

Township of Edgewater Park

400 Delanco Road

Edgewater Park, New Jersey 08010

Phone (609) 877-2050

Fax (609) 877-2308

February 10, 2006

Office of Secretary of State
Laws and Commission Section
PO Box 300
Trenton, New Jersey 08625-0300

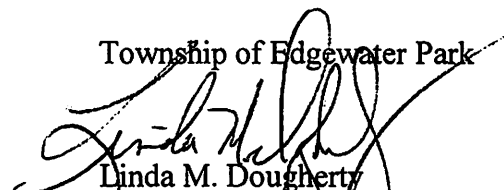
Dear Secretary,

Enclosed please find the Township of Edgewater Park's pay-to-play 'policies'. The advertisement for Request for Proposals that was placed on our website along with an affidavit of publication as well as a copy of Resolution 182-2005 that appointed a committee to review said proposals.

If additional information is required, please feel free to call me at (609) 877-2050, Monday through Friday, 9:00 AM to 4:30 PM.

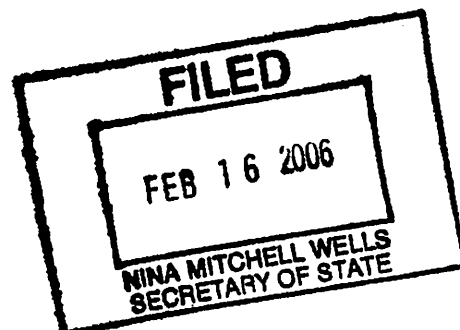
Sincerely,

Township of Edgewater Park



Linda M. Dougherty
Municipal Clerk/Administrator

LM/jm



**TOWNSHIP OF EDGEWATER PARK
RESOLUTION NO. 182 -2005**

*Resolution Establishing an Edgewater Park Review
Committee for 2006 Professional Services*

WHEREAS, the Governing Body of the TOWNSHIP OF EDGEWATER PARK wishes to solicit Request for Proposals for Professional Services through a fair and open process in accordance with N.J.S.A.19:44A-20.5 et seq.; and

WHEREAS, the Township Committee wishes to create an Edgewater Park Request For Proposal Review Committee to guide the mayor and committee in connection with governing the affairs of the TOWNSHIP OF EDGEWATER PARK; and

WHEREAS, the Request For Proposal Review Committee appointed by the governing body shall review all qualifying RFPs giving due regard to the criteria set forth by the Township Committee which was posted on the Township Webpage on December 9, 2005; and

WHEREAS, the Request For Proposal Review Committee shall make a non-binding recommendation to the Committee or body with appointing authority of the professional to be awarded the contract; and

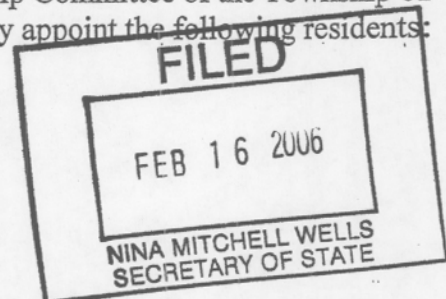
WHEREAS, the Review Committee prior to making its recommendation may, in its discretion, elect to interview candidates to better determine their ability to meet the selection criteria and discuss their qualifications and scope of the work to be performed; and

WHEREAS, the actual contract awards shall be by the Township Committee of the Township of Edgewater Park.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Township Committee of the TOWNSHIP OF EDGEWATER PARK do hereby create a Request For Proposal Review Committee to assist the Mayor and Township Committee with its governing of municipal affairs.

BE IT FURTHER RESOLVED, that said advisory committee shall be known as the "Edgewater Park Request For Proposal Review Committee " and shall consist of five (5) members to be selected by the Mayor of the Township Committee of the Township of Edgewater Park and that the governing body does hereby appoint the following residents:

Judith Hall
Joseph T. Pullion
Beatrice Holley
Lester Holley
Mathew Coyle

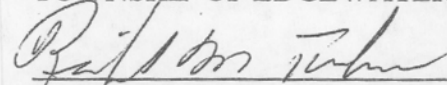


BE IT FURTHER RESOLVED, that the members are appointed for a term, expiring December 31, 2006.

