

# **Requests for Qualifications / Proposals for 2021 Professional Services**

## **TOWNSHIP OF CHESTERFIELD**

### **Purpose & Scope:**

The following general requirements must be met in order for any firm to be considered to provide professional or other services, exempt from public bidding pursuant to N.J.S.A. 40A:11-5, with the Township. 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 Township. The scope of this policy covers any persons or firms interested in providing professional or other exempt services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40A:11-2 and 5, to the Township of Chesterfield.

### **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 or other exempt services.
2. The Request for Proposals (“RFP”) shall be used to determine whether the costs or fees proposed to provide the services are fair and reasonable, both in terms of the Township’s budgetary interests, the general market rates for the services, and the level of experience, breadth of services, reputation, and expertise of the candidate.
3. Advertising of the RFQ/RFP, at a minimum, includes the official paper(s) of the Township and any other sources deemed appropriate by the Township for the specific service at least twenty (20) days before 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, candidates in solo practice shall meet the experience requirements for a firm.
5. Candidates shall include with the submission a copy of their Business Registration Certificate (P.L. 2004, c. 57) , Valid Certificate of Employee Information Reporting with all requirements for Affirmative Action, pursuant to P.L. 1975, C.127 (N.J.A.C.17:27)Certificate of Insurance and Disclosure of Investment Activities with Iran, P.L. 2012, C.25.
6. Submissions will be required by the deadline.
7. All RFQ’s/RFP’s will be available at [www.chesterfieldtwpnj.gov](http://www.chesterfieldtwpnj.gov). Submittals must be made by forwarding seven (7) copies of the submission in a sealed envelope clearly marked “Submission of Qualifications/Proposal for [Name of Position]” to the Township of Chesterfield, Attn: Township Clerk, 295 Bordentown-Chesterfield Road, Chesterfield, NJ 08515.

## **Requirements to Qualify**

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

### **For Township Attorney**

The Township Attorney shall be either (a) a member of or employed by a multi-discipline firm of New Jersey licensed attorneys with at least ten (10) years' experience, or (b) shall personally have at least eight (8) years' experience, representing municipalities in all aspects of municipal law including but not limited to general municipal government law; tort claims act, municipal litigation and appeals; Fair Housing Act, COAH, and affordable housing issues; NJ employment and personnel law; tax appeal experience; municipal finance; real estate issues; OPRA, OPMA, municipal land use law including state regulations affecting the same; working knowledge of and familiarity with the TDR Statutes; NJ redevelopment and rehabilitation statutes and developer negotiations regarding same; municipal utilities law; Green Acres and open space law; NJDEP legislation and regulations; and familiarity with Titles 40 & 40A of the New Jersey Statutes. The individual(s) appointed as Township Attorney or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least ten (10) years and have eight (8) years prior experience as Township Attorney. The Township Attorney may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience.

Please explain how you or your firm meets the minimum requirements; provide at least three (3) local government references; and identify the individual expected to provide legal services to the Township from your firm if you are selected. (Attach additional sheets, if necessary.)

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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_\_\_ Meets Minimum Qualifications                      \_\_\_\_\_ Does Not Meet Minimum Qualifications

### **PROPOSAL**

The undersigned individual, firm, or corporation, hereby proposes to serve as Township Attorney based upon the following compensation:

*[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.]*

## **Requirements to Qualify**

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

### **For Township Auditor**

The Township Auditor shall be 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 eight (8) years' experience as an appointed municipal auditor and shall be a CPA and RMA. The Township Auditor may, in his/her discretion be assisted by employees of the Auditor's firm with lesser levels of experience.

Please explain how you or your firm meets the minimum requirements; provide at least three (3) local government references; and identify the individual expected to provide legal services to the Township from your firm if you are selected. (Attach additional sheets if necessary.)

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Received by Township on \_\_\_\_\_

\_\_\_ Meets Minimum Qualifications

\_\_\_ Does Not Meet Minimum Qualifications

### **PROPOSAL**

The undersigned individual, firm, or corporation, hereby proposes to serve as Township Auditor based upon the following compensation:

*[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.]*

## **Requirements to Qualify**

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

### **For Planning Board Attorney**

The Planning Board attorney shall be either (a) a member of or employed by a firm of attorneys or (b) an individual attorney, with at least ten (10) years experience as a joint land use board attorney, planning board attorney, or zoning board attorney, or shall have appeared on behalf of at least twelve (12) applicants before such boards over a period of at least ten (10) years, with experience in the all aspects of planning, zoning, and municipal land use law including a working knowledge of and familiarity with the TDR Statutes. Extensive work and knowledge of the MLUL, experience in devising Master Plans, and some COAH experience is required. The individual attorney shall have at least ten (10) years' experience as a municipal, planning, or zoning board attorney or shall demonstrate ten (10) years of experience in a practice devoted significantly to zoning, planning, and development law in New Jersey. The Planning Board Attorney may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience.

