

P U B L I C N O T I C E

BOROUGH OF GIBBSBORO BOROUGH

**NOTICE FOR SOLICITATION OF QUALIFICATIONS
FOR PROFESSIONAL SERVICES UNDER
THE 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. 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, 2008, 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/Zoning Board Engineer
Planning Board Planner

Request for Qualifications / Proposal for Professional Services

Policy Statement

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 a competitive and open process.

Scope:

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

General Requirements:

1. Once a need is established for professional services and after a review of the necessary request for qualifications, a Request for Qualifications / Proposals (**RFQ/RFP**) for the specific service or contract will be prepared and advertised.
2. Advertising of the RFQ/RFP shall, at a minimum, include the official paper(s) of the Borough and any other sources deemed appropriate by the Borough for the specific professional service at least ten (10) days before the submission deadline. It shall also be posted on the Borough website and Borough official bulletin board, and filed with the Municipal Clerk at least ten (10) days prior to the submission deadline.
3. The advertisement will include a summary of the specific service or activity and who to contact in the Borough to receive a copy of the RFQ/RFP requirements to qualify and proposal form.
4. The **RFQ/RFP** advertisement will, at a minimum, include:
 - A. A description of the professional service needed, including the scope of activities involved.
 - B. Contact information to obtain the RFQ/RFP forms.
 - C. Submission Deadline, including date and time.
 - D. Submission Location shall be to the Office of the Borough Clerk.
 - E. Submissions shall be in a sealed envelope.

5. All parties meeting the minimum requirements of the **RFQ/RFP** shall have their proposals reviewed by the RFP review committee. The proposal shall include specific information regarding the person proposed for the professional appointment, billing method and rate information, and any other information which the Borough may deem relevant and helpful in making its selection and requests in writing.
6. The RFP review committee appointed by the governing body shall review all qualifying RFPs giving due regard to the criteria set forth in paragraph nine, below. The review committee shall make a non-binding recommendation to the board or body with appointing authority of the professional to be awarded the contract. Actual contract awards shall be by the governing body. The committee prior to making its recommendation may, in its discretion, elect to interview candidates to better determine their ability to meet the selection criteria and discuss their qualifications and scope of the work to be performed.
7. All submissions shall be kept on file during the term of the contract.
8. All submissions shall be a public record as of the date of advertising.
9. The Borough shall award all professional service contracts or agreements based on qualification, merit, experience, quality of work product, and cost competitiveness. Selection criteria will include:
 - A. Names and titles of the individuals who will perform the service and/or activity.
 - B. A description of the individuals or firms experience with similar services or projects and the breadth of services offered.
 - C. A list of references and record of success.
 - D. A description of the individual or firms ability to provide the service or complete the activity in a timely fashion or as required by the Borough.
 - E. A fee schedule for the firm, including any retainer if applicable.
10. In the event that compliance with part or all of the requirements of the RFQ /RFP is impracticable or undesirable with regards to a particular contract, the Borough Council may waive part or all of the requirements as to all candidates by a majority vote of the full Borough Council. The waiver shall set forth specifically the reasons for such waiver.
11. All awards or waivers will be by resolution acted on by the Borough Council at a public session of the governing body convened in accordance with the Open Public Meetings Act.

12. All awards are subject to availability of funds.
13. This policy will include, but not be limited to, all of the listed requirements. The Borough reserves the right to amend or revise its review standards. In the event of such revision or review, all candidates shall be given not less than ten (10) days notice of the additional or revised standard(s) and an additional ten (10) days to demonstrate their compliance with the additional or revised standard.
14. This policy will include the following professional appointments provided that the anticipated annual contract value is greater than Seventeen Thousand Five Hundred Dollars (\$17,500.00):

- Borough Attorney
- Borough Engineer
- Borough Auditor
- Planning/Zoning Board Attorney
- Planning/Zoning Board Engineer
- Planning Board Planner

2009

Requests for Qualifications /Proposals:

Purpose:

The following general requirements must be met in order for any firm to be considered to provide professional services covered by N.J.S.A. 44A-20.5 et seq. with the Borough. The process is designed to find qualified service providers in an open and fair manner in order to have the most qualified service provider for the Borough.

Scope:

Any persons or firms interested in providing professional services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40A:11-2(6), to the Borough of Gibbsboro Borough.

General Requirements:

1. The Request for Qualifications ("RFQ") shall be used to determine what companies, firms, or individuals offer the municipality the best opportunity to secure the highest quality professional services.
2. The Request for Proposals ("RFP") shall be used to determine whether the costs or fees proposed to provide the professional services are fair and reasonable, both in terms of the Borough's budgetary interests, the general market rates for the services, and the level of experience, breadth of services, reputation, and expertise of the professional.
3. Advertising of the RFQ/RFP will, at a minimum, include the Borough website and Borough official bulletin board, and filed with the Municipal Clerk at least ten (10) days prior to the submission deadline.
4. The RFQ shall list the minimum requirements of the service being sought. Where the Request for Qualifications lists separate experience requirements for firms and for individuals appointed, professionals in solo practice shall meet the experience requirements for a firm.
5. Submissions will be required on the date specified by resolution of the Borough Council not less than ten (10) days following the advertisement of the RFQ. Candidates selected to submit Proposals shall be notified within fifteen (15) days of the date of advertisement.
6. All RFQs/RFPs will be delivered by mail or in person to applicants by the Borough Clerk and returned to the Clerk in sealed envelopes.

