

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

**Request for Qualifications / Proposals for Professional Services**

**PROFESSIONAL SERVICES FOR YEAR 2025**

This is a combined Requirement to Qualify (RFQ) and Request for Proposal (RFP) form. This form will be used by the Edgewater Park Township Committee as a basis for making professional service appointments for year 2025; appointments shall be for a term of one-year or until a successor is appointed.

The Township of Edgewater Park is seeking qualified proposals for professional services for the following positions: Township Attorney, Township Bond Attorney, Township Labor Counsel, Township Affordable Housing Attorney, Township Planning Consultant (Affordable Housing), Township Financial Consultant, Planning Board Attorney, Planning Board Planner, Township Public Defender, Township Prosecutor, Township Conflict Prosecutor, Township Engineer, Township Special Engineer, Township Site Remediation Professional, Township Risk Management Consultant, Planning Board Engineer, Township Auditor, Conflict Labor Counsel, Township Special Counsel/Conflict Attorney, Township Conflict Public Defender, Financial Advisor, Health Insurance Risk Manager Consultant. Where to obtain minimum qualifications and proposal forms, submission deadline and form of submission are indicated below.

Where to obtain RFQ/RFP: Requests for these forms should be made in person to the Municipal Clerk, Patricia Clayton, 400 Delanco Road, Edgewater Park, NJ, 08010, email: [pclayton@edgewaterpark-nj.com](mailto:pclayton@edgewaterpark-nj.com), or on the web at [www.edgewaterpark-nj.com](http://www.edgewaterpark-nj.com). Please no phone requests. This form will be used by the Edgewater Park Township Committee as a basis for making professional service appointments.

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**Submission Deadline: November 13, 2024**

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

Form of Submission: All submissions shall be in sealed envelope with "Submission of Qualifications / Proposal for [Name of Position]" marked on the outside. One original hard signed unbound copy and one bound copy of all documents to be submitted. IN ADDITION to the Original hard copy, an electronic copy in Adobe Acrobat (PDF) format shall be submitted on a CD or flash drive at the same time.

**Return in sealed envelope to: Patricia Clayton, Township Clerk, Edgewater Park Township, 400 Delanco Road, Edgewater Park, NJ, 08010, NO LATER THAN November 13, 2024 at 12:00PM (Noon).**

**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 be considered 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 the Township. 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. The scope of 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 and 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 exempt services.
2. The Request for Proposals (“RFP”) shall be used to determine whether 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 services, reputation, and expertise of the candidate.
3. Knowledge of the Township of Edgewater Park, its physical layout and Township Committee form of government.
4. Availability (proximity) to accommodate any required meetings of the agency, and availability (proximity) to handle emergencies.
5. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project, as outlined in their proposal.
6. Advertising of the RFQ/RFP, at a minimum, includes posting on the Township website and Township official bulletin board, and filed with the Municipal Clerk at least ten (10) days prior to the submission deadline.
7. The RFQ shall list the minimum requirements of the service being sought. Where the Request for Qualifications lists separate experience requirements for firms and for individuals appointed, candidates in solo practice shall meet the experience requirements for a firm.
8. Candidates shall include with the submission a copy of their Business Registration in accordance with N.J.S.A. 40A:11-23.2 (P.L. 2004, c.57), and an Affirmative Action Statement in accordance N.J.S.A. 10:5-3 1 et seq. and N.J.A.C. 17:27 et seq. and proof of general liability insurance coverage and professional liability insurance coverage.
9. Acceptance of a contract will be by Resolution acted on by the Township Committee or the Planning Board at a Township Meeting for contracts with a value of over \$17,500.
10. All RFQ’s/RFP’s will be delivered by mail, e-mail, or can be obtained at the Municipal Building or website to applicants by the Township Clerk and returned to the Clerk in sealed envelopes.
11. Form of Submission: All submissions shall be in sealed envelope with “**Submission of Qualifications / Proposal for [Name of Position]**” marked on the outside. One original

hard signed unbound copy and one bound copy of all documents to be submitted. IN ADDITION to the Original hard copy, an electronic copy in Adobe Acrobat (PDF) format shall be submitted on a CD or flash drive at the same time.

