entity Information Form ……... _____

6. Copy of your *Business Registration Certificate* as issued by the State of New Jersey Department of Treasury, Division of Revenue …….…… …_____

7. Affirmative Action "For Goods and Professional Services"..... _____

8. Pay to Play Statement ..... _____

9. Valid Certificate of Employee Information Report valid for 2017..... _____

I certify that I am an authorized representative of the firm or business named below and offer on behalf of the firm to provide the professional services set forth herein in accordance with this submission form and the terms of the solicitation and submission materials noted above. I further certify that the information contained in and attached to this submission is true to the best of my knowledge and belief, with the understanding that it will be relied upon as such by the public entity to which it is being submitted.

Firm: _____Date:_____
Firm Name (Print or Type):

BY:
Authorized Representative _____
Signature

Authorized Representative _____
Print Name Print Title

Telephone #: _____ Fax #: _____

E-Mail _____

****ITEMS 1 THROUGH 9 ABOVE - IF MISSING MAY SUBJECT YOUR PROPOSAL TO REJECTION***

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____ ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)
_____ the bidder making this Proposal for the bid entitled _____, and that I executed the said proposal with
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____ _____relies upon the truth of the statements contained in said Proposal
(name of contracting unit)
and in the statements contained in this affidavit in awarding the contract for the said project.
I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Subscribed and sworn to
before me this ____day _____
Signature

of _____, 20__ _____
(print name of affiant under signature)

_____
Notary public of New Jersey
My Commission expires: _____
(Seal)

DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that "no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individual who own 10% or more of the stock or interest in the corporation or partnership".

1. If the professional service entity is a *partnership*, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.

2. If the professional service entity is a *corporation*, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.

3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.

4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

COMPLETE ONE OF THE FOLLOWING STATEMENTS:

I. Stockholders or Partners owning 10% or more of the company providing the submission:

NAME: ADDRESS:

_____

_____

_____

_____

SIGNATURE: _____ DATE: _____

II. No Stockholder or Partner owns 10% or more of the company providing this submission:

SIGNATURE: _____ DATE: _____

III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: _____ DATE: _____

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

_____ Limited Partnership _____ Limited Liability Corporation
_____ Limited Liability Partnership _____ Subchapter S Corporation

SIGNATURE: _____ DATE: _____

PROFESSIONAL SERVICE ENTITY INFORMATION FORM

If the Professional Service Entity is an ***INDIVIDUAL***, sign name and give the following information:

Name: _____

Address: _____

Telephone No.: _____ Social Security No.:_____

Fax No.: _____ E-Mail: _____

If individual has a TRADE NAME, give such trade name:

Trading As: _____ Telephone No.: _____

****

If the Professional Service Entity is a ***PARTNERSHIP***, give the following information:

Name of Partners: _____

Firm Name: _____

Address: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail: _____

Social Security No.: _____

Signature of authorized agent: _____

****

If the Professional Service Entity is ***INCORPORATED***, give the following information:

State under whose laws incorporated: _____

Location of principal office: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail: _____

Signature: By: _____ Title: _____

Address: _____

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

"GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS"

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. l7:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

_____

Name of Firm, Individual or Entity

Address of firm:_____

_____

Date Attest:_____

INSERT A COPY OF YOUR CERTIFICATE OF EMPLOYEE INFORMATION REPORT HERE. SAMPLE OF WHAT IT IS SHOWN BELOW:

Attachment # 6

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification _____ **VOID**

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

This is to certify that the contractor [illegible] has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of _____.

VOID

State Treasurer

20

DISCLOSURE OF CONTRIBUTIONS TO NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION (ELEC)

N.J.S.A. 19:44A-20.27 establishes a new disclosure requirement for business entities. It requires that, when a business entity has received in any calendar year $50,000 or more in public contracts with public entities, it must file an annual report with the Election Law Enforcement Commission (ELEC). The report shall disclose any contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind:

- To a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or,

- To a political party committee, legislative leadership committee, political committee or continuing political committee.

The report will include all reportable contributions made by the business entity during the 12 months prior to the reporting deadline. ELEC will be promulgating a form and procedures for filing commencing in January 2007. ELEC can also impose fines for failure to comply with this requirement.

While the local unit has no role in this process, it is recommended that all bid or proposal specifications and contracts should include language notifying business entities of their potential obligation under the law. Such language could read as follows:

Starting in January 2007, 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 N.J.S.A. 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 888-313-3532 or at www.elec.state.nj.us.

