

BOROUGH OF SOMERDALE

REQUEST FOR QUALIFICATIONS FOR THE POSITIONS OF

Auditor
Bond Council
Borough Planner
Borough Solicitor
Planning Board Solicitor
Risk Management Consultant
Special Project Engineer

Position and Term: The Borough of Somerdale requests proposals from professionals for the aforementioned positions interested in serving the Borough of Somerdale from January 1, 2018, to December 31, 2018.

Fair and Open Process: These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet the Minimum Requirements for the position as set forth below and are willing to provide the described services for the disclosed compensation shall be evaluated on the basis of cost and other factors, such as experience, reputation, knowledge, qualifications, availability, and resources, as set forth in the criteria described below.

In order to be considered, applicants must submit **four** (4) original, signed copies of their reply to Michele D. Miller, Borough Clerk Somerdale Borough Hall, 105 Kennedy Blvd. Somerdale New Jersey, 08083, on or before 2:00 PM prevailing time, Tuesday, December 12, 2017, at which time and place all proposals received shall be publicly opened and announced by the Clerk. Responses will not be accepted by fax or e-mail.

Proposals will thereafter be received by the Somerdale Borough Council, who shall award a contract for the aforementioned services. The award of contracts will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the Borough of Somerdale and the subject matter to be addressed under the contract; (iv) qualifications and experience which most closely match the needs of the Borough; (v) availability to accommodate meeting and interface requirements with the Borough of Somerdale for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the Borough; (vii) compensation as specified and provided by the applicant; (viii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The Borough reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying

information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the Borough.

The Borough's determination of the applicant who is most advantageous to the goals and objectives of the Borough shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution of the Somerdale Borough Committee to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any Borough Council member, Borough Official, officer or employee, to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any Borough Council member, Borough Official, officer or employee, to secure unwarranted privileges or advantages.

Minimum Requirements:

Applicant must be and shall submit proof that they are fully licensed and in good standing to practice in the State of New Jersey.

Description of Services: Serve as Auditor, Bond Council, Borough Planner, Borough Solicitor, Planning Board Solicitor, Risk Management Consultant or Special Project Engineer for the Borough of Somerdale. Attend Council meetings as requested. Interface with members of the Borough Council, Mayor, Borough Administrator and other Borough Officials as required.

Compensation: Respondents shall specify all costs associated with performing the requirements of this contract whether such costs are in the form of a per hour fee, an annual fee, an annual fee not to exceed a specific amount, and/or a schedule of fees, including an hourly rate schedule the Borough shall be charged when services are provided by other members of your staff.

Respondents shall also specify any reimbursable expenses, including but not limited to, mileage, reproduction of documents, etc., that you may charge the Borough while performing the requirements of this contract.

Qualification evaluation:

1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the Minimum Requirements detailed above.

2. Please describe your experience with regard to the professional services you will provide to the Borough.
3. Please list all public entities/agencies for which you presently serve.
4. Disclose and describe if you or any member of your firm have ever had their license suspended or revoked in New Jersey or any other state.
5. What is the location of your Office?
6. Describe the resources of your office. Include details of the principle individual that will be assigned to serve the Borough and support staff.

Required Forms: Each applicant shall be required to complete, sign and provide/return the below listed forms and information with their proposal.

- **Business Registration** - All New Jersey and out of state business organizations must obtain a Business Registration Certificate from the New Jersey Department of the Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Respondents shall submit with their proposal proof of their valid Business Registration with the Division of Revenue, Department of the Treasury, State of New Jersey.
- **Chapter 33 – Corporate Disclosure** - No corporation or partnership may be awarded a contract for the performance of work or the furnishing of materials or supplies, unless it lists with its proposal, or prior thereto, the names and addresses of all stockholders who own ten (10) percent or more of its stock of any class, or all individual partners who own a ten (10) percent or greater interest therein (N.J.S.A. 52:25-24.2, P.L. 1977, Chapter 33).
- **Affirmative Action Compliance** - When required for Procurement, Professional, and Service contracts, respondents are required to comply with the requirements of P.L. 1975, C. 127 (N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27). See Exhibit “A” Mandatory Equal Employment Opportunity Language.
- **Professional Liability Insurance** - The successful vendor shall provide to the Borough proof of Professional Liability Insurance coverage for errors and omissions with a limit of not less than \$1,000,000.00.

Questions: Questions regarding this Request for Qualifications shall be directed to Gary Passanante, Mayor of Somerdale, Somerdale Borough Hall, 105 Kennedy Blvd. Somerdale, New Jersey, 08083; telephone (856) 783-6320, extension 1700.

CORPORATE DISCLOSURE STATEMENT

- I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.
- Partnership
- Corporation
- Sole Proprietorship

PLEASE CHECK THE APPROPRIATE BOXES ABOVE AND SIGN BELOW.

Stockholders

Addresses

THIS STATEMENT MUST BE INCLUDED WITH YOUR PROPOSAL SUBMISSION

Subscribed and sworn before me

(Signature of Affiant)

this ___ day of _____, 201___

(Notary Public)

(Print Name and Title)

My Commission expires: _____

AFFIRMATIVE ACTION REQUIREMENTS

COMPANY NAME: _____

SIGNATURE: _____

TITLE: _____

RESPONDENTS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127 (N.J.S.A. 10:5-31, et seq.). See also N.J.A.C. 17:27 et seq.

REQUIRED AFFIRMATIVE ACTION EVIDENCE

A. **PROCUREMENT & SERVICE CONTRACTS** (which are not subject to a Federally approved or sanctioned affirmative action program). All successful vendors must submit within seven (7) calendar days of the notice of intent to award or the signing of the contract, whichever is sooner, one of the following:

1. A PHOTOCOPY OF THEIR FEDERAL LETTER OF AFFIRMATIVE ACTION PLAN APPROVAL;

OR

2. A PHOTOCOPY OF THEIR CERTIFICATE OF EMPLOYEE INFORMATION REPORT;

OR

3. A COMPLETED AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT AA 302.

PROPOSAL SUBMITTED FOR:

COMPANY: _____

ADDRESS: _____

PROPOSAL SUBMITTED BY: _____

(Please Print)

SIGNATURE:

TITLE: _____ DATE: _____

TELEPHONE: _____ FACSIMILE: _____

EMAIL ADDRESS: _____

TAXPAYER IDENTIFICATION NUMBER: _____