

## BOROUGH OF HADDON HEIGHTS

### REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES FOR CALENDAR YEAR 2019

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process in accordance with N.J.S.A. 19:44-20.5, sealed proposals will be received by the Borough of Haddon Heights at its offices at 625 Station Avenue, Haddon Heights, New Jersey 08035, on or before **December 14, 2018 at 10:00 a.m.**, prevailing time for the following professional positions:

Municipal Solicitor/Conflict Solicitor	Municipal Bond Counsel
Municipal Auditor	Broker of Record for Health Insurance
Municipal Engineer	Licensed Site Remediation Professional
Risk Manager	Conflict Tax Assessor
Municipal Planner	

Term: January 1, 2019 to December 31, 2019

- A. **PURPOSE:** The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individual to provide professional services for the Borough of Haddon Heights. 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.
- B. **PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:**
1. Two (2) copies of the proposals, inclusive of all information required at Section D hereof, should be provided. Proposals must be submitted to the Borough Clerk, Borough of Haddon Heights, 625 Station Avenue, Haddon Heights, New Jersey 08035. Any proposals received after said opening, whether by mail or otherwise, will be deemed non-responsive. No proposals will be accepted after the date and time 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 each proposal package be hand-delivered. The Borough 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 final selection shall be made at the sole discretion of the Mayor and Council.
  2. All questions regarding this Request for Proposals should be made in writing to Kelly Santosusso, RMC, Borough Clerk, Borough of Haddon Heights, 625 Station Avenue, Haddon Heights, New Jersey 08035, or via e-mail at [ksantosusso@haddonhts.com](mailto:ksantosusso@haddonhts.com).
- C. **CRITERIA FOR EVALUATION OF PROPOSALS:** The Request for Proposals Review Committee will independently 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 proposals established by the Borough for the position;
7. Other factors determined to be in the best interest of the Borough.

D. **PROCUREMENT PROCESS**

This procurement process will result in the entry of a professional services contract. Therefore, the selection of Qualified Respondents is not subject to the public bidding requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et. seq. (the "LPCL"). The selection process is, however, subject to the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4 et. seq. (the "State PTP Law") and to the Borough's pay-to-play Ordinance 2007:1242. The Borough has structured a procurement process that seeks to obtain the desired results while establishing a "fair and open" competitive process under the State PTP Law to assure that each person and/or entity is provided with an equal opportunity to submit a Proposal in response to the RFP. By submitting a proposal, Respondents agree to comply with all requirements of New Jersey Law including, but not limited to, the State Pay to Play Law as well as all relevant Executive Orders and the New Jersey Election Enforcement Commission disclosure requirements. Proposals will be reviewed and evaluated by the Review Team to determine if the Respondent has met the minimum professional, administrative and financial criteria described within this RFP. Based upon the totality of the information contained in the Proposal, including information about the reputation and experience of each Respondent, the Borough will (in its sole judgment) determine which Respondents are qualified from professional, administrative and financial standpoints. Each Respondent that meets the requirements of the RFP (in the sole judgment of the Borough) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process under this RFP. The Proposal will be evaluated by the Review Team in accordance with the criteria set forth within this RFP, which will be applied in the same manner to each proposals received by the Borough. All communications concerning this RFP or of the RFP process should be directed in writing to the Borough's designated contact person, Kelly Santosusso, RMC, Borough Clerk, at the following address:

E. **PROPOSAL REQUIREMENTS:** The Borough of Haddon Heights is requesting proposals for Municipal Solicitor/Conflict Solicitor, Municipal Auditor, Municipal Engineer, Risk Manager, Municipal Bond Counsel, Broker of Record for Health Insurance, Licensed Site Remediation Professional and Conflict Tax Assessor.

1. Scope of Services
2. Resumes
3. Facilities
4. Conflict of Interest
5. Fees
6. Compliance
7. Reservation of Rights

**The following explains what the Borough expects in each of the positions:**

1. **SCOPE OF SERVICES:** The Borough of Haddon Heights is requesting proposals statements to provide professional services for the Borough of Haddon Heights. Your response should detail the firm or individual's proposals to provide that type of service.

**The minimum proposals established by the Borough for the professional appointments are as follows:**

**MUNICIPAL SOLICITOR/CONFLICT SOLICITOR:**

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 15 years preceding appointment. Must have a minimum of five (5) years of experience representing municipal entities and be experienced with regard to the Municipal Land Use Law, the Municipal Budget Law, the Municipal Bond Law, the Open Public Meetings Act, the Open Public Records Act, the Open Public Bidding Law and Fair Housing Act. Must have experience preparing municipal resolutions and ordinances and preparing and issuing opinion letters for the issuance of bonds and/or bond anticipation notes.

**MUNICIPAL AUDITOR:**

Must be a certified public accountant and be certified by the State of New Jersey as a Registered Municipal Accountant (RMA). The applicant must have a minimum 15 years of experience representing municipal entities in connection with municipal audits, budgets and the issuance of bonds and/or bond anticipation notes. The applicant must have sufficient support staff to provide all services required by the Borough of Haddon Heights including, but not limited to, the preparation of the municipal budget, municipal audit, debt statements, official statements and all other documents relating to the issuance of bonds, as well as all other financial matters pertaining to municipal government.

