

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY  
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44-01 ET.SEQ.**

The Borough of Audubon Park solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the Mayor and Borough Council, unless otherwise required by law. Responses (4 copies) must be received in the Office of the Borough Clerk, Audubon Park Municipal Building, 20 Road C, 2<sup>nd</sup> Floor, Audubon Park, NJ 08106 no later than 11:00 AM, Thursday, December 3, 2015. All submissions MUST be properly marked "Request for Proposals" noting the professional service.

Responses must comply with the regulations set forth at N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 "Affirmative Action Regulations", and evidence of compliance must be included. A copy of the New Jersey Business Registration Certificate and a contract document along with a fee schedule, must accompany each submission.

Responses will be opened and reviewed by the Mayor and Borough Council at a Working Session meeting scheduled for Monday, December 21, 2015 at 7 PM at the Annex Building, 504 Road A, Audubon Park, NJ 08106. Unless otherwise noted appointments shall be for the calendar year of 2016 and subject to the execution of an appropriate contract.

"Proposals sent by electronic, telegraphic or facsimile devices are not acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their proposal either by express courier, postal service or hand-delivery. The Borough shall not be responsible for premature opening or late delivery of proposals not properly marked or addressed, or for late delivery by mail or delivery service."

## **MUNICIPAL ATTORNEY.**

**GENERAL CRITERIA:** The Borough of Audubon Park desires to appoint a municipal attorney who will be the chief, general legal officer of the Borough. Applicants should demonstrate knowledge of general New Jersey municipal law and municipal contract law. Any experience or knowledge of matters directly affecting the Borough of Audubon Park should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of seven (7) years experience in the general representation of municipal governments.
3. Must list present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

## **MUNICIPAL BOND COUNSEL.**

**GENERAL CRITERIA:** The Borough of Audubon Park desires to appoint an attorney or firm who will be the primary legal representative of the Borough in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Borough. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Borough of Audubon Park should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS.**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of ten (10) years experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services required by the Borough including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
5. Must list present public entities represented as Bond Counsel.

## **MUNICIPAL AUDITORS.**

**GENERAL CRITERIA:** The Borough of Audubon Park desires to appoint a firm of certified public accountants to act as municipal auditors for the Borough of Audubon Park. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Borough of Audubon Park should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. The firm must employ a minimum of two (2) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. The firm must employ a minimum of two (2) registered municipal accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment
3. Must have a minimum of ten (10) years experience in providing auditing services to municipalities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients.
6. Must list all present municipal clients.

## **MUNICIPAL AND CONSULTING ENGINEERS**

**GENERAL CRITERIA:** The Borough of Audubon Park desires to appoint a firm or firms to provide consulting engineering services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Audubon Park should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing consulting services to municipalities.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Audubon Park.
5. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least fifteen (15) years of municipal experience.
8. Must list present municipalities served as Engineer.

## **MANAGEMENT INFORMATION SYSTEM CONSULTANT**

1. **Appointment of Management Information System Consultant.** The Management Information System Consultant shall be appointed by the Mayor and Borough Council of the Borough of Audubon Park by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of January of the year of their appointment and until a successor has been appointed and qualified. The Management Information System Consultant shall receive such compensation as may be agreed upon and determined by the Governing Body.

### **Duties.**

The Management Information System Consultant shall provide the following services:

A. **File Server Maintenance:**

- Daily monitoring of critical functions.
- On-site and remote support.
- Complete service pack and patch updates.
- Review all ancillary programs, including but not limited to firewall, tape backup, Antivirus programs etc. for updates and confirm system maintenance checks are being performed.
- Perform forced data backup on the application server.

B. **Workstation Maintenance:**

- On-site and remote support.
- Complete patch management.
- Maintain properly functioning configurations.

C. **General Consulting/IT services**

- Examples of general IT services are: workstation, printer, network device installation, software updates, network troubleshooting, firewall adjustments, email troubleshooting, hardware troubleshooting.

3. **Network Status.**

All hardware and software programs are to be reviewed and updated to protect the network and workstations. Utilization of a hardware, software, and services that check traffic, block restricted sites, and prevent cyber attacks are to be reviewed and recommendations are to be made. The applicant/ proposer must have demonstrated successful experience in supporting an Edmunds environment for finance and an HTE environment for police applications.

## **ANIMAL CONTROL OFFICER**

**GENERAL CRITERIA:** The Borough of Audubon Park desires to appoint a certified Animal Control Officer to include collecting misplaced and/or abandoned animals and delivering them to the animal shelter. Applicants must possess all State licenses and certifications as required by the State of New Jersey.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Possession of all applicable state licenses and certifications to perform specified animal control services for the Borough of Audubon Park.
2. Provide detailed monthly report of services and fees.
3. Officer will provide a list of past and present public entities represented.

## **RISK MANAGER**

### **MANDATORY MINIMUM REQUIREMENTS:**

1. At least 10 years experience in representing public entities.
2. Licensed in his/her professional field and in good standing.
3. Individual should be well versed in all aspects of the Borough.

**Applicants'/Proposers' Responsibility in Responding to  
Borough's Request For Proposals for Professional Services**

The applicant/proposer shall in response to the Borough's Request for Proposals, at a minimum, include the following information:

A. Qualification requirements to compete for the needed service or activity as set forth in the "duties and responsibilities" of the position defined in the Borough's Request for Proposals. Qualifications, at a minimum, shall include requirements defined as follows:

1. Full name and business address.
2. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the Request for Proposals.
3. Dates of licensure, if any, in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of the Borough.
4. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
5. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Borough. A description of each individual's qualifications, including education, licensure and years of professional experience.
6. A listing of all previous Public Sector entities served by the applicant/proposer licensed professional including dates of service and position(s) held.
7. Proposed cost of the service(s) or activities, including the hourly/weekly/monthly rate of individuals who will perform the services or activities. The proposed cost should include:
  - a. Meetings.
  - b. Site visits and expenses.
  - c. Expenses for travel, postage and telephone excluded from the hourly rate.
  - d. Additional services defined beyond the scope of regular services.
8. **Insurance.** The applicant/proposer, shall provide documentation that insurance for professional liability coverage with limits as to liability acceptable to the Borough of Audubon Park.
9. **Financial Disclosure.** The applicant/proposer as a "professional", if required by law, shall file a Financial Disclosure Statement pursuant to Local Government Ethics Law *N.J.S.A. 40A:9-22(1) et seq.*

10. **Law Against Discrimination and Affirmative Action.** The applicant/proposer as a “professional” shall file a statement as to compliance with *N.J.S.A. 10:5-1 et seq.* (Laws Against Discrimination) and P.L. 1975, c.127 (Affirmative Action).

11. Enclose copy of New Jersey Business Registration Certificate

12. The applicant/proposer shall submit four (4) copies of their proposal for review and consideration by the Mayor and Borough Council.

13. Failure to comply with any item above may disqualify your submission

### **Basis for Award of Contract/Agreement for Professional Services**

The Borough shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual or firms who will perform the service or activity.
2. Experience and references.
3. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.
4. Cost Competitiveness.
5. The Borough reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the professional services as outlined in the applicant's/proposer's proposal.
4. All awards or waivers will be made by resolution acted on by the Borough Council at a Borough meeting.
5. All awards are subject to availability of funds.