Please explain how you or your firm meets the minimum requirements; provide at least three (3) local government references; and identify the individual expected to provide legal services to the Township from your firm if you are selected. (Attach additional sheets if necessary.)

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Received by Township on \_\_\_\_\_

Meets Minimum Qualifications

Does Not Meet Minimum Qualifications

### **PROPOSAL**

The undersigned individual, firm, or corporation, hereby proposes to serve as Township Planning Board Attorney based upon the following compensation:

*[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.]*

## **Requirements to Qualify**

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

### **For Planning Board Engineer**

The Planning Board engineering firm shall have at least ten (10) years of experience as a municipal planning or zoning board engineer, and be versed in all aspects of municipal land use law, Master Plans, storm and sanitary sewers, site plan and subdivision review, and related issues. The individual assigned shall have at least ten (10) years' experience as an engineer to a planning or zoning board. The Planning Board Engineer may, in his/her discretion be assisted by employees of the Engineer's firm with lesser levels of experience.

Please explain how you or your firm meets the minimum requirements; provide at least three (3) local government references; and identify the individual expected to provide legal services to the Township from your firm if you are selected. (Attach additional sheets if necessary.)

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Received by Township on \_\_\_\_\_

Meets Minimum Qualifications

Does Not Meet Minimum Qualifications

### **PROPOSAL**

The undersigned individual, firm, or corporation, hereby proposes to serve as Township Planning Board Engineer based upon the following compensation:

*[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.]*

## **Requirements to Qualify**

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

### **For Township/Planning Board Planner**

The Township/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 MLUL, COAH, and consulting with respect to, drafting, and revising Master Plans. The individual primarily assigned shall have at least eight (8) years' experience as a municipal consultant or planning board planner.

Please explain how you or your firm meets the minimum requirements; provide at least three (3) local government references; and identify the individual expected to provide legal services to the Township from your firm if you are selected. (Attach additional sheets if necessary.)

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Received by Township on \_\_\_\_\_

Meets Minimum Qualifications

Does Not Meet Minimum Qualifications

### **PROPOSAL**

The undersigned individual, firm, or corporation, hereby proposes to serve as Township / Planning Board Planner based upon the following compensation:

*[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.]*

## **Requirements to Qualify / Proposal**

### **Township Engineer:**

The Township Engineer shall be either a member of, or employed by, a firm of New Jersey licensed engineers and shall have all applicable licenses to perform general engineering in NJ. His/her firm must be multi-disciplined with at least ten (10) years' experience in all aspects of municipal engineering including but not limited to expertise in road construction, construction management, water & sewer plant construction with engineers who hold licenses in these areas, land use law experience, planners & landscape engineers on staff, experience in environmental studies assessments (wetlands, archaeological, endangered species, hydrologic studies, storm water management), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge NJDEP rules and regulations. The individual appointed or assigned by a Firm shall have been licensed as an engineer for a minimum of eight (8) years. Eight (8) years prior experience as a Municipal Engineer is preferred. The appointed engineer may, in his/her discretion subject to approval by the Township and/or its Planning Board, as applicable, be assisted by employees of his firm with a lesser levels of experience.

Please explain how you or your firm meets the minimum requirements; provide at least three (3) local government references; and identify the individual expected to provide legal services to the Township from your firm if you are selected. (Attach additional sheets, if necessary.)

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Received by Township on \_\_\_\_\_

Meets Minimum Qualifications

Does Not Meet Minimum Qualifications

### **PROPOSAL**

The undersigned individual, firm, or corporation, hereby proposes to serve as Township Engineer based upon the following compensation:

*[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.]* Also identify the person who will be principally responsible to perform the contract, and as closely as possible, the identity, background and area of expertise of those persons who will likely be assigned to assist the principal. List any and all municipalities for whom you and your firm have served as Municipal Engineer, and/or Planning and Zoning Board Engineer, over the last six (6) years. Finally list four (4) references.

