

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

The Township of Haddon 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 Board of Commissioners, unless otherwise required by law. Responses (4 copies) must be received in the Office of the Township Clerk, Township of Haddon Municipal Building, 135 Haddon Avenue, Westmont, NJ 08108 no later than 10:00 AM, Thursday, December 7, 2023. All submissions MUST be properly marked "Request for Qualifications" noting the professional service. Responses will be opened and announced publicly, immediately thereafter by the Township Clerk or her representative. Please note submissions will only be accepted if received at the Municipal Building during normal business hours which are between 8:30 AM to 4:30 PM, Monday through Thursday, not including holidays. In the event, a Proposal is attempted to be delivered at a time when the Municipal Building is closed, the Township reserves the right to reject said Proposal.

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 reviewed by the Board of Commissioners. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the calendar year of 2024 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 Township 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 AUDITORS.

GENERAL CRITERIA: The Township of Haddon desires to appoint a firm of certified public accountants to act as municipal auditors for the Township of Haddon. 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 Township of Haddon 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 ATTORNEY.

GENERAL CRITERIA: The Township of Haddon desires to appoint a municipal attorney who will be the chief, general legal officer of the Township. Applicants should demonstrate knowledge of general New Jersey municipal law and specific knowledge as to governments created under the Walsh Act, New Jersey redevelopment law and municipal contract law. Any experience or knowledge of matters directly affecting the Township of Haddon 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 or municipal authorities. Representation of a municipal government created under the Walsh Act should be addressed.
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 Township including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

PLANNING BOARD SOLICITOR

GENERAL CRITERIA: The Township of Haddon desires to appoint a firm or firms to provide Planning and Zoning Board legal services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of Planning and Zoning Board legal services required by a municipal entity.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be qualified to provide planning services in the State of New Jersey.
2. Must have a minimum of ten (10) years' experience in representing municipal entities
3. Must list present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
6. Must have sufficient support staff available to provide all general legal services required by the Township.
7. Must have demonstrated the ability to provide planning and legal services via online, remote meetings as a participant and/or host.

PLEASE PROVIDE COMPENSATION REQUIREMENTS.

THIS POSITION IS NOT PART OF THE PENSION.

REDEVELOPMENT ATTORNEY.

GENERAL CRITERIA: The Township of Haddon desires to appoint an attorney who will be the primary legal counsel relative to redevelopment projects within the Township. Applicants should demonstrate a strong knowledge of New Jersey redevelopment law, as well as that of general New Jersey municipal law and municipal contract law as it relates to redevelopment. Any experience or knowledge of matters directly affecting the Township of Haddon 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 or municipal authorities on issues of New Jersey redevelopment law.
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 legal services as required by the Township relative to redevelopment projects within the Township.

MUNICIPAL LABOR COUNSEL.

GENERAL CRITERIA: The Township of Haddon desires to appoint an attorney or firm who will be the Township's primary representative in all matters relating to labor relations. Applicants should demonstrate knowledge of and experience in the representation of public employers. Any experience or knowledge of matters that directly affect the Township of Haddon 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 agencies of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of seven (7) years experience representing public employers in labor relation matters.
3. Must have sufficient support staff to provide all services required by the Township including, but not limited to, legal research, preparation of legal memoranda, contracts and other legal documents.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must list present public employers represented as Labor Counsel.

MUNICIPAL BOND COUNSEL.

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

SPECIAL COUNSEL - ENVIRONMENTAL

GENERAL CRITERIA: The Township of Haddon desires to appoint a New Jersey licensed attorney or a firm of attorneys to represent the Township of Haddon in litigation matters in which the Municipal Attorney recommends to the Commissioners that it would be appropriate to utilize the services of Special Counsel to represent the Township of Haddon. Applicants are encouraged to submit information demonstrating particular knowledge relating to the representation of municipal governments in litigation actions. Any experience or knowledge of matters directly affecting the Township of Haddon 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 seven (7) years experience representing defendants in general litigation actions.
3. Must have a minimum of five (5) years experience in representing municipal governments as defendants in actions before the Superior Court of New Jersey.
4. Must maintain a bona fide office in the State of New Jersey.
5. Must list past and present public entities represented in actions before the Superior Court of New Jersey.

SPECIAL COUNSEL – AFFORDABLE HOUSING

GENERAL CRITERIA: The Township of Haddon desires to appoint a New Jersey licensed attorney or a firm of attorneys to represent the Township of Haddon in litigation matters in which the Municipal Attorney recommends to the Commissioners that it would be appropriate to utilize the services of Special Counsel to represent the Township of Haddon. Applicants are encouraged to submit information demonstrating particular knowledge relating to the representation of municipal governments in litigation actions. Any experience or knowledge of matters directly affecting the Township of Haddon 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 seven (7) years experience representing defendants in general litigation actions.
3. Must have a minimum of five (5) years experience in representing municipal governments as defendants in actions before the Superior Court of New Jersey.
4. Must maintain a bona fide office in the State of New Jersey.
5. Must list past and present public entities represented in actions before the Superior Court of New Jersey.

BROKER OF RECORD FOR EMPLOYEE BENEFIT PROGRAM.

