

## **SCHEDULE "A"**

### **PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA**

The Township of Gloucester solicits statements of qualifications for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the positions sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the **Office of the Township Clerk, P.O. Box 8, 1261 Chews Landing Road, Blackwood, NJ 08012, no later than 12:00 PM, Wednesday December 3, 2014.** The Township requires **two copies** of each response as well as **one response on disc.** All responses shall be opened and announced publicly, immediately thereafter by the Township Clerk or her representative. Responses will be reviewed by the governing body. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the calendar year of 2015 and subject to the execution of an appropriate contract.

## **MUNICIPAL ARCHITECT**

**GENERAL CRITERIA:** The Township of Gloucester may from time to time appoint an architect to provide general services relative to architect projects as determined by the Township municipalities in New Jersey. Any experience or knowledge of matters directly affecting architectural work in the Township of Gloucester should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

- 1.) Must have a minimum of five (5) years experience in architect work in the state of New Jersey.
- 2.) Must have prior experience providing architect work in New Jersey municipalities.
- 3.) Any experience in matters involving the Township of Gloucester will be considered and must be explained.
- 4.) Must maintain a bona fide principal office in the state of New Jersey.

## **ENERGY CONSULTANT**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a consultant responsible for the coordination of various professional disciplines relating to energy efficiency projects in the Township as needed and to provide general advice relative to energy conservation initiatives. Applicants should demonstrate knowledge and experience in energy consulting and its application in municipalities in New Jersey. Any experience involving municipalities in Camden County should be addressed. Any experience or knowledge of matters directly affecting energy projects in the Township of Gloucester should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must have a minimum of two (2) years experience providing consulting services to municipal governments in New Jersey relative to energy consultant work.
2. Must have prior experience obtaining grants and loans for municipal energy projects.
3. Must have prior experience and knowledge concerning general administration of public entities.
4. Must maintain a bonafide principal office in the State of New Jersey.
5. Must list all past and present municipal clients.

## **SOLICITOR - ZONING BOARD**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a zoning board attorney. Applicants should demonstrate knowledge of general New Jersey municipal zoning law, New Jersey redevelopment law and municipal contract law. Any experience or knowledge of matters directly affecting the Township of Gloucester should be addressed.

### **MANADATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of seven (7) years experience in the general representation of municipal zoning boards.
3. Must list past and present municipal zoning boards represented.
4. Must maintain a bonafide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Township including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

## **ZONING BOARD ENGINEERS**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a firm or firms to provide zoning board engineering services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of zoning engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey
2. Must have a minimum of ten (10) years experience in providing services to municipal zoning boards
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to; civil engineers, land surveyors, planners, environmental scientists and construction administrators.

5. Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.
6. Must have project managers with at least fifteen (15) years of municipal experience.
7. Must list past and present municipalities served as Zoning Board Engineer

### **ENGINEER – STREETS**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a firm or firms to provide engineering for street improvement services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

#### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing consulting services to municipalities including demonstrated experience with road programs and land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to waterfront development permits and Brownfield sites preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least fifteen (15) years of municipal experience.
8. Must list past and present municipalities served as Engineer.

## **MUNICIPAL LABOR COUNCIL**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint an attorney or firm who will be the Township's primary representative in all matters relating to labor relations. Applicants should demonstrate knowledge of and experience in the representation of public employers. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative agencies of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of ten (10) years experience representing public employers in labor relation matters.
3. Must have sufficient support staff to provide all services required by the Township including, but not limited to, legal research, preparation of legal memoranda, contracts and other legal documents.
4. Must maintain a bonafide principal office in the State of New Jersey.
5. Must list past and present public employers represented as Labor Counsel.

## **MUNICIPAL BOND COUNSEL**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint an attorney or firm who will be the primary legal representative of the Township in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Township. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey and eligible to 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 preceding appointment.
2. Must have a minimum of ten (10) years experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Must maintain a bonafide office in the State of New Jersey.

4. Must have sufficient support staff to provide all services required by the Township including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
5. Must list past and present public entities represented as Bond Counsel.

### **MUNICIPAL AUDITOR**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a firm of certified public accountants to act as municipal auditors for the Township of Gloucester. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

#### **MANDATORY MINIMUM REQUIREMENTS:**

1. The firm must employ a minimum of two(2) certified public accountants who have been licensed in that capacity for a period of not less than three(3) years each prior to the date of appointments.
2. The firm must employ a minimum of one (1) registered municipal accountants licensed and qualified in that capacity for a minimum of three (3) years each prior to the appointment.
3. Must have a minimum of ten(10) years experience in providing auditing services to Municipalities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients.
6. Must list all past and present municipal clients.