**Requirements to Qualify / Proposal**

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

**Township Attorney:**

The Township Attorney shall be either (a) a member of or employed by a multi-discipline firm of New Jersey licensed attorneys with at least eight (8) years' experience, and (b) shall personally have at least five (5) years of experience, representing municipalities in all aspects of municipal law including but not limited to general municipal government law; tort claims act, municipal litigation and appeals; Fair Housing Act, Affordable Housing, and affordable housing issues; NJ employment and personnel law; tax appeal experience, eminent domain and redevelopment issues; municipal finance; redevelopment and real estate issues; election law; OPRA, OPMA, municipal land use law including state regulations affecting the same; municipal utilities law; Green Acres and open space law; NJDEP, legislation, and regulations; and familiarity with Titles 40 & 40A of the New Jersey Statutes. The individual(s) appointed as Township Attorney or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least eight (8) years and have five (5) years prior experience as Township Attorney. The Township Attorney may, in his/her discretion be assisted by employees of the Attorney'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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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_ Meets Minimum Qualifications      \_\_\_ Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Attorney based upon the following compensation:

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

**Requirements to Qualify / Proposal**

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

**Township Bond Attorney:**

The Township Bond Attorney shall be either (a) a member of or employed by a multi-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, representing municipalities. The Township 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 Bond Attorney may, in his/her discretion be assisted by employees of the Attorney'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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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_ Meets Minimum Qualifications      \_\_\_ Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Bond Attorney based upon the following compensation:

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

**Requirements to Qualify / Proposal**

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

**Township Conflict Labor Counsel:**

The appointment of Township Conflict Labor Counsel will be for matters where the principal Labor Counsel is unable to perform the duties due to conflicts, availability or schedules, and/or any other matters determined and assigned by the Township Committee. The Township Conflict Labor Counsel shall be either (a) a member of or employed by a multi-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, representing municipalities in all aspects of public sector labor and employment law; municipal law including but not limited to general municipal government law; municipal litigation and appeals; NJ employment and personnel law familiarity with Titles 40 & 40A of the New Jersey Statutes. The Township Conflict Labor Counsel shall have personally five (5) years' experience as a labor negotiator with experience in all aspects of public sector labor and employment law. The Township Conflict Labor Counsel may, in his/her discretion be assisted by employees of the Attorney'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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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_ Meets Minimum Qualifications      \_\_\_ Does Not Meet Minimum Qualifications



## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Conflict Labor Counsel based upon the following compensation:

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

**Requirements to Qualify / Proposal**

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

**Township Affordable Housing Attorney:**

The Township Affordable Housing Attorney shall be either (a) a member of or employed by a multi-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, representing municipalities in all aspects of municipal law including but not limited to general municipal government law; municipal litigation and appeals; Fair Housing Act, Affordable Housing, and affordable housing issues, Affordable Housing's Third Round Rules and Methodology and Procedures; eminent domain and redevelopment issues; redevelopment and real estate issues; municipal land use law including state regulations affecting the same; municipal utilities law, NJDEP, legislation, and regulations; and familiarity with Titles 40 & 40A of the New Jersey Statutes. The Township Affordable Housing Attorney may, in his/her discretion be assisted by employees of the Attorney'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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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_\_ Meets Minimum Qualifications      \_\_\_\_ Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Affordable Housing Attorney based upon the following compensation:

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

**Requirements to Qualify / Proposal**

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

**Township Planning Consultant/Affordable Housing:**

The Township Affordable Housing Planning Consultant shall be either a member of or employed by a firm of a Professional Planner Licensed in the State of New Jersey with at least eight (8) years' experience in municipal planning and administering of requirements of the NJ Council on Affordable Housing (Affordable Housing), annual development fee monitoring reports, provisions of professional planning services to assist the Township in addressing Affordable Housing's Third Round Rules and Methodology and Procedures, and other matters that lie within the professional expertise of the Affordable Housing Planning Consultant as directed by the Township. The individual assigned shall have at least five (5) years of experience as in municipal planning and administering of requirements of the NJ Council on Affordable Housing (Affordable Housing), annual development fee monitoring reports, provisions of professional planning services to assist the Township in addressing Affordable Housing's Third Round Rules and Methodology and Procedures. The Affordable Housing Planning Consultant may, in his/her discretion be assisted by employees of the Consultant'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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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 Affordable Housing Planning Consultant based upon the following compensation:

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

**Requirements to Qualify / Proposal**

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

**Township Financial Consultant:**

The Financial Consultant shall be a multi-disciplined firm with at least eight (8) years' experience in municipal auditing procedures, bond law, arbitrage, municipal budgeting and purchasing. The individual assigned shall have at least five (5) years' experience as an appointed municipal auditor and shall be a CPA and RMA. The Township Financial Consultant may, in his/her discretion be assisted by employees of the Auditor's firm with lesser levels of experience.