**MUNICIPAL ENGINEER:** 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, 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: Prepare, or cause to be prepared, plans, designs and specifications for public works projects and improvement. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the borough. Provide technical and engineering advice and assistance to the Borough Council. Attend all Council meetings. Prepare, review and approve construction plans and specifications for all capital improvement projects. Must possess successful record of applying for and receiving road improvement grants. Ability to respond to resident concerns when an engineering project impacts their property. Experience in engineering inspections of residential developments. Experience administering performance bond and maintenance bonds on behalf of the borough. Must demonstrate experience with engineering design, inspection and contract administration of annual municipal road projects totaling more than \$1 million. Documented experience with design, inspection and contract administration of large and small recreation projects.

**RISK MANAGER**

Must be certified and have extensive knowledge of all insurance products required by municipal entities and available product lines. Must demonstrate responsibility for negotiation and placement of various insurance products required by the borough including general liability, general property loss, motor vehicle insurance and others. Must be able to provide consulting services relative to insurance programs. Must have a minimum ten years of experience in representing municipal governments.

**MUNICIPAL PLANNER:**

Must have at least five (5) years' experience in Municipal land Use, with at least three of those years being from a similarly sized municipality. A high degree of knowledge, experience and ability with NJ MLUL, Master Plan Updates, and drafting or amending land use ordinances for PB consideration is required. Must be familiar with the Council of Affordable Housing (COAH) programs, Regional Contribution Agreements Plan Review Zoning conformance, positive and negative criteria for a variance and calculation of appropriate development fees. Must be licensed as a professional planner by the State of NJ for a minimum of five (5) years and recognized by the American Institute of Certified Planners (AICP).

**MUNICIPAL BOND COUNSEL:**

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 years preceding appointment. Must have a minimum of ten years of experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes. Must have sufficient support staff to provide all services required by the Borough of Haddon Heights, including but not limited to, the preparation of all documents necessary and incidental to the issuance of the bonds and other municipal obligations. Must list past and present public entities represented as Bond Counsel. Must provide references from at least two (2) public entity clients.

**LICENSED SITE REMEDIATION PROFESSIONAL:**

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.

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. Provide technical advice and assistance to other Borough departments as needed. 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. Attend Borough meetings as requested by the Mayor and Council. 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.

**CONFLICT TAX ASSESSOR**

Must be MAI SRA appraisers qualified for a period of not less than ten (10) years prior to appointment, and must list all the past and present municipal clients. Must have a minimum of fifteen (15) years of experience assessing real estate property within the County of Camden. Must have a minimum of ten (10) years' experience in the representation of municipalities in matters before the County Board of Taxation or must have demonstrable experience as an assessor establishing values. Will represent the Borough of Haddon Heights in tax assessing matters in which the municipal tax assessor recommends to the borough's council that it would be appropriate to use the services of a conflict assessor to service the borough of Haddon Heights. Applicants must submit any experience or knowledge relating to servicing municipal governments in property assessing and appraising.

## **BROKER OF RECORD FOR HEALTH INSURANCE**

Must have experience of being Insurance Broker of Record for Health Insurance to Public Entities. Must have a minimum of five (5) years working with New Jersey Municipalities. Must be able to assign the borough with specific representatives to insure continuity between borough and Broker. Must evaluate and provide Borough with descriptions and notifications of changes to Group Medical, Prescription Drug, and Dental coverages.

2. **RESUMES**: All resumes submitted to the Borough of Haddon Heights shall include the following:
  - A. Name and address of your firm and the corporate officer authorized to execute agreements.
  - B. A brief description of your firm's history, ownership, organizational structure, location of its management and licenses to do business in the State of New Jersey.
  - C. The names, experience, proposals and applicable licenses held by the individual primarily responsible for servicing the Borough and any other person(s) whether as employees or subcontractors, with specialized skills that would be assigned to service the Borough.
  - D. A listing of local governmental clients with which you have similar contracts. Include the name, address and telephone number of the contact person.
  - E. A statement of your firms, insurance coverage. Firms need not provide an insurance certificate specific to the Borough in responding to this RFQ. An insurance certificate will be required prior to commencing work after selection of a firm to provide services relative to a special project.
  - F. A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.
3. **FACILITIES - OFFICE LOCATION(S)**:
  - A. For your firm's facilities which will service this project:

The Location:

    - I) Firm personnel assigned to this location
    - II) Activities of the firm performed at this location
4. **CONFLICT OF INTEREST**: Disclosure of any potential conflicts of interest that the firm may have in performing these services for the Borough of Haddon Heights.
5. **FEES**: Set forth in detail your compensation proposal.
6. **COMPLIANCE**: In addition, all proposals shall comply with P.L., C33 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. 1975, c.127 and N.J.A.C. 17:27-1 et. seq., requiring compliance with equal employment opportunity and affirmative action laws and the submission of proof of compliance therewith.

7. **RESERVATION OF RIGHTS**: The Borough 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.

Kelly Santosusso, RMC  
Borough Clerk