### **ENGINEER - STORM DRAINAGE**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a firm or firms to provide engineering storm drainage services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

## **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten(10) years experience in providing consulting services to municipalities including demonstrated experience with drainage improvement projects sewer projects, utility upgrades and replacement land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to waterfront development permits and Brownfield sites preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least fifteen (15) years of municipal experience.
8. Must list past and present municipalities served as Engineer.

## **REDEVELOPMENT PLANNER/ARCHITECT**

**GENERAL CRITERIA:** The Township of Gloucester may from time to time, appoint a planner and/or architect to provide general advice relative to redevelopment initiatives and to undertake such other tasks as may advance redevelopment initiatives as determined by the Township Council. Applicants should demonstrate knowledge and experience in redevelopment planning and/or redevelopment architect projects and such other areas that may be of application to assist redevelopment initiatives in municipalities in New Jersey. Any experience involving municipalities in Camden County should be addressed. Any experience or knowledge of matters directly affecting redevelopment initiatives in the Township of Gloucester should be addressed.

## **MANDATORY MINIMUM REQUIREMENTS**

1. Must have a minimum of ten (10) years experience in redevelopment planning and/or architect work in the State of New Jersey.
2. Must have prior experience providing redevelopment planning and/or architect work in New Jersey municipalities.

3. Must have prior experience and knowledge concerning general administration of public entities.
4. Any experience in matters involving the Township of Gloucester will be considered and must be explained.
5. Must maintain a bonafide principal office in the State of New Jersey.

### **MUNICIPAL PUBLIC DEFENDER**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint an attorney at law who will be the principal public defender for those who qualify for public defender services in the Municipal court of the Township of Gloucester. Applicant should demonstrate knowledge and experience in the defense of matters in the municipal courts of the State of New Jersey. Any experience or knowledge of matters that directly affect the Township of Gloucester or its municipal court should be addressed.

#### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey and eligible to 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 preceding appointment.
2. Must have experience in the defense of persons before municipal courts of the State of New Jersey.
3. Must have experience as a municipal public defender in the municipal courts of the State of New Jersey.
4. Must maintain a bonafide principal office in the State of New Jersey.

### **MUNICIPAL COURT CHIEF PROSECUTOR AND MUNICIPAL PROSECUTOR**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a chief prosecutor who will be the chief legal representative of the State of New Jersey and the Township of Gloucester in the prosecution of cases before the Municipal Court of the Township of Gloucester and to appoint an additional prosecutor(s) who will serve at the direction of the chief prosecutor. Applicants should demonstrate knowledge and experience in matters relating to prosecution matters before the municipal courts of the State of New Jersey. Any experience or knowledge of matters that directly affect the Township of Gloucester or its municipal court should be addressed.



**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey.
2. Must have experience as a municipal court prosecutor.
3. Must provide a description of availability for municipal court sessions as scheduled in the Township of Gloucester.
4. Must maintain a bonafide principal office in the State of New Jersey.
5. Must list other past and present municipal courts served as prosecutor.

**SPECIAL COUNSEL, WORKERS COMPENSATION INSURANCE PLAN:**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a New Jersey licensed attorney or a firm of attorneys to represent the Township of Gloucester in the administration of its Workers Compensation Self-Insurance Plan, specifically to represent the Township of Gloucester as an employer in the Courts of Workers compensation in the State of New Jersey. Applicants are encouraged to submit information demonstrating particular knowledge relating to the representation of self-insured municipal governments in workers compensation actions. Any experience or knowledge of matters directly affecting the Township of Gloucester should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey and eligible to 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 preceding appointment.
2. Must have a minimum of ten(10) years experience representing respondents in workers compensation actions.
3. Must have a minimum of ten (10) years experience in representing municipal governments as respondents in New Jersey workers compensation actions.
4. Must maintain a bonafide office in the State of New Jersey.
5. Must list past and present public entities represented in worker's compensation matters.