At minimum the following services shall be required:

- a) Post cash receipts and disbursements provided by Township employees;
- b) Reconcile the Township's bank accounts;
- c) Post the Township's general ledger and subsidiary ledgers;
- d) Reconcile the month end including all closing and adjusting journal entries;
- e) Complete the year end roll-over including all closing journal entries;
- f) Provide a monthly report to the governing body;
- g) Provide accounting regulation guidance to the Township;
- h) Prepare Chapter 159 requests and budget amendments;
- i) Prepare and post the temporary budget;
- j) Complete the annual budget, tax levy cap calculation and related resolutions;
- k) Present the budget to the Township Committee;
- l) Post the budget to the accounting system;
- m) Compile financial information for capital ordinances;
- n) Prepare 1099 and 1096 tax filings;
- o) Complete the annual Uniform Construction Code report;
- p) Complete the annual corrective action plan, if required;
- q) Provide information to the Township auditor and Township officials as needed;
- r) Assist in training the Township's financial staff;
- s) Prepare the audit statements.

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

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Completed Form Received by Township on: \_\_\_\_\_  
\_\_\_ Meets Minimum Qualifications \_\_\_ Does Not Meet Minimum Qualifications

**PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Financial Consultant based upon the following compensation:

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

**Requirements to Qualify/ Proposal**

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

**Township Auditor:**

The Township Auditor shall be a multi-disciplined firm with at least eight (8) years of experience in municipal auditing procedures, bond law, arbitrage, municipal budgeting and purchasing. The Township Auditor, as part of the annual audit, shall also provide a summary audit of any and all PILOTs to ensure that the terms of the agreement are being adhered to.

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 Auditor may, in his/her discretion be assisted by employees of the Auditor’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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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_\_ Meets Minimum Qualifications      \_\_\_\_ Does Not Meet Minimum Qualifications



**PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to server as Township Auditor based upon the following compensation:

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

**Requirements to Qualify / Proposal**

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

**Township Public Defender:**

The Township Public Defender shall have at least five (5) years' experience as Public Defender or Conflict Public Defender in 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 Township Public Defender must have experience in all areas of Municipal Court representation, including expert and lay direct and cross-examination, handling of discovery and 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. (Attach additional sheets, if necessary.)

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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_ Meets Minimum Qualifications      \_\_\_ Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as the Township Public Defender based upon the following compensation:

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

**Requirements to Qualify / Proposal**

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

**Township Conflict Public Defender:**

The Township Conflict Public Defender shall have at least five (5) years' experience as Public Defender or Conflict Public Defender in 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 Conflict Public Defender must have experience in all areas of Municipal Court representation, including expert and lay direct and cross-examination, handling of discovery and 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. (Attach additional sheets, if necessary.)

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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_ Meets Minimum Qualifications      \_\_\_ Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as the Township Conflict Public Defender based upon the following compensation:

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

**Requirements to Qualify / Proposal**

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

**Township Engineer:**

The Township Engineer shall be either a member of or employed by a firm of New Jersey licensed engineers and shall have all applicable licenses to perform general engineering in NJ. His firm must be multi-disciplined with at least eight ( 8) years' experience in all aspects of municipal engineering including but not limited to expertise in road construction, construction management, water & sewer plant construction with engineers who hold licenses in these areas, land use law experience, planners & landscape engineers on staff, experience in environmental studies assessments (wetlands, archaeological, endangered species, hydrologic studies, storm water management), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge NJDEP rules and regulations. The engineering firm shall also have at least an individual who has experience as a Planning Board Planner with at least five (5) years of experience in all aspects of municipal planning including extensive work with and knowledge of the MLUL, Affordable Housing, and consulting with respect to, drafting, and revising Master Plans. The individual appointed or assigned by a Firm shall have been licensed as an engineer for a minimum of five (5) years and have five (5) years prior experience as a Municipal Engineer. The appointed engineer may, in his/her discretion be assisted by employees of his 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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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_\_ Meets Minimum Qualifications      \_\_\_\_ Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Engineer based upon the following compensation:

