

THIRTEEN (13) PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA

The Township of Pennsauken (hereinafter the “Township”) solicits statements of qualification from applicants for appointment to the following listed professional positions. Responses should address the general criteria and mandatory minimum criteria for the position 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, 5605 North Crescent Boulevard, Pennsauken, N.J. 08110, no later than 12:00 PM, Friday, November 13, 2020.

All responses shall be opened and announced publicly, immediately thereafter by the Township Administrator or his 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 calendar year of 2021 or until a successor is duly appointed and are subject to the execution of an appropriate contract.

Late submissions will not be accepted and will be returned unopened. No oral, written or other form of amendment will be accepted by the Township after this time, unless requested by the Township. The Township reserves the right to reject any or all submissions, to waive any requirements of the RFP and to modify or amend, with the consent of the respondent, submissions. All submissions become the property of the Township.

Submissions which, in the sole judgment of the Authority, fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SELECTION PROCESS

Non-responsive and late responses will be rejected without evaluation. For vendors that satisfy “Minimum Requirements” and “Mandatory Contents of Proposal” evaluations will be made by the Township on the basis of that which is the most advantageous, price and other factors considered. The evaluation will consider the criteria of experience and reputation in the field, professional expertise, including accreditation, licensing and/or membership in appropriate professional associations, knowledge of the Township and the subject matter to be addressed under the contract, past performance on other work for the Township, availability to accommodate any required meetings of the Township, availability of personnel and other resources to do the work on the schedule set forth by the Township, designated professional and support staff and location of offices, strength of assurances of performance provided, if required, financial stability and strength of the submitting firm, on-going criminal investigations or litigation, references in general, insurance provided, fee and compensation proposal, and other factors as demonstrated to be in the best interest of the Township.

In addition, responses will be evaluated using the following criteria:

I) qualifications of the Respondent and proposed subcontractor(s) based upon

(a) experience in providing the desired services and

(b) personnel qualifications and experience of the respondent and its staff;

II) references;

III) proposed costs and other charges (if any); and

IV) familiarity with the Township and its requirements.

Selection of the award shall be based solely on the Township's evaluation of the submissions and the criteria.

The Township holds and may at its sole discretion, exercise the following rights and options with respect to this Request for proposals:

1. To interview the most qualified respondents.
2. To negotiate the terms and conditions of the contract to obtain the most advantageous situation for the Township.
3. To reject any or all submissions and to waive information required in the RFP is explicitly reserved by the Township
4. To issue additional solicitations for proposals and/or amendments to the RFP.
5. To modify dates.
6. To enter into agreements for only portions (or to not enter into an agreement for any) of the services contemplated by the proposal submitted.
7. All proposals prepared in response to this RFP are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the Township for the expense of preparation.
8. Proposals submitted in response to this RFP may contain technical, financial, or other data whose public disclosure could cause substantial injury to a Proposer's competitive position, or constitute a trade secret. To protect these data from disclosure, the Proposer should specifically identify the pages of the proposal that contain such information, by properly marking the applicable pages and inserting the following notice in the front of its proposal. The Township Will not honor any attempt by a Proposer either to designate its entire proposal as proprietary and/or to claim copyright protection for its entire proposal.

DISCLAIMER

“The contents and information provided in this Request for Proposals (RFP) is meant to provide general information to interested parties. The successful Proposers shall be required to execute an Agreement with the Township that will govern the rights, duties and obligations between the Township and the successful Proposer.

ACCORDINGLY, THE TERMS SET FORTH WITHIN THIS REQUEST FOR PROPOSALS SHALL NOT CONSTITUTE ANY CONTRACT BETWEEN THE TOWNSHIP AND THE SUCCESSFUL PROPOSER. MOREOVER, THE TOWNSHIP ACCEPTS NO RESPONSIBILITY FOR ANY OMISSIONS OR DELETIONS RELATING TO THIS REQUEST FOR PROPOSALS. However, the successful proposal will become part of the Agreement.”

Any questions regarding this solicitation or process should be submitted in writing to Township of Pennsauken Township Administrator, 5605 North Crescent Boulevard, Pennsauken, N.J. 08110.