PLEASE SUBMIT A COPY OF YOUR ELEC REPORT IF YOU RECEIVED $50,000 OR MORE IN PUBLIC CONTRACTS AS DESCRIBED ABOVE.

IF YOU HAVE NOT RECEIVED MORE THATN $50,000 OR MORE IN PUBLIC CONTRACTS PLEASE INDICATE HERE: _____I/WE/THE FIRM HAS NOT RECEIVED MORE THAN $50,000 IN PUBLIC CONTRACTS AS DESCRIBED ABOVE.

ORDINANCE NO. 1728

AN ORDINANCE REGULATING POLITICAL CONTRIBUTIONS IN THE BOROUGH OF SOUTH PLAINFIELD;

WHEREAS, it is in the public interest and in furtherance of the policy of the Borough of South Plainfield that, in addition to insuring full compliance with the New Jersey Campaign Contributions and Expenditures Act, P.L. 2005 C.271 which authorizes a municipality to enact an Ordinance to limit political campaign contributions to Borough elected officials and candidates for Borough elective office by professional business entities who may benefit from a business relation with the Borough.

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF SOUTH PLAINFIELD, NEW JERSEY AS FOLLOWS;

Section 1. No professional business entity that submits a bid or enters into negotiations for, or agrees to any agreement or contract with the Borough for professional services, banking or insurance coverage services or any other consulting services shall make a monetary or in-kind campaign contribution in excess of $300.00 for a primary election and $300.00 for a general election to a candidate for or the holder of a Borough elective office or the campaign committee or political action committee of a candidate for or the holder of a Borough elective office or County of Middlesex party committee or political municipal committee supporting such candidate or holder of a Borough elective office between one year before the start of negotiations or submittal of the bid relative to such an agreement or contract, whichever is earlier, and the termination of negotiations or the completion of the agreement or contract, whichever is later. Any group of individuals forming a professional business entity under this section, including such principals, partners, officers, their spouse and any child, parent, or sibling living in the same home of the entity in the aggregate, may not annually contribute for any purpose in excess of $2,500 to all Borough candidates and Borough office holders, and all Borough political parties and political action committees of all Borough candidates and Borough office holders combined.

Section 2. No individual or professional business entity doing business with the Borough, included banking and insurance coverage services or any other consulting services, or any principal, partner or member of any such entity, shall make a monetary or in kind contribution in excess of $300.00 for a primary election and $300.00 for a general election to a candidate for or the holder of a Borough elective office or the campaign committee or political action committee of a candidate for or the holder of a Borough elective office or County of Middlesex party committee or political municipal committee supporting such candidate or holder of a Borough elective office. Any group of individuals forming a professional business entity under this section, including such principals, partners, officers, their spouse and any child, parent, or sibling living in the same home of the entity in the aggregate, may not annually contribute for any purpose in excess of $2,500 to all Borough candidates and office holders, and all Borough political parties and political action committees of all Borough candidates and Borough office holders combined.

Section 3. An individual or professional business entity may cure a violation of Sections 1 or 2 if no later than 30 days following the day of the primary election or general election next following the date on which the contribution is made, the individual or professional business seeks and receives reimbursement of the prohibited contribution.

Section 4. An individual or professional business entity found to knowingly fail to reveal or misrepresent a monetary or in kind campaign contribution in excess of $300.00 for a primary election and $300.00 for a general election or a professional business entity in excess of $2,500.00 for a primary election or for a general election, given to a candidate for or the holder of a Borough elective office or the campaign committee or political action committee of a candidate for or the holder of a Borough elective office or County of Middlesex party committee supporting such candidate or holder of a Borough elective office shall be considered to be in breach of the terms of any agreement or contract between that professional business entity and the Borough then in effect and shall be subject to the penalties prescribed in Section 5 and any other penalties prescribed by law.

Section 5. An individual or professional business entity found to be in violation of Sections 1, 2, 3, or 4 will be disqualified from eligibility for future contracts, agreements or development applications with the Borough for a period of four (4) calendar years from the date of the determination of the violation by the Borough Council and in addition shall have any contract or agreement with the Borough then in effect terminated immediately.

Section 6. All monetary or in kind contributions made by any individual or professional business entity as defined under this ordinance shall not be deemed a violation of this Ordinance if that contribution was made before the effective date of this Ordinance. Any individual or professional business entity as defined in Sections 1 or 2 shall provide a sworn statement to the governing body that a political contribution has not been made in violation of the provisions of this Ordinance and this shall be a continuing obligation during the duration of the contract or development application as appropriate.

Section 7. The Borough Clerk shall provide a candidate for elective office with a copy of this Ordinance at such time as such candidate requests a petition for said office.