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

**Requirements to Qualify / Proposal**

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

**Township Labor Counsel:**

The Township Labor Counsel shall be either (a) a member of or employed by a multi-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, representing municipalities in all aspects of public sector labor and employment law; municipal law including but not limited to general municipal government law; municipal litigation and appeals; NJ employment and personnel law familiarity with Titles 40 & 40A of the New Jersey Statutes. The Township Labor Counsel shall have personally five (5) years of experience as a labor negotiator with experience in all aspects of public sector labor and employment law. The Township Labor Counsel may, in his/her discretion be assisted by employees of the Attorney'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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Completed Form Received by Township on: \_\_\_\_\_

Meets Minimum Qualifications       Does Not Meet Minimum Qualifications



## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Labor Counsel based upon the following compensation:

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

**Requirements to Qualify / Proposal**

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

**Planning Board Attorney:**

The Planning Board attorney shall be either (a) a member of or employed by a firm of attorneys or (b) an individual attorney, with at least seven (7) years of experience as a joint land use board attorney, planning board attorney, or zoning board attorney, or shall have appeared on behalf of applicants before such boards regularly for at least seven (7) years, with experience in all aspects of planning, zoning, and municipal land use law. Extensive work and knowledge of the MLUL, experience in devising Master Plans, and some Affordable Housing experience is required. The individual attorney shall have at least five (5) years of experience as a municipal, planning, or zoning board attorney or shall demonstrate five (5) years of experience in a practice devoted significantly to zoning, planning, and development law in New Jersey. The Planning Board Attorney may, in his/her discretion be assisted by employees of the Attorney'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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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_\_ Meets Minimum Qualifications      \_\_\_\_ Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Planning Board Attorney based upon the following compensation:

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

**Requirements to Qualify / Proposal**

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

**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 land use law, Master Plans, storm and sanitary sewers, and related issues. The engineering firm shall have at least an individual who has experience as a Planning Board Planner with at least five (5) years of experience in all aspects of municipal planning including extensive work with and knowledge of the MLUL, Affordable Housing, and consulting with respect to, 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 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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Completed Form Received by Township on: \_\_\_\_\_

Meets Minimum Qualifications       Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Planning Board Engineer based upon the following compensation:

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

## **Requirements to Qualify / Proposal**

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

### **Township Planning Board Planner**

The Planning Board Planner shall be either a member of or employed by a firm of New Jersey licensed planners and shall have all applicable licenses to perform planning services in NJ. The firm must be multi-disciplined with at least eight (8) years' experience as a municipal planning and zoning board planner in all aspects of municipal land use law, including but not limited to Master Plans, zoning ordinance preparation, landscaping, storm and sanitary sewers, and related issues. The individual assigned shall have at least five (5) years' experience as a planner to a planning and/or zoning board. The Planning Board Planner may, in his/her discretion be assisted by employees of the Engineer's firm with lesser levels of experience.

The individual assigned shall meet the following requirements

1. Licensed Professional Planner in the State of New Jersey
2. Member of American Institute of Certified Planners
3. Minimum five (5) years or more experience in providing professional planning services to municipalities in the following areas:
  - a. Prepared Master Plans
  - b. Prepared Zoning Ordinances
  - c. Prepared housing plan element and fair share plan
  - d. Prepared redevelopment investigations and plans
  - e. Conducted reviews of development applications, including the preparation of planning reports and participated in the Board approval process
  - f. Worked with various State, County and local regulatory agencies
4. Demonstrate experience in working with municipalities similar in size and population to the Township of Edgewater Park and have similar planning issues
5. Provide a list of past and present municipalities and/or planning boards and zoning boards served by consultant, including a list of references and contact information
6. Provide a detailed description of the company's qualifications and experience, including a copy of planning document the exemplifies the company's work