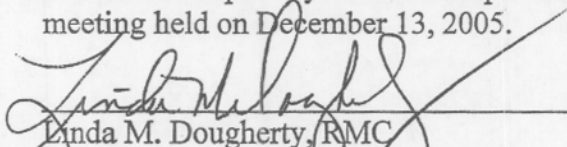
BE IT FURTHER RESOLVED, that the Committee shall exist at the will of the Township Committee, which shall reserve and retain the right to terminate individual

membership at any time, and shall retain and reserve the right to abolish the Committee, itself, at any time. The committee members shall be residents of the township and shall remain residents of the township during their terms. A member, who, subsequent to his appointment; shall maintain an address as his or her principal primary residence that is not an Edgewater Township address, shall immediately vacate and forfeit his membership on the Committee; and until a subsequent appointment shall be made by the Township Committee the post shall be deemed vacant. The committee is advisory only, and shall have no right or ability to spend money or incur any debt without prior Township Committee approval.

TOWNSHIP OF EDGEWATER PARK


 Richard M. Tucker, Mayor

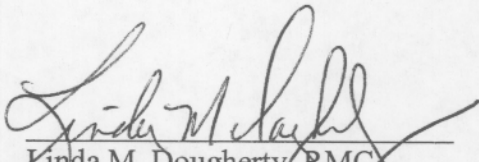
I certify that the foregoing Resolution No. 182-2005 is a true and correct copy of a resolution adopted by the Township Committee of the Township of Edgewater Park at a meeting held on December 13, 2005.


 Linda M. Dougherty, RMC
 Municipal Clerk/Administrator

| Record Vote of the Township Committee on Final Passage | | | | | |
|--|-----|----|---------|--------|--------------|
| Committee Member | Yes | No | Abstain | Absent | Motioned By: |
| Mr. Atzert | ✓ | | | | |
| Mrs. Hall | ✓ | | | | |
| Mr. Pullion | ✓ | | | | 1st |
| Mr. Van Brunt | | | | X | |
| Mayor Tucker | ✓ | | | | 2nd |

Township of Edgewater Park
400 Delanco Road
Edgewater Park, New Jersey 08010

Linda M. Dougherty being duly sworn or affirmed according to law, deposes and says that she is the Municipal Clerk of the Township of Edgewater Park, County of Burlington, State of New Jersey, that the said Request for Proposals/Request for Qualifications were posted on the website for Township of Edgewater Park on December 9, 2003 and is a true copy thereof, and that all of the allegations in this statement as to the time, place and character of publication are true.


Linda M. Dougherty, RMC
Municipal Clerk/Administrator

LINDA M. DOUGHERTY
NOTARY PUBLIC OF NEW JERSEY
COMMISSION EXPIRES 2/26/07

**TOWNSHIP OF EDGEWATER PARK
400 DELANCO ROAD
EDGEWATER PARK, NJ 08010**

**PROFESSIONAL SERVICES
REQUESTS FOR QUALIFICATIONS / PROPOSALS**

**THIS PROPOSAL IS BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS
IN ACCORDANCE WITH N.J.S.A.19:44A-20.5 et seq.**

This is a combined Requirement to Qualify (RFQ) and Request for Proposal (RFP) form.

Requests for these forms should be made to the Municipal Clerk/Administrator, Linda Dougherty, 400 Delanco Road, Edgewater Park, NJ, 08010, telephone number 609-877-2050. This form will be used by the Edgewater Park Township Committee as a basis for making professional service appointments.

Please take notice that in accordance with N.J.S.A. 19:44A-20.5 et seq., through the fair and open process, Township of Edgewater Park is seeking proposals for the 2006 annual professional services contracts.