## **SPECIAL COUNSEL – SPECIAL LITIGATION**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a New Jersey licensed attorney or a firm of attorneys to represent the Township of Gloucester in the administration of its Special Litigation, specifically to represent the Township of Gloucester in the Courts of the State of New Jersey. Applicants are encouraged to submit information demonstrating particular knowledge relating to special litigation. Any experience or knowledge of matters directly affecting the Township of Gloucester should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the state of New Jersey for a period of not less than ten (5) years preceding appointment.
2. Must have a minimum of ten (5) years experience representing respondents in special litigation actions.
3. Must have a minimum of the (5) years experience representing municipal governments as respondents in New Jersey special litigation.
4. Must maintain a bonafide office in the state of New Jersey.
5. Must list past and present public entities represented in special litigation.

## **MUNICIPAL LAND USE ATTORNEY**

**GENERAL CRITERIA:** The Township of Gloucester may from time to time appoint a land use attorney to provide general services relative to land use projects as determined by the Zoning Board Attorney in municipalities in New Jersey. Any experience involving municipalities in Camden County should be addressed.

### **MINIMUM REQUIREMENTS:**

1. Must have a minimum of five (5) years experience as a land use attorney in the State of New Jersey.
2. Must have prior experience providing land use legal work in New Jersey municipalities.
3. Must maintain a bonafide principal office in the State of New Jersey.

## **ECONOMIC DEVELOPMENT CONSULTANT**

**A PURPOSE:** The purpose of this Request for Proposals is to solicit interest from qualified firms to provide professional economic development, media/public relations and or land use/redevelopment consultant services to the Gloucester Township Economic Development Corporation. A qualified firm will be selected through a competitive, quality-based, fair and open process at the sole discretion of the Township.

**B PROCEDURES FOR RESPONDING TO THIS REQUEST FOR PROPOSALS:**

(1) Three (3) Copies of the proposal, inclusive of all information required at Section D hereof, shall be provided. Proposals must be submitted to the Township of Gloucester 1261 Chews Landing Road, Gloucester Township, NJ 08012 on or before the deadline listed above. Any proposals received after said deadline, whether by mail or otherwise, will be deemed non-responsive. No proposals will be accepted after the date set forth above. Proposals must be submitted in a sealed envelope with the name of the firm or individual submitting the proposal clearly marked on the outside of the envelope. It is recommended that the proposal package be hand-delivered. The Township assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is not permitted. The Township Council shall seek and secure a recommendation from the Gloucester Township Economic Development Corporation on the selection of the most qualified firm for this service. The final selection shall be made in the sole discretion of the Gloucester Township Council.

(2) All questions regarding this Request for Proposals should be made in writing to Rosemary DiJosie, Township Clerk, Township of Gloucester, 1261 Chews Landing Road, Laurel Springs, NJ 08021.

**C CRITERIA FOR EVALUATION OF PROPOSALS:** The Gloucester Township Economic Development Corporation will serve as the proposal review committee for this request for proposals and shall provide a recommendation for the selection of the consultant to the Gloucester Township Committee based upon the following criteria:

- (1) Experience and reputation in the field of economic development, media/public relations and or land use/redevelopment services.
- (2) Knowledge of the economic conditions of the Township of Gloucester;
- (3) Knowledge of the Township, its economic development programs, plans and activities;
- (4) Availability to attend required meetings and to meet with prospects and local businesses;
- (5) Compensation proposal;
- (6) Compliance with the minimum qualifications established by the Gloucester Township Economic Development Corporation and the Township for this service;

(7) Other factors determined to be in the best interest of the Township.

**D PROPOSAL REQUIREMENTS:** The Township is requesting proposals for Economic Development Consultant which shall include the following:

- (1) Scope of Services
- (2) Resume of the Firm
- (3) Facilities
- (4) Conflict of Interest Statement
- (5) Compensation

**SCOPE OF SERVICE** - The Township is seeking a highly qualified and experienced Economic Development firm to provide economic development planning, program management, project development, marketing, financial structuring, media/public relations, land use/redevelopment experience and communications for a comprehensive economic development program that will create new employment opportunities, expand the township tax base, assist on the planning and development of redevelopment areas and marketing of the township to prospective businesses interest in location and expanding into and within the Township.