# Requirements to Qualify

## Township Bond Counsel:

The Township Bond Counsel shall be a New Jersey licensed firm of attorneys with at least ten (10) years experience as a municipal bond counsel with experience in bond law, arbitrage rules, and experience with municipal bond rating organizations. The individual attorney selected shall have been admitted to the bar for at least eight (8) years and have six (6) years experience as the appointed municipal bond counsel.

Please explain how you or your firm meets the minimum requirements; provide at least three (3) local government references; and identify the individual expected to provide legal services to the Township from your firm if you are selected.

(Attach additional sheets, if necessary.)

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Received by Township on \_\_\_\_\_

Meets Minimum Qualifications

Does Not Meet Minimum Qualifications

## PROPOSAL

The undersigned individual, firm, or corporation, hereby proposes to serve as Township Bond Counsel based upon the following compensation:

*[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.]*

## **Requirements to Qualify**

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

### **For Risk Management Consultant**

The Risk Management Consultant shall be an individual or firm with a minimum of ten (10) years' experience in risk management and insurance consulting, and be an owner of or employed by a New Jersey licensed general insurance brokerage firm. Interested applicants shall demonstrate at least seven (7) years' specific experience in dealing with risk and insurance issues of New Jersey local government entities. Preference will be given to those applicants experienced in working with Municipal Joint Insurance Funds, and must have sufficient support staff to provide all services required by the Township. It is anticipated that the Risk Management Consultant shall review the Township's employee safety and security manuals; assess risks and exposures, and make recommendations for amendments to such manuals; report not less than annually to the governing body on the status of risk management efforts, insurance coverage issues, market conditions, and anticipated changes in pricing of insurance products; attend all meetings as requested including JIF Executive Committee and Safety Committee meetings; regularly obtain information from Township administration regarding (a) new contracts or leases, (b) changes in buildings or facilities, (c) changes in owned motor vehicles, (d) acquisition or disposal of property, (e) changes in payroll, (f) establishment of new services or programs, (g) knowledge of occurrences or incidents that might result in claim, and (h) any other information that could affect risk assessment or loss frequency.

Please explain how you or your firm meets the minimum requirements; provide at least three (3) local government references; and identify the individual(s) expected to provide risk management services to the Township from your firm if you are selected. (Attach additional sheets, if necessary.)

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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_\_ Meets Minimum Qualifications                      \_\_\_\_ Does Not Meet Minimum Qualifications

### **PROPOSAL**

The undersigned individual, firm, or corporation, hereby proposes to serve as Risk Management Consultant based upon the following compensation:

*[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.]*

## **Request for Qualifications / Proposal for Professional or other Exempt Services - Policy Statement**

### **Purpose:**

The following procedures are designed to provide for a fair and open process in awarding professional or other services, exempt from public bidding under N.J.S.A. 40A:11-5, based on qualifications, merit and cost effectiveness through a competitive and open process.

### **Scope:**

Any persons or firms interested in providing professional or other services exempt from public bidding to the Township of Chesterfield as defined in the New Jersey Statutes, N.J.S.A. 40A:11-5.

### **General Requirements:**

1. Once a need is established for exempt 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 Township and any other sources deemed appropriate by the Township for the specific professional service at least twenty (20) days before the submission deadline.
3. The advertisement will include a summary of the specific service or activity and who to contact in the Township 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 Township 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 Township may deem relevant and helpful in making its selection and requests in writing.

6. The applicable body/board shall review all qualifying Township RFPs giving due regard to the criteria set forth in paragraph nine, below. It 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 for a period of thirty (30) days following award of the contract.
8. All submissions shall be a public record as of the date of advertising.
9. The Township shall award all exempt 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 requested 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 Township.
  - E. A fee schedule for the firm, including any retainer if applicable.
  - F. Candidates shall include with the submission a copy of their Business Registration in accordance with N.J.S.A. 40A:11-23.2 (P.L. 2004, c.57), and an Affirmative Action Statement in accordance N.J.S.A. 10:5-3 1 et seq. (P.L. 1975, c. 127).
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 Township Committee may waive part or all of the requirements as to all candidates by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.
11. All awards or waivers will be by resolution acted on by the Township Committee 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 Township 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, but is not limited to, the following professional appointments:

Township Attorney  
Township Bond Counsel  
Township Labor Attorney  
Township Auditor  
Township Engineer  
Township Planner  
Planning Board Attorney  
Planning Board Engineer  
Planning Board Planner  
Risk Management Consultant