Proposals are sought for the following needed professional services:

Township Attorney
Township Special Counsel/Bond Attorney
Township Planning Consultant (COAH)
Township Engineer
Township Special Engineer
Township Auditor
Township Risk Management Consultant
Planning Board Attorney
Planning Board Engineer
Planning Board Special Engineer
Township Prosecutor
Township Public Defender

Information regarding the criteria that will be used as the "basis of award," for the professional services contracts can be obtained at the Municipal Clerk's Office. If interested please submit the required information by Noon on December 21, 2005 to:

Mailing Address:

Township of Edgewater Park
Attn: Linda Dougherty, Municipal Clerk/Administrator
Municipal Clerk/Administrator
400 Delanco Road
Edgewater Park, New Jersey 08010

Physical Address:

Township of Edgewater Park
Attn: Linda Dougherty,
400 Delanco Road
Edgewater Park, New Jersey 08010

Posted: December 9, 2005

BUILDING OPEN
MONDAY-FRIDAY
9:00 AM -4:30 PM
CLOSED HOLIDAYS

400 Delanco Road
Edgewater Park, NJ 08010
Phone: 609-877-2050
Fax: 609-877-2308

**Edgewater Park Township
Department of the Municipal Clerk
Professional Services: Request for Proposal**

**TOWNSHIP OF EDGEWATER PARK
400 DELANCO ROAD
EDGEWATER PARK, NJ 08010**

PROFESSIONAL SERVICES

DEPARTMENTS

- [Home](#)
- [Boards and Commissions](#)
- [Inspections](#)
- [Municipal Clerk](#)
- [Municipal Court](#)
- [Police Department](#)
- [Public Works](#)
- [Recreation Department](#)
- [Sewerage Authority](#)
- [Tax Assessor](#)
- [Tax Collector](#)
- [Township Administrator](#)
- [Vital Statistics](#)

OTHER LINKS

- [General Information](#)
- [CodeBook](#)
- [Township Phone Numbers](#)
- [Edgewater Park Athletic Association](#)
- [Directions to Municipal Building](#)
- [Schools](#)
- [Burlington County](#)
- [State of New Jersey](#)
- [Burlington County Library](#)
- [Webmail](#)

This is a combined Requirement to Qualify (RFQ) and Request for Proposal (RFP) form. This form will be used by the Edgewater Park Township Clerk on a basis for making professional service appointments.

Requests for these forms should be made to the Township Clerk/Linda Dougherty, 400 Delanco Road, Edgewater Park, NJ, 08010, telephone 609-877-2050.

THIS PROPOSAL IS BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A.19:44A-20.5 et seq.

REQUESTS FOR QUALIFICATIONS / PROPOSALS

TOWNSHIP OF EDGEWATER PARK

Purpose & Scope:

The following general requirements must be met in order for any firm to provide professional or other services, exempt from public bidding pursuant to N.J.S.A. 40A:11-5, and covered by N.J.S.A. 19:44A-20.5 et seq., with this process. 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. 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 specifically N.J.S.A. 40A:11-2 and 5, to the Township of Edgewater Park.

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 services.
2. The Request for Proposals ("RFP") shall be used to determine if 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 knowledge, reputation, and expertise of the candidate.

3. Knowledge of the Township of Edgewater Park, its physical Township Committee form of government.
4. Availability (proximity) to accommodate any required meetings, and availability (proximity) to handle emergencies.
5. The Township reserves the right to conduct an interview with the prospective professional to discuss the scope of the project outlined in their proposal.
6. Advertising of the RFQ/RFP, at a minimum, includes posting on Township website and Township official bulletin board, and posting in the Municipal Clerk at least ten (10) days prior to the submission.
7. The RFQ shall list the minimum requirements of the service sought. Where the Request for Qualifications lists separate experience requirements for firms and for individuals appointed, candidates representing a firm shall meet the experience requirements for a firm.
8. Candidates shall include with the submission a copy of their State Registration in accordance with N.J.S.A. 40A:11-23.2 (P.L. 2004) and an Affirmative Action Statement in accordance with N.J.S.A. 17:27 et seq.
9. Submissions will be required within ten (10) days of the posting of the RFQ. Candidate(s) selected shall be notified within twenty (20) days of the date of advertisement.
10. Acceptance of a contract will be by Resolution acted on by the Township Committee at a Township meeting for contracts with a value over \$17,500.
11. All RFQ's/RFP's will be delivered by mail or in person to the Township Clerk and returned to the Clerk in sealed envelope.