7. Provide resumes of personnel assigned to work with the Township of Edgewater Park
8. Provide consultant fees (hourly rate) by personnel assigned to the Township of Edgewater Park
9. Provide consultant fee rate for planning board meeting attendance by personnel assigned to the Township of Edgewater Park
10. Provide State Treasury certification of consulting firm

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

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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_ Meets Minimum Qualifications

\_\_\_ Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as the Planning Board Planner based upon the following compensation:

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



**Requirements to Qualify / Proposal**

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

**Township Prosecutor:**

The Township Prosecutor shall have at least five (5) years' experience as Prosecutor in 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 discovery and 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. (Attach additional sheets, if necessary.)

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Completed Form Received by Township on: \_\_\_\_\_

Meets Minimum Qualifications       Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Prosecutor based upon the following compensation:

*[Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem a*

**Requirements to Qualify / Proposal**

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

**Township Conflict Prosecutor:**

The Township Prosecutor shall have at least five (5) years' experience as Prosecutor in 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 discovery and 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. (Attach additional sheets, if necessary.)

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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_\_ Meets Minimum Qualifications      \_\_\_\_ Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Public Defender based upon the following compensation:

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

## **Requirements to Qualify / Proposal**

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

### **Township Risk Management Consultant:**

The Risk Management Consultant:

- A. Shall be a New Jersey licensed Property and Casualty insurance producer who has demonstrated five (5) years prior experience in the management of public insurance risks. The individual assigned shall have at least five (5) year of experience as Risk Management Consultant in identifying insurable exposures, coverages, administration and assessment. The Risk Management Consultant may, in his/her discretion be assisted by employees of the Auditor's firm with lesser levels of experience.
- B. Shall demonstrate knowledge of the BURLCO JIF Programs and Services.
- C. Shall demonstrate a knowledge of MUNICIPALITY's operations and exposures.
- D. Provide that its officials, officers, employees and appointees shall cooperate with the Fund, the Fund Attorney, Claims Administrator and any designated Defense Attorney in the defense of all claims, including any procedures established by the Executive Committee for the handling of claims, Notices of Claims and litigation.
- E. Advise the MUNICIPALITY on risk management matters and the appropriateness of coverage or optional coverage offered by the BURLCO JIF;

The Role of the RISK MANAGEMENT CONSULTANT is to provide Professional Risk Management services to the MUNICIPALITY as follows:

- A) The Consultant shall assist the MUNICIPALITY in identifying its insurable exposures and shall recommend professional methods to reduce, assume or transfer the risk of loss.
- B) The Consultant shall assist the MUNICIPALITY in understanding and selecting the various types of coverage and limits available from the Burlington County Municipal Joint Insurance Fund.
- C) The Consultant shall review with the MUNICIPALITY any additional types of coverage that the Consultant believes the MUNICIPALITY should purchase that are not available from the Fund. The Consultant shall purchase and bind any additional types of coverage authorized by the MUNICIPALITY.
- D) The Consultant shall assist the MUNICIPALITY in the preparation of applications, statements of values and other documents requested by the Fund. However, this Agreement does not include any appraisal work by the Consultant.
- E) The Consultant shall review the MUNICIPALITY's annual assessment as prepared by the Fund, and shall assist the MUNICIPALITY in the preparation of its annual insurance budget.