Section 8. All Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance shall be and the same are hereby repealed.

Section 9. If any section, paragraph, subdivision or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

Section 10. This Ordinance shall take effect upon final passage and publication as provided by law.

Adopted 5/2/2006

CERTIFICATION OF COMPLIANCE

I,_____from the firm of _____on this date of _____do hereby confirm and attest that I have read and understand the Borough of South Plainfield's Ordinance 1728 contained herein and shall comply herewith.

INSERT PROPOSED CONTRACT HERE

PROFESSIONAL SERVICE POSITIONS – BRIEF DESCRIPTIONS

Proposals and Qualifications will be accepted for the following positions:

APPRAISAL SERVICES for tax appeals, open space acquisitions and property acquisitions for road widening and public works projects. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

a) Certified by the State of New Jersey as an appraiser (MAI designation);
b) Provide evidence of professional liability insurance;
c) Experience in preparing appraisal reports for a minimum of five (5) years;
d) Experience in valuation of properties for condemnation purposes;
e) Experience in valuation of properties for tax appeals;
f) Experience in valuation of properties for open space acquisitions; and
g) Knowledge of the Borough and its operations.

INSURANCE BROKERAGE/CONSULTING SERVICES

For the general operations of the Borough. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

a) Licensed as an insurance provider by the Department of Banking and Insurance of the State of New Jersey for a minimum of five (5) years;

b) Experience with governmental entities and insurance requirements relating to such entities for a minimum of five (5) years;

c) Experience with health insurance, prescription insurance, dental insurance and vision insurance, workers compensation and self-insurance funds; and

d) Knowledge of the Borough and its operations.

e) Questions for this position should be directed to the Borough Administrator, Glenn Cullen.

MUNICIPAL AUDITORS

Multi-disciplined firm experienced in municipal auditing procedures including the preparation of the annual audit and annual financial statements of the Borough, bond law, appearing before the Local Finance Board, arbitrage, municipal budgeting and purchasing. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

a) The applicant must meet and possess all certifications necessary to practice as a Municipal Auditor in the State of New Jersey;

b) Applicant shall have ten (10) years' experience as a Municipal Auditor for municipalities in the State of New Jersey with similarly sized budgets;

c) Provide evidence of professional liability insurance;

d) Experience in providing advice and recommendations in the review of capital project requests and timing and issuing of debt instruments by public bodies;

e) Experience in the budgeting process and preparation of audits and annual financial statements for public entities for a minimum of five (5) years; and

f) Knowledge of the Borough and its operations.

g) The applicant must demonstrate a high degree of knowledge of (1) the finance and operation of local government in New Jersey, (2) Department of Community Affairs' Local Finance Bulletins and their plethora of rules and regulations for municipal finance administration, (3) New Jersey State financial statutes including but not limited to:

- NJSA 40A:11 (Local Public Contracts Law)
- NJSA 40A:4 (Local Budget Law)
- NJSA 40A:2 (Local Bond Law)
- NJSA 40A:9-22.1 (Government Ethics Law)

(4) all other financial matters pertaining to Boroughs, including budgets, assessments, monitoring reports, investments, audit controls, year-end accounting, Annual Financial Statements, budget preparation, annual audit, supplemental debt statements, etc. and a high degree of knowledge and familiarity with municipal trust funds, developer escrow accounts, utility budgets and dedications by rider. The applicant must also meet all certifications necessary to practice as the State of New Jersey.

(5) Questions for this position should be directed to the Chief Financial Officer, Glenn Cullen

MUNICIPAL ENGINEERING SERVICES – General

The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

All applicable licenses to perform general engineering in NJ. Applicant must have at least ten (10) years' experience as municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, dams, with engineers who hold licenses in these areas, MLUL experience, planners & landscape engineers on staff, GIS, materials testing, surveying, traffic studies, and drainage. The applicant must demonstrate the ability to:

a. Prepare, or cause to be prepared, plans, designs and specifications for public works projects and improvement.

b. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the borough.

c. Provide technical and engineering advice and assistance to the Borough Council and BA.

d. Ability to update the Tax Map as per the Tax Assessor's needs.

e. Attend all Council meetings as requested by the Borough Administrator (BA).

f. Administer and oversee road opening permits on behalf of the Manager.

g. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the BA.

h. Successful record of applying for and receiving road improvement grants.

i. Ability to respond to resident concerns when an engineering project impacts their property.

j. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq./ft.).

k. Experience administering performance bond and maintenance bonds on behalf of the borough.

l. Must demonstrate experience with engineering design, inspection and contract administration of annual municipal road projects totaling more than $1 million.

m. Documented experience with design, inspection and contract administration of large and small recreation projects.