GENERAL CRITERIA: The Township of Haddon desires to appoint a broker of record for its employee benefit programs (such as health, dental, prescription and vision programs). Applicants should demonstrate knowledge and experience in the placement of insurance and alternative benefit programs on behalf of municipal entities with particular experience in areas of cost containment. Any specific experience or knowledge of matters affecting the Township of Haddon should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey insurance broker for a minimum of ten (10) years.
2. Must have a minimum of ten (10) years experience representing New Jersey municipal governments as an employee benefit program broker. Must demonstrate the ability to handle all employee benefit programs required by the Township of Haddon.
3. Must have access to various competitive insurance products.
4. Must be able to provide consulting services relative to cost containment and alternative products available to municipal governments for employee benefit programs.
5. Must list past and present municipal entities served as Employee Benefit Program Broker.

MUNICIPAL AND CONSULTING ENGINEERS

GENERAL CRITERIA: The Township of Haddon desires to appoint a firm or firms to provide consulting engineering services to the Township. 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 Township of Haddon 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 including demonstrated experience with road programs, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to waterfront development permits and Brownfield sites preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Haddon including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction Clerks.
5. Must maintain a principal office location in close proximity to Haddon so as to be able to respond to emergent matters promptly.
6. 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.

MUNICIPAL PLANNER

GENERAL CRITERIA: The Township of Haddon desires to appoint a municipal planner for the purposes of reviewing the Township Master Plan and Township's requirements under the rules and regulations promulgated by the State of New Jersey, Council on Affordable Housing. Applicants should demonstrate knowledge of general New Jersey municipal land use law and specific knowledge as to the creation and revisions to municipal master plans, redevelopment issues and municipal requirements under Affordable Housing. Any experience or knowledge of matters directly affecting the Township of Haddon should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Applicants must be licensed and/or certified, if required by the State of New Jersey, to provide professional planning services in the State of New Jersey.
2. Must have a minimum five (5) years experience in providing service to New Jersey municipalities in the review of their Master Plan and requirements under the rules and regulations promulgated by the State of New Jersey, Council on Affordable Housing.
3. Must list all past and present municipal clients.

MUNICIPAL COURT PROSECUTOR

GENERAL CRITERIA: The Township of Haddon desires to appoint a municipal court prosecutor who will be the chief legal representative of the State of New Jersey and the Township of Haddon in the prosecution of cases before the Municipal Court of the Township of Haddon. Applicants should demonstrate knowledge and experience in matters relating to prosecution matters before the municipal courts of the State of New Jersey, as well as a certification from the Prosecutor of Camden County to prosecute DWI cases involving the Alcotest 7110C. Any experience or knowledge of matters that directly affect the Township of Haddon or its municipal court 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 five (5) years experience as a municipal court prosecutor.
3. Must provide a description of availability for municipal court sessions as scheduled in Haddon Township.
4. Must maintain a bona fide principal office in the State of New Jersey.
4. Must list other past and present municipal courts served as Prosecutor.

PLEASE PROVIDE COMPENSATION REQUIREMENTS.

THIS POSITION IS NOT PART OF THE PENSION.

MUNICIPAL PUBLIC DEFENDER

GENERAL CRITERIA: The Township of Haddon desires to appoint an attorney at law who will be the principal public defender for those who qualify for public defender services in the Municipal Court of the Township of Haddon. Applicant should demonstrate knowledge and experience in the defense of matters in the municipal courts of the State of New Jersey. Any experience or knowledge of matters that directly affect the Township of Haddon or its municipal court 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 five (5) years experience in the defense of persons before municipal courts of the State of New Jersey.
3. Must maintain a bona fide principal office in the State of New Jersey.

PLEASE PROVIDE COMPENSATION REQUIREMENTS.

THIS POSITION IS NOT PART OF THE PENSION.

RISK MANAGEMENT CONSULTANT

GENERAL CRITERIA: The Township of Haddon desires to appoint a Risk Management Consultant who will provide general risk management services as required by the Township of Haddon. Applicant should demonstrate experience and knowledge of the field of risk management, particularly as it relates to municipal government issues. Any experience or knowledge of matters directly affecting the Township of Haddon should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must have a minimum of five (5) years with Risk Management.
2. Must list all past and present municipal clients.

MANAGEMENT INFORMATION SYSTEM CONSULTANT

1. **Appointment of Management Information System Consultant.** The Management Information System Consultant shall be appointed by the Board of Commissioners of the Township of Haddon 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: server, 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, server 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 tax applications, and an HTE environment for police applications.

ANIMAL CONTROL OFFICER

GENERAL CRITERIA: The Township of Haddon 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 Township of Haddon.
2. Provide detailed monthly report of services and fees.
3. Officer will provide a list of past and present public entities represented.

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

The applicant/proposer shall in response to the Township'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 Township'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 Township.
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 Township. 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 Township of Haddon.
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. The applicant/proposer shall submit four (4) copies of their proposal for review and consideration by the Mayor and Commissioners.

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

Basis for Award of Contract/Agreement for Professional Services

The Township 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 Township 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.

5. All awards or waivers will be made by resolution acted on by the Board of Commissioners at a Township meeting.

6. All awards are subject to availability of funds.