**RESUME** – The responding firm shall include a resume of the principal that will provide the services to the Township that includes the following:

- (1) Name and address of your firm and the corporate officer authorized to execute agreements;
- (2) A brief description of your firm's history, ownership, and organizational structure.
- (3) A listing of the principal's economic development experience, skills, training and certifications;
- (4) A listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person.
- (5) A statement of your firm's insurance coverage including general liability, automotive, workers compensation at a minimum. A certificate of insurance will be required evidences such coverage upon the execution of a contract.
- (6) A statement of assurance to the effect that your firm is not currently in violations of any regulatory rules or regulations that may have an impact on your firm's operations.

**Conflict of Interest** – Disclosure of any potential conflicts of interest that the firm may have in performing these services for the Township of Gloucester and/or the Gloucester Township Economic Development Corporation

**E COMPLIANCE** – In addition, all proposals shall with P.L. 177, c.33 requiring submission of a statement of corporate ownership, N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate; and with P.L. 175,c.127 and N.J.A.C. 17:27-1 et seq., requiring compliance with Equal Employment Opportunity and Affirmative Action Laws, and the proof of compliance therewith.

- F      RESERVATION OF RIGHT:** The Township reserves the right to reject any and all proposals, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

**COMPUTER AND COMPUTER NETWORK CONSULTANT:**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a Computer and Computer Network consultant who will facilitate the Township's need to maintain Township data and records via computer network systems. Applicants should demonstrate experience and knowledge in the field of computers, operating systems and networking especially with existing systems operating within the Township of Gloucester.

**STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL:** Proposers should submit a technical proposal which contains the following:

- A.      The name of the proposer, the principal place of business and, if different, the place where the services will be provided;
- B.      The age of the proposer's firm and average number of employees over the past three years;
- C.      The education, certifications, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles;
- D.      A listing of all other engagements where services of the types being proposed were provided. This should include other Municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The Township of Gloucester may obtain references from any of the parties listed;
- E.      A description of all other areas of expertise of the proposer, with emphasis on a description of those services of interest to a county or municipal government client;
- F.      A detailed plan for providing the proposed services;
- G.      Proof of professional liability insurance;
- H.      Proof of any necessary professional license or certification from the State of New Jersey for all professionals assigned to the engagement;
- I.      Statement that the firm has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law;

- J. Statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by Any federal, state, or local agency;
- K. A description of the proposer's office location and an explanation of the proposer's availability for meetings, conferences, training and emergency response at the Township of Gloucester's facilities.
- L. An Affirmative Action Statement;
- M. A completed Non-Collusion Affidavit;
- N. A completed Owner Disclosure Statement;
- O. A statement that the proposer will comply with the General Terms and Conditions required by the Township of Gloucester and enter into the Township of Gloucester's standard Professional Services Contract;
- P. A copy of the Proposer's Business Registration Certificate.
- Q. A representation that all services will be performed within the United States of America;
- R. A statement that the respondent has read the Americans with Disabilities language that is part of the documents attached hereto and agrees that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the Township of Gloucester harmless.

**SPECIALIZED REQUIREMENTS OF TECHNICAL PROPOSAL:**

- A. The proposer shall perform management maintenance, and security of the Township of Gloucester's network infrastructure.
- B. The proposer shall identify and recommend hardware and software operating systems and upgrades for network and office technology.
- C. The proposer shall continue to maintain the consolidation and update of the network to meet the protocols of the Township of Gloucester.
- D. The proposer shall provide remote monitoring services 24/7 on all key network devices, monitoring key services such as but not limited to virus scanning, data backup, and security intrusions.
- E. The proposer shall provide call center support with access to real time phone support to handle all desktop issues.

- F. The proposer shall provide periodic security patch updates remotely for the operating systems. These updates will occur during off business hours.
- G. The proposer shall provide onsite service to the Township of Gloucester between the hours of 8:00 a.m. and 5:45 p.m. Monday through Thursday, excluding public holidays.
- H. The proposer shall provide emergency repair service and maintenance outside the normal working hours of the Township of Gloucester, defined as 8:00a.m. and 5:45 p.m. Monday through Thursday, excluding public holidays, which shall include Saturdays and Sundays.
- I. The proposer shall troubleshoot problems with appropriate vendors and maintenance of software from the application software providers.  
Note: Supplemental information may be requested and an interview may be required.

**COST PROPOSAL-** Proposers should submit a cost proposal which would include any proposed retainer, the services to be provided for the retainer, and hourly billing rates. The Township of Gloucester does not provide payment for or reimbursement for travel expenses.