ENGINEERING SERVICES - ZONING BOARD OF ADJUSTMENT

The minimum threshold criteria that will be utilized for the evaluation of responses shall be as follows:

a) Licensed to provide engineering services in the State of New Jersey for a minimum of five (5) years;

b) Evidence of professional liability insurance;

c) Representation of government entities for a minimum of five (5) years;

d) Experience in review of zoning and land use applications and all related reviews for a minimum of five (5) years;

e) Experience and knowledge of the laws and regulations controlling zoning, development and land use;

f) Experience and knowledge of DEP laws and regulations; and

g) Knowledge of the Borough Board of Adjustment and its applications;

ENGINEERING SERVICES – PLANNING BOARD

The minimum threshold criteria that will be utilized for the evaluation of responses shall be as follows:

a) Licensed to provide engineering services in the State of New Jersey for a minimum of five (5) years;

b) Evidence of professional liability insurance;

c) Representation of government entities for a minimum of five (5) years;

d) Experience in review of land use and site plan applications and all related reviews for a minimum of five (5) years;

e) Experience and knowledge of the laws and regulations controlling zoning, development and land use;

f) Experience and knowledge of DEP laws and regulations; and.

f) Knowledge of the Borough Planning Board and its applications;

ENVIRONMENTAL ENGINEERING SERVICES

Applicants should demonstrate knowledge and experience with respect to all aspects of environmental engineering services required by a municipal entity. In the past the Borough has consulted with a specialized environmental engineer with regard to environmentally compromised lands and environmental surveys. Any experience or knowledge of matters of this character or other matters that directly affect the Borough of South Plainfield should be addressed. The applicant must demonstrate the following:

a) Licensed to provide environmental engineering services in the State of New Jersey for a minimum of five (5) years;

b) Evidence of professional liability insurance;

c) Experience with environmental site assessment regulations of the New Jersey Department of Environmental Protection and the United States Environmental Protection Agency including site remediation;

d) Experience with remediation procedures dealing with underground storage tanks and surrounding facilities;

e) Experience with all phases of landfill monitoring, including preparation and submission of all documents as required by the New Jersey Department of Environmental Protection;

f) Representation of government entities for a minimum of five (5) years; and

g) Knowledge of the Borough and its operations.

LEGAL COUNSEL – BOND COUNSEL

The Borough requires legal services for the representation of the Borough in issuing bonds and financings. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

a) Licensed to practice law in the State of New Jersey for a minimum of five years;
b) Evidence of professional liability insurance;
c) Representation of governmental entities in the field of public finance for a minimum of five (5) years;
d) Knowledge and experience with municipal bonds of at least five million dollars;
e) refinancing of existing bonds and helping the town to structure its debt service so as to minimize impact to the taxpayers.
f) Experience appearing before the Local Finance Board.
g) Knowledge of the Borough and its operations.

LEGAL COUNSEL – MUNICIPAL ATTORNEY

The Borough requires general legal counsel. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

A. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, COAH law, NJ employment and personnel issues, and familiarity with titles 40 & 40A of N.J.S.A. The applicant shall have ten (10) years' experience as a municipal Township Attorney for a municipality in the State of New Jersey, three years of which should be in a municipality with a budget in excess of $25 million and /or over 100 employees.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

(1) The operation of local governmental units in New Jersey.
(2) Acquisition of real-estate (Open Space).
(3) Assisting with acquiring and administering grants.
(4) Municipal Land Use Law
(5) Extensive knowledge of Local Public Contracts Law.
(6) Selling of township real estate and/or property.
(7) Experience working in a municipality that is self-insured via a Joint Insurance Fund.
(8) Experience in a Mayor-Council Form of government is a plus.
(9) Knowledgeable in election-law, "pay to play" laws and government ethics laws.

The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing.

LEGAL COUNSEL – TAX APPEALS

The Borough requires general legal counsel for all matters pertaining to tax appeals.

a) Licensed to practice law in the State of New Jersey for a minimum of five (5) years;

b) Evidence of professional liability insurance;

c) Experience in the field of municipal tax law representing governmental entities for a minimum of five (5) years; and

d) Knowledge of the Borough Tax Office and Tax Assessors Office as well as County and State tax appeal operations.

LEGAL COUNSEL – BOARD OF ADJUSTMENT

The Board of Adjustment requires legal counsel. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

a) Licensed to practice law in the State of New Jersey for a minimum of five (5) years;

b) Evidence of professional liability insurance;

c) Experience in the field of municipal law representing governmental entities including land use and zoning matters for a minimum of five (5) years; and

d) Knowledge of the Borough Board of Adjustment and its operations.