Requirements to Qualify / Proposal

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

For Township Attorney

The Township Attorney shall be either (a) a member of or employed by a law discipline firm of New Jersey licensed attorneys with at least eight (8) years experience, or (b) shall personally have at least five (5) years experience in municipalities in all aspects of municipal law including but not limited to municipal government law; tort claims act, municipal litigation and appeals; Housing Act, COAH, and affordable housing issues; NJ employment and labor law; tax appeal experience. eminent domain and redevelopment issues; r

finance; redevelopment and real estate issues; election law; OPRA, OPM land use law including state regulations affecting the same; municipal ut Green Acres and open space law; NJDEP, legislation, and regulations; a with Titles 40 & 40A of the New Jersey Statutes. The individual(s) app Township Attorney or primarily assigned by a firm must be a New Jerse attorney, admitted to the bar for at least eight (8) years and have five (5) experience as Township Attorney. The Township Attorney may, in his/l be assisted by employees of the Attorney's firm with lesser levels of exp Please explain how you or your firm meets the minimum requirements. additional sheets, if necessary.)

Completed Form Received by Township on: _____

_____ Meets Minimum Qualifications _____ Does Not Me
Qualifications

PROPOSAL

The undersigned individual, firm, or corporation, hereby propos Township Attorney based upon the following compensation:

[Please outline your fees proposed, fee schedule (including attendance a monthly or special meetings), or other basis for compensation that you s where applicable, indicated hourly rates, monthly or other retainers, per or such other manner of compensation you deem appropriate to the serv provided.]

Requirements to Qualify / Proposal

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

For Township Special Counsel/Bond Attorney

The Township Special Counsel/Bond Attorney shall be either (a) a member employed by a multi-discipline firm of New Jersey licensed attorneys with eight (8) years experience, or (b) shall personally have at least five (5) years experience, representing municipalities in all aspects of municipal law including but not limited to general municipal government law; tort claims act, municipal law and appeals; Fair Housing Act, COAH, and affordable housing issues; N.J.A.C. 17:27 and personnel law; tax appeal experience, eminent domain and redevelopment; municipal finance; redevelopment and real estate issues; election law; Open Space municipal land use law including state regulations affecting the same; municipal utilities law; Green Acres and open space law; NJDEP, legislation, and regulations; familiarity with Titles 40 & 40A of the New Jersey Statutes. The Township Special Counsel/Bond Attorney shall have personally five (5) years experience as a municipal bond counsel with experience in bond law, arbitrage rules, and experience with municipal bond rating organizations. The Township Special Counsel/Bond Attorney may, in his/her discretion be assisted by employees of the Attorney's firm with the following levels of experience.

Please explain how you or your firm meets the minimum requirements. (Use 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 Special Counsel/Bond Attorney based upon the following conditions:

[Please outline your fees proposed, fee schedule (including attendance at monthly or special meetings), or other basis for compensation that you propose.]

where applicable, indicated hourly rates, monthly or other retainers, per or such other manner of compensation you deem appropriate to the serv provided.]

Requirements to Qualify / Proposal

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

For Township Planning Consultant (COAH)

The Township Planning Consultant shall be either a member of or emplc of a Professional Planner Licensed in the State of New Jersey with at lea years experience in municipal planning and administering of requiremen Council on Affordable Housing (COAH), annual development fee monit provisions of professional planning services to assist the Township in ad COAH's Third Round Rules and Methodology and Procedures, and othe lie within the professional expertise of the Planning Consultant as direct Township. The individual assigned shall have at least five (5) years exp municipal planning and administering of requirements of the NJ Council Housing (COAH), annual development fee monitoring reports, provisor professional planning services to assist the Township in addressing COA Round Rules and Methodology and Procedures. The Planning Consultan his/her discretion be assisted by employees of the Consultant's firm with of experience.