**DISCUSSION WITH PROPOSERS-** An oral presentation by a proposer to clarify a proposal may be required at the sole discretion of the Township of Gloucester. However, the Township of Gloucester may award a contract based on the initial proposals received with discussion with the proposer. If oral presentations are required, they will be scheduled after the submission of proposals. Proposer will not be compensated for making the presentation.

**PROPOSAL EVALUATION-** The Township of Gloucester will select the most advantageous proposal based on all of the evaluation factors set forth at the end of this RFP. However, cost is important to the Township of Gloucester. The Township of Gloucester may, if deemed useful, attempt to negotiate an acceptable fee with the most qualified proposer. The Township of Gloucester will make the award that is in the best interest of the Township of Gloucester based on cost and other considerations.

Each proposal must satisfy the objectives and requirements detailed in this RFP. The features of the proposal, considered together with its economic and other benefits, will form the basis for the evaluation process.

The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Township of Gloucester reserves the right to:

- a) Not select any of the proposals;
- b) Select only portions of a particular proposer's proposal for further consideration

(however, proposers may specify portions of the proposal that they consider “bundled”.);

- c) Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal. Every proposal should be valid through this time period.

The Township of Gloucester shall not be obligated to explain the results of the evaluation process to any proposer.

The Township of Gloucester may require proposers to demonstrate any services described in their proposal prior to award.

**PROPOSAL LIMITATIONS-** This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Township of Gloucester by issuances of this RFP. The Township of Gloucester reserves the right at the Township of Gloucester’s sole discretion to refuse any proposal submitted.

**USE OF INFORMATION-** Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like(“Information”) furnishes or disclosed by the Township of Gloucester to the proposer in connection with this RFP shall remain the property of the Township of Gloucester. When in tangible form, all copies of such information shall be returned to the Township of Gloucester upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Township of Gloucester or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFP, and may not be used for other purposed except upon such terms and conditions as may be mutually agreed upon in writing.

#### **GENERAL TERMS AND CONDITIONS –**

- A. The Township of Gloucester reserves the right to reject any or all proposals, if necessary, or to waive any informality in the proposals, and unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the Township of Gloucester to do so.
- B. In case of failure by the successful proposal, the Township of Gloucester may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under the contract, and hold the proposer responsible for any excess cost occasioned thereby.
- C. The proposer or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the Township of Gloucester harmless from, shall indemnify and shall defend the Township of Gloucester against any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or



experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the proposer's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice, of any of its officers, directors, employees, agents, servants or independent contractors, or from the proposer's failure to provide for the safety and protection of its employees, or from proposer's performance or failure to perform pursuant to the terms and provisions of this contract. The proposer's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

- D. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General Automobile Liability and shall be subject to approval for adequacy of protection.
- E. Each proposal must be signed by the person authorized to do so.
- F. Where applicable, payments will be made upon approval of vouchers submitted by the successful proposer in accordance with the requirements of the Township of Gloucester and subject to the Township of Gloucester's standard procedures.
- G. The Township of Gloucester is exempt from any State sales tax or Federal Excise Tax. In submitting its proposal, the proposer certifies that its total base proposal does not include any NJ State Sales Tax.
- H. The contract shall be in effect for one (1) year from date of award unless otherwise stated.
- I. Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, the Township of Gloucester assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened.
- J. If awarded a contract, the successful bidder 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, and shall submit evidence of appropriate affirmative action compliance prior to the execution of a contract.
- K. All services shall be performed within the United States of America.
- L. All proposals submitted shall include in the price any applicable permits or fees required by any other government entity that has jurisdiction to require the same.

- M. By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Township of Gloucester harmless in any case of any such infringement.
- N. No proposer shall influence or attempt to influence or cause to be influenced any Township of Gloucester officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment or said officer or employee.
- O. No proposer shall cause or influence or attempt to cause or influence any Township of Gloucester officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.

### **MEDIA CONSULTANT**

**GENERAL CRITERIA:** The Township of Gloucester may from time to time, appoint a media consultant to provide public relations assistance. The successful candidate will need to demonstrate experience with drafting press releases, creation of ad campaigns and the utilization of social media. Any experience involving municipalities in Camden County should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must have a minimum of two (2) years experience in media consulting work in the state of New Jersey.
2. Must have prior experience providing media consultation for governmental entities.
3. Any experience in matters involving the Township of Gloucester will be considered and must be explained.
4. Must maintain a bonafide principal office in the State of New Jersey.