LEGAL COUNSEL – PLANNING BOARD

The Planning Board requires legal counsel. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

a) Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
b) Evidence of professional liability insurance;
c) Demonstrate a high degree of knowledge, experience and ability with the following:
(1) The operation of local governmental units in New Jersey.
(2) Master Plan Updates.
(3) Drafting or amending land use ordinances for PB consideration.
(4) Familiar with Council on Affordable Housing (COAH) programs and Regional Contribution Agreements.
(5) Municipal Land Use Law
(6) Knowledge of Local Public Contracts Law.
d) Knowledge of the Borough Planning Board and its operations.

LEGAL COUNSEL - REDEVELOPMENT COUNSEL

The Borough is seeking legal services for the redevelopment activities of the Borough. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

a) Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
b) Evidence of professional liability insurance;
c) Representation of governmental entities in the field of redevelopment, with particular emphasis on municipal improvement authorities, for a minimum of five (5) years; and
d) Knowledge of the Borough and its operations.

LEGAL COUNSEL – MUNICIPAL PROSECUTOR

The Borough requires legal services for the position of prosecutor of the South Plainfield Municipal Court. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

a) Licensed to practice law in the State of New Jersey for a minimum of five (5) years;

b) Evidence of professional liability insurance;

c) Experience as a municipal prosecutor for a municipality for a minimum of five (5) years; and

d) Knowledge of the Borough Municipal Court and its operations.

LEGAL COUNSEL –PUBLIC DEFENDER

The Borough requires legal services for the position of Public Defender of the South Plainfield Municipal Court. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

Applicants should demonstrate knowledge and experience with respect to all aspects of Municipal Court proceedings in order to represent indigent defendants in proceedings over which the South Plainfield Municipal Court has jurisdiction.

Duties shall include

a. The representation of any defendant charged with an offense in Municipal Court who is indigent as determined by the judge.

b. To handle all phases of the assigned defense, including discovery, pre-trial and post-trial motions and proceedings; and such other duties as imposed by statute, rule, regulation, ordinance, the rules of professional conduct, court orders or directives and the like.

PROFESSIONAL PLANNER – BOROUGH

The Borough requires planning services for the representation of the Borough. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

A. Planning firm with at least five (5) years' experience in Municipal Land Use, with at least three of those years being from a similarly sized municipality. Experience must include attending and participating at Planning and/or Zoning Board meetings to advise the Boards on conformance with all applicable regulations.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

a. NJ MLUL
b. Master Plan Updates.
c. Drafting or amending land use ordinances for PB consideration
d. Familiar with Council on Affordable Housing (COAH) programs and Regional Contribution Agreements
e. Plan Review
f. Zoning conformance, positive and negative criteria for a variance and calculation of appropriate development fees.

C. Licensed as a professional planner by the State of New Jersey for a minimum of five (5) years;

D) Experience in preparation of planning of municipal master plan and enacting ordinances;

E) Experience in representing municipalities before the Council on Affordable Housing and preparing housing element and fair share plan;

F) Representation of governmental entities in the field of planning for a minimum of five (5) years; and

G) Knowledge of the Borough and its operations.

PROFESSIONAL PLANNER – BOARD OF ADJUSTMENT

The Borough requires planning services for the representation of the Borough. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

a) Licensed as a professional planner by the State of New Jersey for a minimum of five (5) years;

b) Experience with state criteria for granting of variances and zoning requirements;

c) Familiar with development and site plan reviews;

d) Representation of governmental entities in the field of planning for a minimum of five (5) years; and

e) Knowledge of the Borough and its operations.

PROFESSIONAL PLANNER-PLANNING BOARD

The Borough requires planning services for the representation of the Borough. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:
a) Licensed as a professional planner by the State of New Jersey for a minimum of five (5) years;

b) Experience in preparation of planning of municipal master plan and enacting ordinances;

c) Representation of governmental entities in the field of planning for a minimum of five (5) years; and

d) Knowledge of the Borough and its operations.

MUNICIPAL COURT JUDGE

Pursuant to State, county and local laws of New Jersey for such position.

ALL "CONFLICT" PROFESSIONAL SERVICE POSITIONS :

These positions are on an as-needed basis only. From time to time the Borough may require a special conflict professional to step in and preform professional service duties as indicated in the aforementioned titles and descriptions when a conflict arises for the existing professional holding that title. To reiterate, this conflict professional will be called upon on an as-needed and/or case by case basis.