BOROUGH ATTORNEY

Requirements to Qualify:

The requirements listed below are the minimum levels expected from the professional indicated.

Borough Attorney

The Borough Attorney shall be a New Jersey licensed attorney with at least ten (10) years experience in all aspects of local government law, and familiarity with Titles 40 & 40A of the New Jersey Statutes. The individual(s) appointed as Borough Attorney or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least **five** (5) years and have five (5) years prior experience as Borough Attorney. The Borough Attorney may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience.

Additional experience required:

- Municipal tax foreclosure
- Eminent domain
- Sale of municipal assets
- Affordable Housing Plan approval through the NJ Superior Courts
- CERCLA

Alternatively, the Borough will consider candidates who meet the experience levels set forth above through devotion of a significant portion of their practice time to representing municipal entities but who may not have achieved the requisite number of years as an appointed Borough Attorney.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.)

The undersigned individual, firm, or corporation, hereby proposes to serve as Borough Attorney based upon the attached compensation schedule.

[Please outline your fees proposed fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided]

BOROUGH ENGINEER

Requirements to Qualify

The requirements listed below are the minimum levels expected from the professional indicated.

Borough Engineer

The Borough Engineer shall have all applicable licenses to perform general engineering in New Jersey. His firm must be multi-disciplined with at least ten (10) years experience in all aspects of municipal engineering. The individual appointed or assigned by a Firm shall have been licensed as an engineer for a minimum of five (5) years and have five (5) years prior experience as a Municipal Engineer. The appointed engineer may, in his/her discretion be assisted by employees of his firm with lesser levels of experience.

Additional experience required:

- NJ DOT Local Aid Programs
- NJ DEP Wastewater Programs
- Freshwater wetlands trail construction projects

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as Borough Engineer based upon the attached compensation schedule.

[Please outline your fees proposed fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided].

BOROUGH AUDITOR

Requirements to Qualify

The requirements listed below are the minimum levels expected from the professional indicated.

Borough Auditor

The Borough Auditor shall be employed with a multi-disciplined firm with at least ten (10) years experience in municipal auditing procedures, bond law, arbitrage, municipal budgeting and purchasing. The individual assigned shall have at least five (5) years experience as an appointed municipal auditor and shall be a CPA and RMA.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as Borough Auditor based upon the attached compensation schedule.

[Please outline your fees proposed fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided].

PLANNING BOARD ENGINEER

Requirements to Qualify:

The requirements listed below are the minimum levels expected from the professional indicated.

Planning Board Engineer

The Planning Board Engineering firm shall have at least ten (10) years of experience as municipal planning or zoning board engineers in all aspects of municipal land use law, redevelopment zones, Master Plans, storm and sanitary sewers, site plan review and related issues. The individual(s) assigned shall have at least five (5) years experience as an appointed engineer to a planning or zoning board.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as Borough Planning/Zoning Board Engineer based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided]

ZONING BOARD ENGINEER

Requirements to Qualify:

The requirements listed below are the minimum levels expected from the professional indicated.

Zoning Board Engineer

The Zoning Board Engineering firm shall have at least ten (10) years of experience as municipal planning or zoning board engineers in all aspects of municipal land use law, redevelopment zones, Master Plans, storm and sanitary sewers, site plan review and related issues. The individual(s) assigned shall have at least five (5) years experience as an appointed engineer to a planning or zoning board.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.)

The undersigned individual, firm, or corporation, hereby proposes to serve as Borough Zoning Board Engineer based upon the attached compensation schedule.

[Please outline your fees proposed fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]

BOROUGH/PLANNING BOARD ENGINEER

Requirements to Qualify:

The requirements listed below are the minimum levels expected from the professional indicated

Borough/Planning Board Planner

The Borough/Planning Board Planner shall be a New Jersey licensed firm with at least ten (10) years of experience in all aspects of municipal planning including extensive work with and knowledge of the New Jersey Municipal Land Use Law, redevelopment zones, historic preservation, COAH requirements and regulations, and consulting with respect to drafting and revising Master Plans. The individual(s) primarily assigned shall have at least five (5) years experience as a municipal planning or zoning board planner.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.)

The undersigned individual, firm, or corporation, hereby proposes to serve as Borough/Planning Board Planner based upon the attached compensation schedule.

[Please outline your fees proposed fee schedule, or other basis for compensation that you seek Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided]

ZONING BOARD PLANNER

Requirements to Qualify:

The requirements listed below are the minimum levels expected from the professional indicated

Zoning Board Planner

The Zoning Board Planner shall be a New Jersey licensed firm with at least ten (10) years of experience in all aspects of municipal planning including extensive work with and knowledge of the New Jersey Municipal Land Use Law, redevelopment zones, historic preservation, COAH requirements and regulations, and consulting with respect to drafting and revising Master Plans. The individual(s) primarily assigned shall have at least five (5) years experience as a municipal planning or zoning board planner.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.)

The undersigned individual, firm, or corporation, hereby proposes to serve as Zoning Board Planner based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided]