

**CITY OF BEVERLY
COUNTY OF BURLINGTON**

PUBLIC NOTICE

**NOTICE OF REQUEST FOR QUALIFICATIONS/
REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES**

TAKE NOTICE that the City of Beverly will accept proposals for the following positions for 2018: City Solicitor, Joint Land Use Board Attorney, City Engineer, Joint Land Use Board Engineer, Architect of Record, City Non-Auditing Services (Special RFP/Q Packet), City Auditing Services (Special RFQ/P Packet), City Labor Counsel, Bond Counsel, City Redevelopment Attorney, City Risk Management Consultant, City Public Defender, City Prosecutor, City Special/Conflict Attorney.

To obtain a copy of the RFQ/P, contact Acting Municipal Clerk, Sheri L. Hannah, 446 Broad Street, Beverly, NJ 08010, (609)747-4084, or visit our website at www.thecityofbeverly.com. All proposals submitted to the City must be submitted pursuant to the said RFP/RFQ. Note that all submissions shall be in sealed envelopes with **“Submission of Qualifications/Proposal for Position of City (NAME POSITION)”** marked on the outside.

The mailing address and physical address for Beverly City Hall are the same as follows:

City of Beverly, Attention: Sheri L. Hannah, Acting Municipal Clerk, 446 Broad Street, Beverly, NJ 08010.

To be considered, a proposal for any of the above positions must be received on or before **Thursday, November 30, 2017, AT 12 NOON. Please include two (2) unbound originals and three (3) CD/DVDs in pdf format.**

Sheri L. Hannah
Acting Municipal Clerk

**The City of Beverly
446 Broad Street
Beverly, NJ 08010**

This is a combined Request for Qualifications (RFQ) and Request for Proposal (RFP) form. This form will be used by the Common Council of the City of Beverly and the Beverly City Joint Land Use Board as a basis for making professional service appointments.

Requests for these forms should be made to the Acting Municipal Clerk, Sheri L. Hannah, 446 Broad Street, Beverly, NJ 08010, (609) 747-4084.

**THIS PROPOSAL IS BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN
ACCORDANCE WITH N.J.S.A. 19:44-20.5 et seq.**

REQUESTS FOR QUALIFICATIONS/PROPOSALS

Purpose and Scope of Work:

The following process is designed to find qualified service providers in a fair and open manner for the provision of professional or other service contracts based on qualifications, merit and cost effectiveness. The general requirements set forth below must be met in order for any proposer to be considered to provide such services, exempt from public bidding pursuant to N.J.S.A. 40A: 11-5 and within the scope of N.J.S.A. 19:44A-20.5 et seq., to the City.

Response to the Request for Qualifications (RFQ) shall be used to determine what proposers meet or exceed the minimum qualifications for the position and offer the municipality quality professional or other exempt services best meeting the needs of the City.

Response to the Request for Proposal (RFP) shall be used to determine whether the costs or fees proposed to provide the services are fair and reasonable in terms of the City's budgetary interest, the general market rate for the requested services, and the level of experience, breadth of services, and expertise of the proposer.

Appointments shall be for the calendar year 2018 or until a successor is appointed.

Submissions:

Submission shall address how the proposer meets the qualifications for the desired position and shall outline fees proposed, fee schedule (including attendance at regular monthly or special meetings), or other basis for compensation sought. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation proposer deems appropriate to the services to be provided.

1. Submissions must be mailed or hand delivered to the Acting Municipal Clerk, Sheri L. Hannah, City of Beverly, 446 Broad Street, Beverly, NJ 08010.

2. **Submissions must be received no later than November 30, 2017 at 12NOON.** Late submissions will not be accepted or considered. The City assumes no responsibility for submissions misdirected in delivery or delayed in transmission.
3. The City reserves the right to conduct an interview or interviews with the proposer to discuss the scope of the project as outlined in its proposal.
4. Where applicable, proposer will be required to comply with the requirements of (N.J.S.A. 10-5-31) et seq. and (N.J.A.C. 17:27) Affirmative Action, (N.J.A.C. 52:25-24.2) Statement of Ownership, and (N.J.S.A. 52:32-44) New Jersey Business Registration.
5. Proof of insurance for professional liability/malpractice coverage with limits as to liability acceptable to the City will be required prior to the award of any contract.
6. All awards are subject to availability of funds. Acceptance of a contract will be by resolution acted on by the Common Council of the City of Beverly or by the Land Use Board.
7. The City will not guarantee any minimum level of activity or business.

By submitting a proposal, the proposer agrees and understands that the City reserves the right and may exercise at its sole discretion the following rights and options with respect to this RFQ/RFP:

- To accept or reject any or all proposals;
- To amend this RFQ/RFP;
- To issue additional solicitations for proposals;
- To waive any irregularities in proposals should it be in the best interest of the City;
- To enter into an agreement for only portions (or not enter into an agreement for any) of the services contemplated by the proposals;
- To select the proposal that best satisfies the interests of the City and not necessarily on the basis of price or any other single factor.

