WEBSITE

In accordance with Resolution No. 2014-11-102 dated November 12, 2014, the Borough of Gibbsboro shall put into place for the calendar year 2014 a process for the award of professional services contracts which shall include, but no be limited to, the positions of Borough Auditor; Borough Engineer, Borough Planner, Borough Planning Board Solicitor, Borough Solicitor, Borough Zoning Board Solicitor and Risk Manager.

Pursuant to the resolution proposals for the positions listed will be accepted by the Borough Clerk up until December 19, 2014 at 12:00 p.m. The criteria which will be used by the Mayor and Council in awarding the contract on each position are set forth below. The contract awards will be made at the Borough's annual reorganization meeting on January 7, 2014.

PUBLIC NOTICE

BOROUGH OF GIBBSBORO BOROUGH

NOTICE FOR SOLICITATION OF QUALIFICATIONS FOR PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS

Notice is hereby given proposals for professional services, not subject to bidding pursuant to N.J.S.A. 40A:11-5, will be received by the Clerk of the Borough of Gibbsboro Borough. The proposals must be submitted to the Borough Clerk at the Municipal Building, 49 Kirkwood Road, Gibbsboro, New Jersey on or before Friday, December 19, 2014, by 12:00 p.m.

Proposals for the following professional services will be accepted:

Borough Attorney
Borough Engineer
Borough Auditor
Planning/Zoning Board Attorney
Planning Board Engineer
Planning Board Planner
Borough Risk Management Consultant

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 Gibbsboro. 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.

CRITERIA FOR EVALUATION OF PROPOSALS. Mayor and Council will evaluate each submission and selection will be made upon the following criteria:

1. Appropriate professional license
2. Experience and reputation in the field
3. Sufficient staff
4. Experience and familiarity with the Borough of Lindenwold
5. Compensation fees
6. Availability to accommodate any required meetings of the Borough
7. Disclosure of any potential conflicts of interest that the firm may have in performing these services
8. Other factors determined to be in the best interest of the Borough

COMPLIANCE: In addition, all proposals shall comply with P.L. 1977, 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 the collection of use taxes; and with P.L. 1975, c127 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.

RESERVATION OF RIGHTS: The Borough of Gibbsboro reserves the right to reject any and all proposals, in whole or in part, and to waive any immaterial defect or informality in any proposals as may be permitted by law.

Interested parties should provide three copies of their written response addressing each criteria to Anne D. Levy, Borough Clerk, 49 Kirkwood Road, Gibbsboro, NJ 08026 in a sealed envelope by December 19, 2014 at 12:00 p.m. In addition, any questions regarding this Request for Proposals may be submitted to the Borough Clerk. The responses will be opened in public, reviewed by the appropriate Borough officials and reported to Borough Council for the award of these contracts.

Borough Auditor

The position is for an entity or individual to perform all auditing functions required by the Borough for the year 2015. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal auditing and accounting; past experience and familiarity with the Borough's auditing and accounting procedures. If the applicant is not an individual, the name of the person or persons who will interact with the Borough and their experience and resumes shall be submitted. The compensation sought by way of annual, monthly or hourly fees and/or any other types or conditions of compensation sought; primary location of business and its proximity to the Borough and availability in case of emergencies.

Borough Engineer

The position is for an entity or individual to perform all engineering functions required by the

Borough for the year 2015. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal engineering; past experience and familiarity with the Borough's engineering procedures. If the applicant is not an individual, the name of the person or persons who will interact with the Borough and their experience and resumes shall be submitted. The compensation sought by way of annual, monthly or hourly fees and/or any other types or conditions of compensation sought; primary location of business and its proximity to the Borough and availability in case of emergencies.

Borough Planner

The position is for an entity or individual to perform all planning services required by the Borough for the year 2015. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal planning; past experience and familiarity with the Borough's planning procedures. If the applicant is not an individual, the name of the person or persons who will interact with the Borough and their experience and resumes shall be submitted. The compensation sought by way of annual, monthly or hourly fees and/or any other types or conditions of compensation sought; primary location of business and its proximity to the Borough and availability in case of emergencies.

Planning/Zoning Board of Adjustment Solicitor

The position is for an entity or individual to perform all legal services required as directed by the Gibbsboro Zoning Board of Adjustment for the year 2015. The criteria to be used include: the possession by the applicant of all necessary professional licenses; past experience in municipal zoning board law; past experience with and familiarity with the Borough's zoning matters. If the applicant is not an individual, the name of the person or persons who will interact with the Borough and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Gibbsboro and the availability of applicant in case of emergencies.

Borough Solicitor

The position is for an entity or individual to perform all legal services required and directed to be performed by the Mayor and Council for the year 2015. The criteria to be used include: the possession by the applicant of all necessary professional licenses, past experience in municipal legal services, past experience with and familiarity with the Borough's legal representation. If the applicant is not an individual, the name of the person or persons who will interact with the Borough and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Gibbsboro and the availability of applicant in case of emergencies.

Borough Risk Manager

The position is for an entity or individual to perform all legal services required and directed to be performed by the Mayor and Council for the year 2015. The criteria to be used include: name and address of your firm and the corporate officer authorized to execute agreements; 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; the names, experience, qualifications, 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; a listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person; a statement of your firm's insurance coverage. Firms need not provide an insurance certificate specific to the Borough in responding to this RFP. An insurance certificate will be required prior to commencing work after selection of a firm to provide services relative to a specific project; 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.