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

Completed Form Received by Township on: _____

_____ Meets Minimum Qualifications _____ Does Not Me
Qualifications

Qualifications

PROPOSAL

The undersigned individual, firm, or corporation, hereby proposes Township Planning Consultant based upon the following compensation:

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

Requirements to Qualify / Proposal

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

For Township Engineer

The Township Engineer shall be either a member of or employed by a firm of licensed engineers and shall have all applicable licenses to perform engineering in NJ. His firm must be multi-disciplined with at least eight years experience in all aspects of municipal engineering including but not limited to road construction, construction management, water & sewer plant construction, engineers who hold licenses in these areas, land use law experience, planning, landscape engineers on staff, experience in environmental studies assessment (wetlands, archaeological, endangered species, hydrologic studies, storm water management), GIS, materials testing, surveying, traffic studies, drainage studies, knowledge NJDEP rules and regulations. The engineering firm shall also have an individual who has experience as a Planning Board Planner with at least five years of experience in all aspects of municipal planning including extensive knowledge of the MLUL, COAH, and consulting with respect to, drafting and revising Master Plans. The individual appointed or assigned by a Firm shall be licensed as an engineer for a minimum of five (5) years and have five (5) years experience as a Municipal Engineer. The appointed engineer may, in his/her capacity, be assisted by employees of his firm with a lesser levels of experience. Please explain how you or your firm meets the minimum requirements. (Use additional sheets, if necessary.)

Received by Township on _____

____ Meets Minimum Qualifications ____ Does Not Meet Minimum Qualifications

PROPOSAL

The undersigned individual, firm, or corporation, hereby propose Township Engineer based upon the following compensation:

[Please outline your fees proposed, fee schedule (including attendance at monthly or special meetings), or other basis for compensation that you seek where applicable, indicated hourly rates, monthly or other retainers, per diem or such other manner of compensation you deem appropriate to the service provided.]

Requirements to Qualify / Proposal

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

For Township Special Projects Engineer

The Township Special Projects Engineer shall be either a member of or a partner in a firm of New Jersey licensed engineers and shall have all applicable licenses for general engineering in NJ. His firm must be multi-disciplined with at least 10 years experience in all aspects of municipal engineering including but not limited to expertise in road construction, construction management, water & sewer construction with engineers who hold licenses in these areas, land use law, planners & landscape engineers on staff, experience in environmental studies, assessments (wetlands, archaeological, endangered species, hydrologic studies, water management), GIS, materials testing, surveying, traffic studies, and an 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 5 years and have five (5) years prior experience as a Municipal Engineer.

years and have five (5) years prior experience as a municipal engineer. engineer may, in his/her discretion be assisted by employees of his firm levels of experience.

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

Received by Township on _____

___ Meets Minimum Qualifications ___ Does Not Meet Minimum Qualifications

PROPOSAL

The undersigned individual, firm, or corporation, hereby propose Township Special Projects Engineer based upon the following compensation

[Please outline your fees proposed, fee schedule (including attendance a monthly or special meetings), or other basis for compensation that you s where applicable, indicated hourly rates, monthly or other retainers, per or such other manner of compensation you deem appropriate to the serv provided.]

Requirements to Qualify

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

For Township Auditor

The Township Auditor shall be a multi-disciplined firm with at least eight years of experience in municipal auditing procedures, bond law, arbitrage, municipal finance and purchasing. The individual assigned shall have at least five (5) years of experience as an appointed municipal auditor and shall be a CPA and RMA. The Township may, in his/her discretion be assisted by employees of the Auditor's firm with the minimum levels of experience.

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

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 (including attendance at monthly or special meetings), or other basis for compensation that you propose where applicable. Indicate hourly rates, monthly or other retainers, net]

... or such other manner of compensation you deem appropriate to the serv provided.]

