

**BOROUGH OF HADDON HEIGHTS  
LICENSED SITE REMEDIATION PROFESSIONAL 2017**

**Request for Qualifications**

**Purpose:**

The following procedures are designed to provide for a fair and open process in awarding professional services based on qualifications, merit and cost effectiveness through accessible advertising.

**Scope of Services:**

**BOROUGH LICENSED SITE REMEDIATION PROFESSIONAL (LSRP)**

Any persons or firms interested in providing professional services to the Borough of Haddon Heights as defined in the New Jersey Statutes, N.J.S.A 40A:11-2(6).

**1) Appointment of LSRP.** There shall be a Borough LSRP who shall be appointed by the governing body and shall be under a contract for services to be performed. In lieu of appointing an individual, the governing body may appoint a firm. The member of the firm acting as Borough LSRP shall be a licensed site remediation professional in the State of New Jersey. The Borough LSRP shall receive such compensation as may be agreed upon and determined by the Mayor and Council.

**2) Duties.** The Borough LSRP shall perform such duties as are prescribed by general law, ordinance, and the New Jersey Department of Environmental Protection Licensed Site Remediation Program, and in addition shall be subject to approval by a majority of Borough Council.

- A. Oversee the remediation of municipal contaminated sites in accordance with the New Jersey Department of Environmental Protection's applicable standards and regulations for responsible parties.
- B. Provide technical advice and assistance to other Borough departments as needed.
- C. Maintain all papers, documents, memoranda, reports and other materials relating to the administration of the duties of the Borough LSRP within the property of the Borough. Upon the termination of his services with the Borough, the Borough LSRP shall forthwith surrender to the Borough all such property.
- D. Attend Borough meetings as requested by the Mayor and Council.

- E. When directed by the Mayor and Council, the LSRP shall provide the services necessary to prepare and provide detailed reports and studies requested by the Mayor and Council regarding the remediation of municipal contaminated sites.

**Applicants'/Proposers' Responsibility in Responding to  
Borough's Request for Qualifications**

The applicant/proposer shall in response to the Borough's RFQ, at a minimum, include the following information:

- A. Qualification requirements to compete for the needed service or activity as set forth in the "duties and responsibilities" of the position defined in the Borough's RFQ. Qualifications, at a minimum, shall include requirements defined as follows:
1. Full name and business address.
  2. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the RFQ.
  3. Dates of LSRP licensure in the State of New Jersey and any other state.
  4. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
  5. The number of licensed site remediation professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Borough. A description of each individual's qualifications, including education, Licensure and years of professional experience.
  6. A listing of all previous Public Sector entities served by the applicant/proposed licensed site remediation professional including dates of service and position(s) held.
  7. Proposed cost of the service(s) or activities, including the hourly rate of individuals who will perform the services or activities.
  8. Insurance. The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice

coverage with limits as to liability acceptable to the Borough of Haddon Heights.

9. Financial Disclosure. The applicant/proposer as a “professional”, if required by law, shall file a Financial Disclosure Statement pursuant to a Local Government Ethics Law NJSA 40A:9-22(1) et.seq.
  10. Law Against Discrimination and Affirmative Action. The applicant/proposer as a “professional” shall file a statement as to compliance with N.J.S.A. 10:5-1 et. seq.
- B. The applicant/proposer shall submit three (3) copies of his/her proposal for review and consideration by the Mayor and Council.

**Basis for Award of Contract/Agreement for Professional Services**

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

1. Qualifications of the individual or firms who will perform the service or activity.
2. Experience and references.
3. Ability to perform the service or activity in a timely fashion, including staffing and the staff’s familiarity of the service or activity.
4. Cost Competitiveness.
5. The Borough reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the professional services as outlined in the applicant’s/proposer’s proposal.
6. All awards or waivers will be by resolution acted on by the Borough Council at a Borough meeting.
7. All awards are subject to availability of funds.

Kelly Santosusso, RMC  
Borough Clerk