

**REQUEST FOR  
PROPOSAL/QUALIFICATIONS  
FOR  
MUNICIPAL PROFESSIONALS**

**Issued by the**

**BOROUGH OF MAGNOLIA**

**Date Issued: November 22, 2017**

**Responses Due: December 05, 2017**

**REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP)  
FOR  
MUNICIPAL PROFESSIONALS**

**I. PURPOSE AND INTENT**

Through this Request & Qualifications (RFP), the Borough of Magnolia (hereinafter the "Borough") seeks to engage a vendor as (position) for the 2017 Borough year commencing January 01, 2018 or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq.

**II. PROPOSAL SUBMISSION**

An original, clearly marked as the "ORIGINAL" and one (1) full, complete and exact copies of each proposal shall be in sealed envelopes and must be marked with the "NAME OF POSITION" and addressed to:

Borough Clerk  
Borough of Magnolia  
438 West Evesham Avenue  
Magnolia, New Jersey 08049

The proposal must be received no later than **December 05, 2017 at 4:00 pm**

Proposals will be publicly opened on December 05, 2017 at 4:00 p.m. in Court Room of the Borough Hall, 438 West Evesham Avenue, Magnolia, NJ 08049.

**Faxed proposals will NOT be accepted.**

**Any inquiry concerning this RFP should be directed in writing to:**

Gail M. Gallo, RMC  
Borough Clerk  
Borough of Magnolia  
438 West Evesham Avenue  
Magnolia, NJ 08049

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Borough of Magnolia will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Borough of Magnolia reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough of Magnolia further reserves the right to make such informalities in the proposals. The Borough of Magnolia further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Borough of Magnolia reserves the right to re-solicit proposals.

### III. GENERAL INFORMATION ON THE BOROUGH OF MAGNOLIA

The Borough of Magnolia operates under the Borough form of Government. The Borough of Magnolia is approximately 1 square mile, has a population of 4,409 an annual operating budget of approximately \$5 million, approximately 27 full time employees. The Borough generally meets the first Wednesday of the month, and the third Thursday as well as special meetings on an as needed basis.

### IV. MINIMUM QUALIFICATIONS

Minimum Qualifications differ for each professional specialty; please see Exhibit A for specifics. However, all applicants need to provide the following items contained in Section V.

### V. MANDATORY CONTENTS OF PROPOSAL

#### Definitions

While an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFP.

- Scope: magnitude of the project, and value of the contract.
- Size: when used in this context refers to such things as: budget, miles of roads , number of employees, acres of recreation area, size of municipal bonds, population, number of homes.
- Similar: refers to such things as towns that are partially or wholly in the Pinelands, have areas of dense suburban development, have areas of non-dense woodlands, have large recreation complexes, contain streams and lakes, contain federally regulated wetlands and have large commercial areas.

In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

1. Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
2. A fee proposal for the 2018 Borough year. **A proposal showing minimum and maximum ranges is not acceptable.** The proposal for Solicitor will include an annual retainer for meeting attendance not to exceed 24 meetings annually, phone calls to and from governing body members including the municipal clerk, and emails to and from governing body members including the municipal clerk. All legal matters beyond this retainer will be charged at an hourly rate which rate should be included in the proposal.

3. An executive summary of not more than two pages, identifying and substantiating why the vendor is qualified to provide the requested services.
4. A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor.
5. A description of the vendor's experience in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP in similarly sized municipalities. **It is imperative to show experience in similarly sized towns.**
6. The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with the Camden County area.
7. Five references for which similar services have been provided for. Experience with similarly sized municipalities is a plus. Provide the contact names, titles and phone numbers.
8. If the vendor or any principal therein has been subject to any professional disciplinary action over the last three years, the bidder must provide a description of the litigation and/or disciplinary action.
9. In its proposal, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.

## **VI. INTERVIEW**

The Borough Council reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Borough reserves the right to request clarifying information subsequent to submission of the proposal.