### **ENGINEER – SIDEWALKS**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a firm or firms to provide engineering for sidewalk services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten(10) years experience in providing consulting services to municipalities including demonstrated experience with sidewalk installation, land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experienced related to waterfront development permits and Brownfield sites preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least fifteen (15) years of municipal experience.
8. Must list past and present municipalities served as Engineer.

**ENGINEER – RECREATION**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a firm or firms to provide engineering services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten(10) years experience in providing consulting services to

municipalities including demonstrated experience with recreational facilities and land surveying and mapping projects.

3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to waterfront development permits and Brownfield sites preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least fifteen (15) years of municipal experience.
8. Must list past and present municipalities served as Engineer.

### **FINANCIAL ADVISOR**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a financial advisor who will assist the Township of Gloucester in the analysis of financial information with respect to the issuance of bonds, notes and other obligations. Entities should demonstrate knowledge of municipal finance law and financial practices with particular emphasis on the application of the knowledge. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must have a minimum of ten (10) years experience providing financial advisory services to municipal governments in New Jersey.
2. Must possess in depth experience in municipal bond transactions.
3. Must have a minimum of at least one(1) principal with at least a master's degree in public administration or equivalent.
4. Must maintain a bonafide office in the State of New Jersey.
5. Must list all past and present municipal clients.

## **REDEVELOPMENT ENGINEER**

**GENERAL CRITERIA:** The Township of Gloucester may from time to time, appoint an engineer to provide general advice relative to redevelopment initiatives and to undertake such other tasks as may advance redevelopment initiatives as determined by the Township Council. Applicants should demonstrate knowledge and experience in redevelopment engineering projects and such other areas that may be of application to assist redevelopment initiatives in municipalities in New Jersey. Any experience involving municipalities in Camden County should be addressed. Any experience or knowledge of matters directly affecting redevelopment initiatives in the Township of Gloucester should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must have a minimum of ten (10) years experience in redevelopment engineering work in the State of New Jersey.
2. Must have prior experience providing redevelopment engineering work in New Jersey municipalities.
3. Must have prior experience and knowledge concerning general administration of public entities.
4. Any experience in matters involving the Township of Gloucester will be considered and must be explained.
5. Must maintain a bonafide principal office in the State of New Jersey.

## **PLANNING BOARD ATTORNEY**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a planning board attorney. Applicants should demonstrate knowledge of general New Jersey Municipal Land Use Law, New Jersey Redevelopment Law and Municipal Contract Law. Any experience or knowledge of matters directly affecting the Township of Gloucester should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.

- 2 Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
- 3 Must have a minimum of seven (7) years experience in the general representation of municipal planning boards.
- 4 Must list past and present municipal planning boards represented.
- 5 Must maintain a bonafide principal office in the State of New Jersey.
- 6 Must have sufficient support staff available to provide all general legal services required by the township including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

### **PLANNING BOARD ENGINEER**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a firm or firms to provide planning board engineering services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of planning engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten(10) years experience in providing services to municipal planning boards.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to; civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.
6. Must have project managers with at least fifteen (15) years of municipal experience.

7. Must list past and present municipalities served as Planning Board Engineer.

### **PLANNING BOARD CONFLICT ENGINEER**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a firm or firms to provide planning conflict engineering services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of planning conflict engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

#### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide planning conflict engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing services to municipal planning boards.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to; civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.
6. Must have project managers with at least fifteen (15) years of municipal experience.
7. Must list past and present municipalities served as Planning Conflict Engineer.

### **PLANNING BOARD – TRAFFIC ENGINEER**

**GENERAL CRITERIA:** The Township of Gloucester desires to appoint a firm or firms to provide planning traffic engineering services to the Township. Applicant should demonstrate knowledge and experience with respect to all aspects of planning traffic engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

## **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide planning traffic engineering services in the State of New Jersey.
2. Must have a minimum of ten (5) years experience in providing services to municipal planning boards.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to; civil engineer, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.
6. Must list past and present municipalities served as Planning Traffic Engineer.