Requirements to Qualify

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

For Township Risk Management Consultant

The Risk Management Consultant shall be a multi-disciplined firm with years experience in risk management consulting services as permitted in the Burlington County Municipal Joint Insurance Fund. The individual a have at least five (5) years experience as Risk Management Consultant in insurable exposures, coverages, administration and assessment. The Risk Consultant may, in his/her discretion be assisted by employees of the Au with lesser levels of experience.

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

Horizontal lines for text entry, with a hyphen '-' at the end of each line.

Received by Township on _____

___ Meets Minimum Qualifications
Qualifications

___ Does Not Meet M

PROPOSAL

The undersigned individual, firm, or corporation, hereby propos
Township Risk Management Consultant based upon the following comp

*[Please outline your fees proposed, fee schedule or other basis for comp
you seek. Please, where applicable, indicated hourly rates, monthly or c
per project fees, or such other manner of compensation you deem approj
services to be provided.]*

Requirements to Qualify

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

For Planning Board Attorney

The Planning Board attorney shall be either (a) a member of or employe
attorneys or (b) an individual attorney, with at least seven (7) years expe
joint land use board attorney, planning board attorney, or zoning board a
shall have appeared on behalf of applicants before such boards regularly
seven (7) years, with experience in the all aspects of planning, zoning, ar
land use law. Extensive work and knowledge of the MLUL, experience
Master Plans, and some COAH experience is required. The individual a
have at least five (5) years experience as a municipal, planning, or zonin
attorney or shall demonstrate five (5) years of experience in a practice de
significantly to zoning, planning, and development law in New Jersey. T
Board Attorney may, in his/her discretion be assisted by employees of th
firm with lesser levels of experience.

Please explain how you or your firm meets the minimum requirements. (
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 Township Planning Board Attorney based upon the following compensation

[Please outline your fees proposed, fee schedule (including attendance at monthly or special meetings), or other basis for compensation that you select where applicable, indicated hourly rates, monthly or other retainers, per or such other manner of compensation you deem appropriate to the service provided.]

Requirements to Qualify

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

For Planning Board Engineer

The Planning Board engineering firm shall have at least eight (8) years of experience as a municipal planning and zoning board engineer in all aspects of municipal law, Master Plans, storm and sanitary sewers, and related issues. The firm shall have at least an individual who has experience as a Planning Board Engineer at least five (5) years of experience in all aspects of municipal planning including extensive work with and knowledge of the MLUL, COAH, and consultation, drafting, and revising Master Plans. The individual assigned shall have at least five (5) years experience as an engineer to a planning and zoning board. The Planning Board Engineer may, in his/her discretion be assisted by employees of the firm with lesser levels of experience.

Please explain how you or your firm meets the minimum requirements. (Use 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 propose Township Planning Board Engineer based upon the following compensation

[Please outline your fees proposed, fee schedule (including attendance at monthly or special meetings), or other basis for compensation that you seek where applicable, indicated hourly rates, monthly or other retainers, per or such other manner of compensation you deem appropriate to the service provided.]

Requirements to Qualify

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

For Planning Board Special Engineer

The Planning Board Special engineering firm shall have at least eight (8) years experience as a municipal planning and zoning board engineer in all aspects of municipal land use law, Master Plans, storm and sanitary sewers, and related matters. The individual assigned shall have at least five (5) years experience as a municipal planning and 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. (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 Planning Board Special Engineer based upon the following compensation

[Please outline your fees proposed, fee schedule (including attendance a monthly or special meetings) or other basis for compensation that you see where applicable, indicated hourly rates, monthly or other retainers, per or such other manner of compensation you deem appropriate to the service provided.]