Evaluation:

All submissions (except Auditing and Non-auditing services) will be evaluated using the following evaluation instrument.

<u>(1-10)</u>	<u>Criteria</u>	<u>Weighting</u>	<u>Score</u>
<u>Experience</u>			
_____	Experience with the City of Beverly	<u>10</u>	<u>0</u>
_____	Experience of the firm	<u>15</u>	<u>0</u>
_____	Experience in similar engagements	<u>15</u>	<u>0</u>
_____	Experience of personnel assigned to engagement	<u>20</u>	<u>0</u>
	Subtotal	0	0
<u>Qualifications</u>			
_____	Qualifications of personnel assigned to engagement	<u>10</u>	<u>0</u>
_____	Qualifications of key personnel	<u>5</u>	<u>0</u>
_____	Ability to perform tasks in a timely fashion (staffing levels)	<u>5</u>	<u>0</u>
	Subtotal	0	0
<u>Proposal</u>			
_____	References	<u>5</u>	<u>0</u>
_____	Clarity of Proposal	<u>10</u>	<u>0</u>
_____	Responsiveness to RFP Requirements	<u>5</u>	<u>0</u>
	Subtotal	0	0
	Totals	100	0.0%

Each submission will be evaluated using the instrument above. Submissions will be ranked on a scale of 1 to 10 in each of the areas indicated. The result will be multiplied by the weighting factor. The total score will be divided by 1000 to establish the percentile ranking of the submission.

The highest-ranking proposals will then be evaluated by cost of service and negotiated cost of service (if applicable), similar to the provisions of the Brooks Act.

REQUIREMENTS TO QUALIFY:

The requirements listed below are the minimum levels expected from the professional indicated. If Proposer is a firm, it shall designate one professional within the firm to represent the City and provide the qualifications of that individual in addition to the firm's credentials. The City may appoint "Conflict" professionals for the positions listed below from the pool of candidates submitting.

City Solicitor

Appointment shall be made in accordance with N.J.S.A. 40A: 9-139 for a one-year term. The individual appointed as City Solicitor must be licensed to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years. The Attorney must have a minimum of ten (10) years experience representing municipalities in all aspects of municipal law including, but not limited to, general municipal government law; tort claims act, municipal litigation and appeals; Fair Housing Act, COAH, and affordable housing issues; NJ employment and personnel law; tax appeal experience, eminent domain; municipal finance; redevelopment and real estate issues; election law; OPRA, municipal land use law including state regulations affecting the same; Green Acres and open space law; NJDEP, legislation and regulations; and familiarity with Titles 40 & 40A of the New Jersey statutes. Attorney must maintain a bona fide office in the State of New Jersey.

City Engineer

Appointment shall be made in accordance with N.J.S.A. 40A: 9-140 and may be up to three years. The City Engineer must be licensed in the State of New Jersey and shall have all applicable licenses to perform general engineering in NJ for a minimum of ten (10) years. The Engineer assigned must be multi-disciplined with at least ten (10) years experience in all aspects of municipal engineering including, but not limited to expertise in road construction, construction management, water & sewer plant construction with engineers holding licenses in these areas, land use experience, planners & landscape engineers on staff, experience in environmental studies assessments (wetlands, archaeological, endangered species, hydrologic studies, storm water management), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge NJDEP rules and regulations.

City Auditor

Please see separate RFQ/RFP package for requirements.

Non-Auditing Services

Please see separate RFQ/RFP package for requirements.

Land Use Board Attorney

The Board Attorney must be licensed to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years. The Board Attorney must have a minimum of ten (10) years experiences as a Joint Land Use Board Attorney, Planning Board Attorney, or Zoning Board Attorney, or shall have appeared on behalf of applicants before such Boards regularly for at least ten (10) years, with experience in all aspects of planning, zoning, and Municipal Land Use Law (MLUL). Extensive work and knowledge of the MLUL, experience in devising Master Plans, and some COAH experience is required. Proposer must have a bona fide office in the State of New Jersey.

Land Use Board Engineer

The Board Engineer appointment shall be made in accordance with N.J.S.A. 40:55D-24. Applicant must be a New Jersey licensed engineer with at least ten (10) years experience reviewing subdivision and site plans including preparation of written reports setting forth compliance with municipal ordinances and with accepted planning and engineering design practices; providing field observation to assure compliance with Board requirements and preparing plans, studies and reports as requested by the Board.

Architect of Record

Pursuant to N.J.S.A. 19:44A-20.5 et seq, the City seeks Requests for Qualifications (“RFQ”) from licensed architectural firms that wish to provide municipal architectural services to the City. The successful firm must have significant experience in representing New Jersey municipalities in all aspects of municipal architectural services.