MUNICIPAL ATTORNEY

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a municipal attorney who will be the chief, general legal officer of the Township. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey redevelopment law, municipal labor relations law and municipal contract law. Any experience or knowledge of matters directly affecting the Township of Pennsauken 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 have a minimum of five (5) years’ experience in the general representation of municipal governments or municipal, county, state or other governmental authorities.
3. Must list past and present municipal or government authorities represented.
4. Must be able 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.

MUNICIPAL LABOR COUNSEL.

GENERAL CRITERIA: The Township of Pennsauken 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 Pennsauken 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 seven (7) years' experience representing public employers in labor relation matters.
3. Must be able 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 list past and present public employers represented as Labor Counsel.

MUNICIPAL BOND COUNSEL

GENERAL CRITERIA: The Township of Pennsauken 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 Pennsauken 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 be able 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.
4. Must list past and present public entities represented as Bond Counsel.

COUNSEL WORKERS COMPENSATION

GENERAL CRITERIA: The Township of Pennsauken desires to appoint one or more New Jersey licensed attorney or firm of attorneys to represent the Township of Pennsauken in the administration of its Workers Compensation Self-Insurance Plan, specifically to represent the Township of Pennsauken 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 Pennsauken 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 seven (7) years' experience representing respondents in workers compensation actions.
3. Must have a minimum of five (5) years' experience in representing municipal governments as respondents in New Jersey workers compensation actions.
4. Must list past and present public entities represented in worker's compensation matters.

CONFLICTS / SPECIAL COUNSEL

GENERAL CRITERIA: The Township may from time to time require the services of one or more attorney(s) to represent the interest of the Township when the municipal attorney, labor or bond attorney has a conflict that would preclude representation of the Township. In addition, in the event there are matters requiring additional knowledge of areas of the practice of law or in the event that the volume of work requires additional counsel, the Township wishes to be prepared to meet those contingencies. Special experience in litigation, municipal finance, redevelopment law, environmental law and public entity labor law, will assist the Township in its effort to select attorneys who may best serve the Township's interest as the need may arise.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than five (5) 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 five (5) years' experience in the general representation of municipal governments or municipal, county, state or other governmental authorities.
3. Must list experience in litigation, municipal finance, redevelopment law, environmental law and/or public entity labor law.
4. Must list past and present municipal or government authorities represented.

MUNICIPAL COURT CHIEF PROSECUTOR AND MUNICIPAL PROSECUTOR

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a chief prosecutor who will be the chief legal representative of the State of New Jersey and the Township of Pennsauken in the prosecution of cases before the Municipal Court of the Township of Pennsauken and to appoint an additional prosecutor(s) who will serve at the direction of the chief prosecutor. The Applicants will also be responsible for prosecuting building department matters for the Township of Pennsauken. 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 Pennsauken, the building department of the Township of Pennsauken, 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 five (5) years preceding appointment.
2. Must have experience as a municipal court prosecutor.
3. Must provide a description of availability for municipal court sessions as scheduled in Pennsauken.
4. Must list other past and present municipal courts served as Prosecutor.

MUNICIPAL PUBLIC DEFENDER

GENERAL CRITERIA: The Township of Pennsauken 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 Pennsauken. 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 Pennsauken 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 five (5) 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.

MUNICIPAL AUDITORS

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a firm of certified public accountants to act as municipal auditors for the Township of Pennsauken.

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 Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. The firm must employ a minimum of ten (10) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. The firm must employ a minimum of five (5) registered municipal accountants licensed and qualified in that capacity for a minimum of five (5) 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.

FINANCIAL ADVISOR

GENERAL CRITERIA: The Township of Pennsauken desires to appoint one or more a financial advisor(s) who will assist the Township of Pennsauken with any new development and redevelopment within the Township and to assist with the potential acquisition of real property. The Financial Advisor will also work with the Township 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 that knowledge and experience to redevelopment areas. Any experience or knowledge of matters that directly affect the Township of Pennsauken 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 least one (1) principal with at least a master's degree in public administration or equivalent.

4. Must maintain a bona fide office in the State of New Jersey.
5. Must list all past and present municipal clients.

CONSULTING ENGINEERS

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a firm or firms to provide consulting engineering services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. In addition, submitting professionals must demonstrate an ability to perform investigative, research and design services for the separation of combined sanitary and storm water sewers as the Township intends to pursue, jointly with the Pennsauken Sewerage Authority, a remedy to this particular problem as it affects Pennsauken. Any experience or knowledge of matters that directly affect the Township of Pennsauken 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, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, 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 Pennsauken 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 Pennsauken 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 Consulting Engineer.