Requirements to Qualify

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

For Township Public Defender

The Township Public Defender shall have at least five (5) years experier
 Defender in Municipal Court or five years (5) years experience in a prac
 significant criminal and quasi-criminal and Municipal Court defense effc
 addition, the Public Defender must have experience in all areas of Munic
 representation, including expert and lay direct and cross-examination, ha
 discovery and motions in municipal court, prosecution of both Title 39, I
 Ordinance, and other violations commonly considered by the Municipal
 Please explain how you or your firm meets the minimum requirements.
 additional sheets if necessary.)

Received by Township on _____

Meets Minimum Qualifications Does Not Meet M
 Qualifications

PROPOSAL

The undersigned individual, firm, or corporation, hereby propos
Township Public Defender based upon the following compensation:

*[Please outline your fees proposed, fee schedule, or other basis for comp
 you seek. Please, where applicable, indicated hourly rates, per diem rat
 other retainers, or such other manner of compensation you deem approp
 services to be provided.]*

Requirements to Qualify

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

For Township Prosecutor

The Township Prosecutor shall have at least five (5) years experience as Municipal Court or five years (5) years experience in a practice with significant criminal and quasi-criminal and Municipal Court defense efforts. In addition, the Prosecutor must have experience in all areas of Municipal Court representation including expert and lay direct and cross-examination, handling of dispositive motions in municipal court, prosecution of both Title 39, Municipal Ordinance and other violations commonly considered by the Municipal Court.

Please explain how you or your firm meets the minimum requirements. (Use 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 propose Township Prosecutor based upon the following compensation:

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

Request for Qualifications / Proposal for Professional or Other Services - Policy Statement

Purpose:

The following procedures are designed to provide for a fair and open process for awarding professional or other services, exempt from public bidding under N.J.S.A. 17:27, based on qualifications, merit and cost effectiveness through a fair and open process.

Scope:

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

General Requirements:

1. Once a need is established for exempt services and after a necessary request for qualifications, a Request for Qualifications/Proposals (RFQ/RFP) for the specific service or contract shall be prepared and advertised.
2. Advertising of the RFQ/RFP shall, at a minimum, include a website and any other sources deemed appropriate by the Township for the specific professional service at least ten (10) days before the submission deadline. It shall also be posted on the official notice board, and filed with the Municipal Clerk at least ten (10) days before the submission deadline.
3. The advertisement will include a summary of the specific 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

- T. THE RFQ/RFP SUBMISSION WILL, AT A MINIMUM, INCLUDE
 - A. A description of the professional service needed, i scope of activities involved.
 - B. Contact information to obtain the RFQ/RFP form.
 - C. Submission Deadline, including date and time.
 - D. Submission Location shall be to the Office of the Clerk.
 - E. Submissions shall be in a sealed envelope.
- 5. All parties meeting the minimum requirements of the RFC have their proposals reviewed by the RFP review committee proposal shall include specific information regarding the proposed for the professional appointment, billing method information, and any other information which the Township relevant and helpful in making its selection and requests i
- 6. The RFP review committee appointed by the governing body review all qualifying RFPs giving due regard to the criteria paragraph nine, below. The review committee shall make recommendation to the board or body with appointing and professional to be awarded the contract. Actual contract awarded by the governing body. The committee prior to making its recommendation may, in its discretion, elect to interview better determine their ability to meet the selection criteria their qualifications and scope of the work to be performed
- 7. All submissions shall be kept on file during the term of the
- 8. All submissions shall be a public record as of the date of the
- 9. The Township shall award all exempt service contracts or based on qualification, merit, experience, quality of work cost competitiveness. Selection criteria will include:
 - A. Names and titles of the individuals who will perform and/or activity.
 - B. A description of the individuals or firms experienced services or projects to requested and the breadth of offered.
 - C. A list of references and record of success.
 - D. A description of the individual or firms ability to perform service or complete the activity in a timely fashion by the Township.