## **VII. SELECTION PROCESS**

All proposals will be reviewed by the Borough Clerk to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy IV "Minimum Requirements" and V "Mandatory Contents of Proposal" the Borough will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- a. The vendor's general approach to providing the services required under this RFP.
- b. The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- c. The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with the emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by the RFP.
- d. The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criteria will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.
- e. Costs and fee schedules.

#### **VIII. SELECTION AND CONTRACT**

The Borough will select the vendor deemed most advantageous to the Borough, price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

# Exhibit A

## Borough of Magnolia

### Request for Proposal & Qualifications for Municipal Professionals

#### Minimum Qualifications

Applicant vendors **must** establish that they meet the following minimum qualifications:

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#### **Auditor:**

Multi-disciplined firm experience in municipal auditing procedures, bond law, appearing before the Local Finance Board, arbitrage, municipal budgeting and purchasing. The applicant must meet and possess all certifications necessary to practice as a Municipal Auditor in the State of New Jersey. Additionally, as a minimum, the firm shall have five (5) years experience as a Borough Auditor for municipalities in the State of New Jersey with similarly sized budgets. The applicant must demonstrate a high degree of knowledge of (1) the finance and operation of local government in New Jersey, (2) Department of Community Affairs' Local Finance Bulletins and their plethora of rules and regulations for municipal finance administration, (3) New Jersey State financial statutes including but not limited to:

N.J.S.A. 40A:11	Local Public Contracts Law
N.J.S.A. 40A:4	Local Budget Law
N.J.S.A. 40A:2	Local Bond Law
N.J.S.A. 40A:9-22.1	Government Ethics Law

(4) all other matters pertaining to Boroughs, including budgets, assessments, monitoring reports, investments, audit controls, year-end accounting, Annual Financial Statements, budget preparation, annual audit, supplemental debt statements, etc. and a high degree of knowledge and familiarity with municipal trust funds, developer escrow accounts, utility budgets and dedication by rider. The applicant must also meet all certifications necessary to practice as the State of New Jersey.

#### **Borough Attorney**

**Borough Bond Attorney** (#4, 5 and 9 do not apply)

A. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, COAH law and familiarity with Titles 40 and 40A of N.J.S.A. The applicant shall have five (5) years experience as

a municipal attorney for a municipality in the State of New Jersey, three years which should be in a similarly sized municipality.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

1. The operation of local government units in New Jersey.
2. Acquisition of real estate (Open Space).
3. Assisting with acquiring and administering grants.
4. Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreements.
5. Municipal Land Use Law
6. Extensive knowledge of Local Public Contracts Law.
7. Selling of Borough real estate and/or property.
8. Experience working in a municipality that is self-insured via a Joint Insurance Fund (JIF).
9. Putting together Employment Practices Liability (EPL) policies to protect the Borough.
10. Experience in a Borough form of government is a plus.
11. Knowledgeable in election law, “pay to play” laws and government ethics laws.
12. Bond law.
13. Employment law.

The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFP/Q.

**Borough Engineer:**

**Joint Land Use Board Engineer:**

All applicable licenses to perform general engineering in NJ. Applicant must have at least five (5) years experience as municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, and engineers who hold licenses in these area, MLUL experience, planners and landscape engineers on staff, experience in environmental assessments (wetlands, archeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, and drainage.

The applicant must demonstrate the ability to:

- a. Prepare, or cause to be prepared, plans, design and specifications for public works projects and improvement.
- b. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the Borough.
- c. Provide technical and engineering advice and assistance to the Borough Council and Borough Clerk.

- d. Attend all Council Meetings as requested by the Borough Council.
- e. Ability to update the Tax Map as per the Tax Assessor's needs.
- f. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Borough Council.
- g. Successful record of applying for and receiving road improvement grants.
- h. Ability to respond to resident concerns when an engineering project impacts their property.
- i. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq. ft.)
- j. Experience administering performance bond and maintenance bonds on behalf of the Borough.
- k. Must demonstrate experience with engineering, design, inspection and contract administration of annual municipal road projects totaling more than \$1 million.
- l. Documented experience with design, inspection and contract administration of large and small recreational projec