## **CLINICAL SOCIAL WORKER**

**GENERAL CRITERIA:** The Township of Gloucester is seeking proposals from qualified licensed professionals to provide social services to the Gloucester Township VISION Program (Violence In Society Initiative Operational Network). Such services shall include a minimum:

1. Assist the Gloucester Township Police Department in the coordination of all groups associated with Project BATLE ( Bullying Awareness Through Law Enforcement), GT FOCUS, The Gathering Space, and Handshakes Not Handcuffs.
2. Facilitate GT FOCUS and The Gathering Space.
3. Create mental health initiatives to serve youth and their families associated with Project MARRS (Missing at Risk Response Strategies).
4. Respond as appropriate when requested by the Gloucester Township Police Department to certain incidents and events to provide mental health services and victim assistance to victims and their families.
5. Provide mental health evaluations for victims and perpetrators to access possible mental health issues/diagnoses/disabilities as needed.
6. Provide training on mental health, crisis, and victim response to Gloucester Township Police personnel as requested.



## **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be a Licensed Clinical Social Worker.
2. The provider must have possessed a license as a Licensed Clinical Social Worker for a minimum of five years, has worked with youth for a minimum of five years in a social service capacity, has written and developed youth programs, and has worked a minimum of one year with the Gloucester Township Police BATLE Program.

## **SCOPE OF DUTY:**

1. The provider will provide such services for a total of 910 hours per year averaging 17.5 hours per week. Exact hours will be determined by Chief of Police.

## **GRANTS/ CDBG CONSULTANT**

### **1.0 PURPOSE:**

The Township of Gloucester is seeking proposals from qualified consultants for the provision of technical assistance in the following aspects of the Community Development Block Grant Program, HOME Program ("Programs") and Economic Development/ Planning Grants:

**SCOPE OF SERVICES:** The Consultant shall, as authorized, undertake the necessary analysis, applications and related activities to accomplish the following activities:

### **I. GENERAL ADMINISTRATION – CONSULTANT SERVICES**

#### **A.**

Consultant agrees to provide general assistance and recommendations to the Township and its administrative agents in matters relating to the administration and execution of its Community Development Block Grant, HOME Programs and Economic Development/Planning Grants, as well as other CDBG related programs, including the Housing Rehabilitation Programs, the Public Facilities Program, staff training, internal project file monitoring, CHDO Project planning, implementation services and project activity support.

#### **B.**

Meet weekly with staff of the Grants Administration Office to review program progress and program regulations.

### **II. ANNUAL ACTION PLANS**

#### **A.**

Provide assistance in compiling eligibility documentation in accordance with HUD Regulations for funded projects, including National Objective determinations and low

and moderate compliance.

**B.**

Provide assistance in preparing for Department of Housing & Urban Development program monitoring of CDBG & HOME projects, including the Housing Rehabilitation Loan Program.

**C.**

Provide assistance with updates to the IDIS system to ensure all projects include required activity descriptions, locations and beneficiaries.

**D.**

Provide assistance in preparing written procedures manual outlining implementation procedures for submittal to HUD at project monitoring.

**E.**

Provide assistance in the preparations of a system of reporting and recordkeeping that includes the periodic updating of data in the IDIS and the establishment and maintenance of activity records sufficient to demonstrate that each activity meets the regulatory requirements of the CDBG program.

### **III. ANNUAL ACTION PLAN AND FIVE YEAR PLAN**

The consultant will assist in the preparation of the Annual Action Plan and Five Year Plan consisting of the following information, to be submitted using the most up to date version of the CPMP Tool in accordance with instructions prescribed by HUD.

**A. General:**

Executive Summary; General Questions; Managing the Process; Citizen Participation; Institutional Structure; Monitoring; Lead-based Paint

**B. Housing:**

Specific Housing Objectives; Needs of Public Housing; Barriers to Affordable Housing; Home Program

**C. Homeless:**

Specific Homeless Prevention Elements

**D. Community Development:**

Community Development; Antipoverty Strategy

**E. Non-Homeless Special Needs Housing:**

Non-Homeless Special Needs; Housing Opportunities for People with AIDS

**F. Project Activity Forms**

Consultant will complete individual Activity Forms in the CPMP Tool for each activity

to be undertaken.

**G.** Forms and Certifications, including Standard Forms (424), Certifications, Specific CDBG Certification, Specific HOME Certification and Appendix to Certifications.

**H.** Description of the Consultation and Citizen Participation Process as well as monitoring of sub-recipients.

#### **IV. ENVIRONMENTAL REVIEW RECORD**

The Consultant shall prepare an Environmental Review Record for the community acceptable for HUD approval and release of Community development Program funds.