- E. A fee schedule for the firm, fee schedule for representative attendance at Township Committee Board regular and special meetings, including any applicable.
 - F. All respondents shall comply with Business Regulation (P.L. 2004,c.57), and proof of their registration with the New Jersey Department of The Treasury, Division of Revenue shall be submitted.
 - G. All respondents are placed on notice that they are subject to all requirements of P.L. 1975, c.127 (N.J.S.A. 17:27 through 17:38), and all duly adopted Affirmative Regulations (N.J.A.C. 17:27).
 - H. Proof of Malpractice Insurance, Copy of Certificate of Insurance.
 - I. Vendor Information: Addendum to Contract
10. In the event that compliance with part or all of the requirements of an RFQ/RFP is impracticable or undesirable with regards to a contract, the Township Committee may waive part or all of the requirements as to all candidates by a majority vote of the Committee. The waiver shall set forth specifically the reasons for the waiver.
 11. All awards or waivers will be by resolution acted on by the Township Committee at a public session of the governing body 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 requirements. The Township reserves the right to amend or review standards. In the event of such revision or review, the Township 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 compliance with the additional or revised standard.
 14. This policy will include, but is not limited to, the following appointments provided that the anticipated annual contract value is greater than Seventeen Thousand Five Hundred Dollars (\$17,500):

- Township Attorney
- Township Special Counsel/Bond Attorney
- Township Planning Consultant (COAH)
- Township Engineer
- Township Special Engineer
- Township Auditor
- Township Risk Management Consultant
- Planning Board Attorney

PLANNING BOARD ATTORNEY
Planning Board Engineer
Planning Board Special Engineer
Township Prosecutor
Township Public Defender

Request for Qualifications / Proposals for Professional

The Township of Edgewater Park is seeking qualified proposals for professional services for the following positions: Township Attorney, Township Special Counsel/Bond Attorney, Township Planning Consultant (COAH), Township Attorney, Municipal Public Defender, Municipal Prosecutor, Township Planning Board Special Engineer, Township Risk Management Consultant, Planning Engineer, Planning Board Special Engineer, Township Auditor.

Where to obtain minimum qualifications and proposal forms, submission deadline and form of submission are indicated below.

Where to obtain RFQ/RFP: **Township of Edgewater Park, Township Clerk
400 Delanco Road, Edgewater Park, NJ 08010**

Submission Deadline: December 21, 2005

Submission Location: **Township of Edgewater Park, Township Clerk
400 Delanco Road, Edgewater Park, NJ 08010**

Form of Submission: All submissions shall be in sealed envelope with "Request for Qualifications / Proposal for [Name of Position]" marked on the outside.

**Return in sealed envelope to: Linda Dougherty, Township Clerk/Assistant
Township of Edgewater Park, 400 Delanco Road, Edgewater Park, NJ 08010
LATER THAN DECEMBER 21, 2005, at 12:00 p.m., at which time the envelope will
be opened and read in the Conference/Meeting Room.**

**Township of Edgewater Park
Vendor Information
Addendum to Contract**

The following information shall be included and made part of the contract agreement.

A.

NAME

PHONE NUMBER

NAME

PHONE NUMBER

ADDRESS

Fax Number

1. TAX ID NO.: _____
2. SS NO.: _____
3. ARE YOU A STATE CONTRACT VENDOR: _____
4. IF YES, STATE CONTRACT NO.: _____
5. ARE YOU INCORPORATED: _____

- B. A copy of your Certificate of Insurance.
- C. A copy of your New Jersey Business Registration Certificate
- D. The maximum compensation to be paid hereunder shall not exceed the appropriation for these services as set forth by adopted budget, other appropriations or funding adopting or approved by Township without further written authorization by the Township Committee professional/contractor to continue to perform duties which will in excess of such sum.
- E. This Contract is subject to the provisions of the "Local Public Contracting Laws", and "Truth in Contracting", P.L. 1997-10; the Contractor/Services Provider agrees to abide by such terms and conditions.
- F. Mandatory Affirmative Action Language (EXHIBIT A)
- G. Mandatory Americans with Disability Act, Equal Opportunity for Individuals with Disabilities (EXHIBIT B)

Witness

Contractor/ Professional Services Provider

Date

EXHIBIT A

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LAWS
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27**

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICES CONTRACTS