CONSULTING ENVIRONMENTAL ENGINEERS

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a firm or firms to provide consulting engineering services to the Township with a particular emphasis on specialized environmental issues. Applicants should demonstrate knowledge and experience with respect to all aspects of environmental engineering services required by a municipal entity. In the past the Township has consulted with a specialized environmental engineer with regard to new methods and technologies for stream bank stabilization, appropriate uses of environmentally compromised lands and environmental surveys. Any experience or knowledge of matters of this character or other matters that directly affect the Township of Pennsauken 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 environmental engineering services to municipalities including demonstrated experience with storm water runoff, plant and wildlife surveys, remediation of compromised lands and assessments and introduction of new technologies to advance environmentally sensitive solutions.
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 professionals sufficient to service the Township of Pennsauken including, but not limited to: planners and environmental scientists.
5. Must be experienced in the preparation of grant applications.
6. Must list past and present municipalities served as Consulting Environmental Engineer.

INSURANCE BROKER OF RECORD

GENERAL CRITERIA: The Township of Pennsauken desires to appoint an insurance broker of record responsible for the negotiation and placement of various insurance products required by the Township of Pennsauken including, but not limited to, general liability insurance, general property insurance, errors and omissions insurance, fleet motor vehicle insurance and others. Applicant should demonstrate an extensive knowledge of all insurance products required by municipal entities and available product lines. Any experience or knowledge of matters directly affecting the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey insurance broker for a minimum of ten (10) years.
2. Must have a minimum of ten (10) years' experience representing New Jersey municipal governments as an insurance broker.
3. Must handle all insurance products required by the Township of Pennsauken.
4. Must have access to various competitive insurance lines.
5. Must have available risk management consultant services as requested by the Township.
6. Must be able to provide consulting services relative to self-insurance programs and other alternative insurance options.

BROKER OF RECORD FOR EMPLOYEE BENEFIT PROGRAM

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a broker of record for its employee benefit programs (such as health, dental, prescription and vision programs). Applicants should demonstrate knowledge and experience in the placement of insurance and alternative benefit programs on behalf of municipal entities with particular experience in areas of cost containment. Any specific experience or knowledge of matters affecting the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey insurance broker for a minimum of ten (10) years.

2. Must have a minimum of ten (10) years' experience representing New Jersey municipal governments as an employee benefit program broker. Must demonstrate the ability to handle all employee benefit programs required by the Township of Pennsauken.
3. Must have access to various competitive insurance products.
4. Must be able to provide consulting services relative to cost containment and alternative products available to municipal governments for employee benefit programs.
5. Must list past and present municipal entities served as Employee Benefit Program Broker.

REAL ESTATE BROKER

GENERAL CRITERIA: The Township of Pennsauken desires to appoint one or more real estate broker(s) who will represent the Township of Pennsauken's interest in the purchase and sale of real estate. Applicant should demonstrate knowledge of real estate markets in Camden County and more particularly in the Township of Pennsauken. Any experience or knowledge of matters that directly affect the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to act as a real estate broker for a minimum of ten (10) years.
2. Must maintain a bona fide office in the State of New Jersey.
3. Must have a minimum of five (5) years' experience acting as a broker for real estate transactions in the Township of Pennsauken.

TITLE COMPANY

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a title company or title companies to perform title examinations and to place title insurance when required on behalf of the Township of Pennsauken. Applicants should demonstrate particular knowledge of title issues as it relates to riparian grants and other issues relating to the purchase and development of land along public waterways. Any experience or

knowledge of matters directly affecting the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey title agent for a minimum of ten (10) years prior to appointment.
2. Must be authorized to act as agent for a nationally recognized title insurance company.
3. Must maintain an office in Camden County, New Jersey.
4. Must demonstrate familiarity with South Jersey closing practices.
1. Must have sufficient access to title examiners, underwriters and other professionals necessary for the performance of all services required by the Township of Pennsauken.