The successful firm will provide the City with architectural and construction services on a project-by-project basis as determined by the Mayor and Council and as directed by the City Administrator. There shall be designated a member of the firm who shall be a New Jersey Licensed Architect. Experience designing improvements to Municipal facilities is required including Government offices, Court facilities, and/or Police Departments.

City Labor Counsel

Labor Counsel must be licensed to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years. Counsel shall have at least ten (10) years experience as a municipal labor attorney. Applicant shall have demonstrated knowledge of and experience with collective bargaining, PERC arbitration and mediation, ADA, FMLA and NJ FLMA. Applicant must be licensed to practice law in the State of New Jersey and be a member of the bar in good standing and must maintain a bona fide office in the State of New Jersey.

Bond Counsel

Additionally, the City Solicitor may also apply for Bond Counsel as part of the City Solicitor submission. Bond Counsel must have at least ten (10) years prior experience in tax law, securities law and state law and at least ten (10) years prior experience representing municipalities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes. Counsel must maintain a bona fide office in the State of New Jersey.

Redevelopment Attorney

The City's Redevelopment Attorney shall be a resident of the State of New Jersey, and either (a) a member of or employed by a firm of New Jersey licensed attorneys with at least three (3) years experience, or (b) shall personally have at least three (3) years experience, representing municipalities in all aspects of municipal law including but not limited to general municipal government law; Fair Housing Act, COAH, and affordable housing issues; eminent domain and redevelopment and real estate issues, foreclosures; municipal land use law including state regulations affecting the same; NJDEP, legislation, and regulations; and familiarity with Titles 40 & 40A of the New Jersey Statutes. The individual(s) appointed as City Redevelopment Attorney or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least three (3) years. The City Redevelopment Attorney may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience.

Risk Management Consultant

The Risk Management Consultant shall be a multi-disciplined firm with at least three (3) years experience in Risk Management Consulting Services as permitted in the Bylaws of the Burlington County Municipal Joint Insurance Fund. The individual assigned shall be a resident of the State of New Jersey and have at least three (3) years experience as a Risk Management Consultant in identifying insurable exposures, coverages, administration, and assessment. The Risk Management Consultant may, in his/her discretion be assisted by employees of the consultant's firm with lesser levels of experience.

Public Defender

The Public Defender shall be a resident of the State of New Jersey, have at least three (3) years experience as Public Defender in Municipal Court or three years (3) years experience in a practice with significant criminal, quasi-criminal and Municipal Court defense efforts. In addition, the Public Defender must have experience in all areas of Municipal Court representation including expert and lay direct and cross-examination, handling of discovery and motions in municipal court, prosecution of both Title 39, Municipal Ordinance, and other violations commonly considered by the Municipal Court.

Prosecutor

The Prosecutor shall be a resident of the State of New Jersey and shall have at least three (3) years experience as Prosecutor in Municipal Court or three (3) years experience in a practice with significant criminal and quasi-criminal and Municipal Court defense efforts. In addition, the Prosecutor must have experience in all areas of Municipal Court representation, including expert as well as lay direct and cross-examination, handling of Discovery and Motions in Municipal Court, prosecution of Title 39, Municipal Ordinances, and other violations commonly considered by the Municipal Court.

Professional Information and Qualifications

1. Name of Firm;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which personnel will be assigned to work with the City.
3. Description of key personnel's education, experience, qualifications, number of years with the firm and a description of their experience.
4. Experience related to providing services to public entities;
5. At least four (4) references, three (3) of which must have knowledge of your service to public entities;
6. Examples of your record of success (or significant achievements) servicing public entities;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Cost details, including the hourly rates of each of the individuals who will perform the services and all expenses.
9. Any other information which the interested firm deems relevant.
10. New Jersey Business Registration Certificate.
11. Fully executed Non-Collusion Affidavit which is attached.
12. Fully executed Disclosure of Ownership form which is attached.
13. Mandatory Equal Employment Opportunity Language (if applicable).
14. Form W-9

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 individuals 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 ON THE FOLLOWING STATEMENTS:

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

Name:	Address:

SIGNATURE: _____ DATE: _____

II. No Stockholder or Partner owns 10% of 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: _____

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. GOODS, PROFESSIONAL SERVICES 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 or sex. Except with respect to affectional or sexual orientation, 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 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, 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 non-discrimination 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 or sex.

The contractor or subcontractors, 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 and subcontractor, where applicable, agrees to comply with the 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 and subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals established in accordance with N.J.S.A. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.S.A. 17:27-5.2.

The contractor and 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 or age, race, creed, color, national origin, ancestry, martial status, affectional or sexual orientation, or sex, and that it will discontinue to use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor and 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.

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 subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division 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 Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.