The Environmental Review Record will include, as applicable:

- A.** A description of the project to which it relates.
- B.** Documentation showing each step in the Environmental Review process as follows:
  - 1. Determination of existing conditions;
  - 2. Identification of environmental impacts;
  - 3. Examination of identified impacts;
  - 4. Consideration of project modification;
  - 5. Consideration of alternative projects;
- C.** Documentation that the findings have been made and are supported by the Environmental Review Record.
- D.** Documentation that the required steps in the Environmental Review process has been followed.
- E.** Description of the existing environmental conditions.
- F.** A copy of the publication of Notice of Request for Release of Funds.
- G.** A copy of the Request for Release of Funds.
- H.** The Consultant may meet with the community's Certifying Officer to review the Environmental review Record prior to the Certifying Officer executing the Environmental Certification.

#### **V. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT**

The Consultant shall prepare the Consolidated Annual Performance and Evaluation Report (CAPER) for the community acceptable for HUD approval including the following:

#### **A. General**

1. Executive Summary
2. General Questions
3. Managing the Process
4. Citizen Participation
5. Institutional Structure
6. Monitoring
7. Lead-based Paint

#### **B. Housing**

1. Housing Needs
2. Specific Housing Objectives
3. Public Housing Strategy
4. Barriers to Affordable Housing
5. HOME Program

#### **C. Homeless**

1. Homeless Needs
2. Specific Prevention Elements

#### **D. Non-Homeless Special Needs Housing**

1. Non-Homeless Special Needs.

#### **E. Community Development**

1. Community Developmental
2. Anti-poverty Strategy

### **VI. PROGRAM INCOME DOCUMENTATION**

- A. Provide assistance with documentation of use of Program Income in accordance with HUD regulations.

### **VII. PUBLIC NOTICE DOCUMENTATION**

- A. Provide assistance with compliance with public notice documentation in accordance with HUD Regulations.

### **VIII. HUD PROJECT MONITORING**

- A. Provide assistance in preparation for and attend HUD Project Monitoring
- B. Assist with preparation of responses, as needed, to Finding and Concerns noted In HUD Project Monitoring.

### **2.0 TIME OF PERFORMANCE**

All services of the consultant shall be completed in accordance with timing requirements of the program and the directives of HUD. The period of this contract will be twelve (12) months from January 1, 2015 to December 31, 2015.

### **3.0 PROPOSAL REQUIREMENTS**

**3.1** The consultant shall provide to the Township the name or names of employees that will be assigned to service the Township of Gloucester account. Said employee(s) must have a minimum of five (5) years; experience in the Community Development Block Grant and HOME Programs and related State and Federal community and economic development programs. Examples of Work completed by the assigned employee(s) must be listed as part of the proposal. A list of clients that said employee(s) service must be submitted with name and address of said clients furnished so that they may be contacted for verification of the employee's credentials and ability to perform. The consultant shall also provide to the Township a list of communities and grants in which they have been successful for housing and urban development, environmental preservation and planning assistance, with particular emphasis on New Jersey communities.

**3.2** Description of any other factors the proposing party believes is relevant to its ability to provide the Township of Gloucester with superior service.

**3.3** Proof of Professional Liability Insurance maintained.

### **4.0 DATA TO BE FURNISHED TO CONSULTANT**

The Township shall provide the Consultant with information and documentation which the Consultant may require to render properly the services provided for in this Agreement. Such information or documentation may include planning, economic and engineering studies, reports, or analysis; codes and ordinances; environmental assessments; property appraisals; capital improvement and other development plans and programs; data on housing conditions; and current community development activities, maps, correspondence and other pertinent materials.

### **5.0 BASIS FOR AWARD OF AGREEMENT FOR PROFESSIONAL SERVICES**

The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

- a. Qualifications of the individual or firms who will perform the service or activity.
- b. Experience and references.
- c. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.

### **6.0 PROCEDURE FOR EVALUATIONS OF RFP'S**

The Township's RFP/RFQ Review Subcommittee will evaluate each submission and selection is made upon the basis of the criteria listed below:

- a. All proposals shall be evaluated for:

- 1.) Compliance with the minimum requirements stated in the RFP and
- 2.) The relative benefits and deficiencies of the proposal as compared to other proposals.

**b.** The Township reserves the right to consider historic information and fact, whether gained from the proposal, question-and-answer conferences, references, or any other source, in the evaluation process.