TOWNSHIP APPRAISER

GENERAL CRITERIA: The Township of Pennsauken desires to appoint an appraiser who will provide general appraisal services as required by the Township of Pennsauken. Applicant should demonstrate experience and knowledge of the field of appraisal, particularly as it relates to municipal tax appeals and condemnation issues. Any experience or knowledge of matters directly affecting the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Applicants must be MAI and SRA appraisers qualified as such for a period of not less than ten (10) years prior to appointment.
2. Must have a minimum of fifteen (15) years' experience appraising real property within the County of Camden.
3. Must have a minimum ten (10) years' experience in the representation of municipalities in matters before the County Board of Taxation or must have demonstrable experience as an appraiser establishing values for the purpose of condemnation matters on behalf of municipal entities.
4. Must list all past and present municipal clients.

TOWNSHIP PHYSICIAN

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a Township physician who will be a primary resource to provide emergency medical attention as required for employees of the Township of Pennsauken and regular care and referral services for employees injured while in the course of their employment. Applicants should demonstrate knowledge and experience serving as physicians for municipal entities. Any experience or knowledge of matters that directly affect the Township of Pennsauken should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice medicine in the State of New Jersey for a minimum of ten (10) years prior to appointment.
2. Must have a minimum of ten (10) years' experience in treatment and care as it relates to occupational health issues.
3. Must have demonstrable experience in dealing with issues particular to the fitness for duty of public employees.
4. Must have sufficient staff to perform all clerical functions required by a municipal entity of its appointed physician.
5. Must have a principal office in close proximity to the Township of Pennsauken, preferably within the Township of Pennsauken for the purpose of providing prompt access for Township employees.
4. Must list all past and present municipal clients.

DIRECTOR OF PUBLIC RELATIONS

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a Director of Public Relations. The applicant should have experience in the publication, production and writing of newspapers as well as abilities to coordinate the promotion of the Township in various other ways including, but not limited to, the use of the public access channel, access to media outlets, etc.

MANDATORY MINIMUM REQUIREMENTS:

1. The Director of Public Relations will need to be qualified to be the editor

of the Township publication “ALL AROUND PENNSAUKEN”.

2. This individual must be able to plan all stories for each month’s edition as well as report and write cover stories.
3. The Director must be able to edit the newspaper, write headlines, cover local events and be familiar with photography.
4. The Director shall maintain office hours at least two days a week to accomplish all the above-mentioned duties.
5. The Director shall also be able to oversee the public access channel and determine what stories are appropriate as well as assisting in the writing and editing of copy for same.
6. The Director shall accomplish any additional tasks that may be assigned by the Township regarding all Around Pennsauken, the public access channel, and other media issues that may arise regarding the Township, Township events, the Township school system and other similar activities.
7. All candidates must provide a description of past experience working in the field of news media including print and video.

SPECIAL MEDIA CONSULTANT

GENERAL CRITERIA: The Township of Pennsauken desires to appoint a Special Media Consultant experienced in the programming and production of programming for television. This consultant will work with the Township in cooperation with the Board of Education to upgrade the quality and content of programming on the Township’s public access channel.

MANDATORY MINIMUM REQUIREMENTS:

5. The consultant shall possess significant education, knowledge and experience in those areas set forth above and have the professional credentials to provide such service to the Township.
6. The consultant shall report to and work with the Township’s Public Relations Director.
7. The consultant shall maintain flexible hours to accomplish whatever is necessary to carry out the duties he is assigned on behalf of the Township.
8. The consultant shall perform all activities involved with the directing of

Pennsauken News, the filming of Township events, the creation, direction and production of Township programming as well as spot fillers and message boards.

COMPUTER AND COMPUTER NETWORK CONSULTANT

GENERAL CRITERIA: The Township of Pennsauken 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 Pennsauken.

MANDATORY MINIMUM REQUIREMENTS:

1. The Consultant will provide above mentioned services to the Township for a minimum of three (3) days per week.
2. The Consultant shall participate as a team member in providing support, training, and knowledge to assist Township personnel in accomplishing their tasks and goals as it relates to the Township's computer systems.
3. The Consultant shall maintain and administer the Township's Network Servers and PCs at the Municipal Building, Public Works, EMS, Fire Bureau, Country Club
4. The Consultant will provide requested assistance on Computer Systems at the Police Department, Fire Department, Library.
5. The Consultant will provide direction in building Township's Computer Network System. The Consultant shall aid/advice for Software and Equipment purchases.
6. The Consultant shall perform hardware upgrades/repairs or arrange for repairs with vendors.
7. The Consultant shall report to the Township Administrator as requested on status of the Township's Computer Network system.