- F) The Consultant shall review the loss and engineering reports for the MUNICIPALITY, and shall assist the Safety Committee in its loss containment objectives within the MUNICIPALITY.
- G) The Consultant shall attend and actively participate in the MUNICIPALITY's Safety Committee activities and meetings, and shall present information to the Safety Committee on Safety related topics.
- H) I) The Consultant shall assist the MUNICIPALITY in determining the necessary training for each employee in each Municipal Department based upon the employee's job description and in accordance with OSHA and other governmental regulations.
- J) The Consultant shall assist the MUNICIPALITY in scheduling employee training, both internal and external, including the tracking of course attendance and completion of course requirements.
- K) The Consultant shall review the MUNICIPALITY's loss data on a regular basis and prepare reports to the MUNICIPALITY on recent losses, open claims, and loss trends.
- L) The Consultant shall assist the MUNICIPALITY by reporting to the Fund changes in exposures including the deletion and addition of vehicles, equipment, and properties and the contracting of Municipal services to third parties.
- M) The Consultant shall assist the MUNICIPALITY and Fund professionals in the annual renewal process including the gathering and verification of exposure data.
- N) The Consultant shall order Certificates of Insurance from the Fund.
- O) The Consultant shall review Certificates of Insurance received by the MUNICIPALITY.
- P) The Consultant shall review proposed contracts between the MUNICIPALITY and organizations and contractors to verify that the appropriate indemnification and hold harmless language is contained in the Contract and that the Certificate of Insurance Guidelines are being followed.
- Q) The Consultant shall evaluate and advise the MUNICIPALITY on the risk management aspects of public events being staged or sponsored by the MUNICIPALITY.
- R) The Consultant shall review the annual coverage documents to verify the accuracy of the policies.
- S) The Consultant shall respond to questions regarding coverage from the MUNICIPALITY's officials.
- T) The Consultant shall actively attend and participate on the Fund Subcommittees as authorized by the Fund Bylaws.
- U) The Consultant shall regularly attend the Monthly Executive Committee meetings of the Fund.
- V) The Consultant shall execute and file with the MUNICIPALITY, as part of this agreement, and the Executive Director's office a copy of the Burlington County Municipal Joint Insurance Fund Confidentiality Agreement.
- X) The Consultant shall perform any other services required by the Fund's Bylaws.

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

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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_\_ Meets Minimum Qualifications      \_\_\_\_ Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Risk Management Consultant based upon the following compensation:

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



**Requirements to Qualify / Proposal**

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

**Township Licensed Site Remediation Professional (LSRP):**

The Township Licensed Site Remediation Professional Engineer shall be either a member of or employed by a firm of New Jersey licensed engineers and shall have all applicable licenses to perform and oversee the investigation and cleanup of a site and, if warranted, responsible for site contamination under the New Jersey Spill Compensation and Control Act (NJSA 58:10-23 et seq). Firm must have least eight ( 8) years' experience .The individual appointed or assigned by a Firm shall have been licensed as an engineer for a minimum of five (5) years and have five (5) years prior experience as a Licensed Site Remediation Professional. The appointed engineer may, in his/her discretion be assisted by employees of his 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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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_\_ Meets Minimum Qualifications      \_\_\_\_ Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Licensed Site Remediation Professional based upon the following compensation:

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

**Requirements to Qualify / Proposal**

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

**Township Special Counsel And Conflict Township Attorney:**

The appointment of Special Counsel/Conflict Attorney will be for matters where the principal Township Solicitor is unable to perform the duties due to conflicts, availability or schedules and/or any other matters determined and assigned by the Township Committee.

The Township Special and Conflict Attorney shall be either (a) a member of or employed by a multi-discipline firm of New Jersey licensed attorneys with at least eight (8) years' experience, or (b) shall personally have at least five (5) years of experience, representing municipalities in all aspects of municipal law including but not limited to general municipal government law; tort claims act, municipal litigation and appeals; Fair Housing Act, Affordable Housing, and affordable housing issues; NJ employment and personnel law; tax appeal experience, eminent domain and redevelopment issues; municipal finance; redevelopment and real estate issues; election law; OPRA, OPMA, municipal land use law including state regulations affecting the same; municipal utilities law; Green Acres and open space law; NJDEP, legislation, and regulations; and familiarity with Titles 40 & 40A of the New Jersey Statutes. The individual(s) appointed as Township Special and Conflict Attorney or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least eight (8) years and have five (5) years prior experience as Township Attorney. The Township Special and Conflict Attorney may, in his/her discretion be assisted by employees of the Attorney'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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Completed Form Received by Township on: \_\_\_\_\_

Meets Minimum Qualifications       Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Special and Conflict Attorney based upon the following compensation:

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

**Requirements to Qualify / Proposal**

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

**Township Special Engineer:**

The Township Special Engineer shall be either a member of or employed by a firm of New Jersey licensed engineers and shall have all applicable licenses to perform general engineering in NJ. His firm must be multi-disciplined with at least eight ( 8) years' experience in all aspects of municipal engineering including but not limited to expertise in road construction, construction management, water & sewer plant construction with engineers who hold licenses in these areas, land use law experience, planners & landscape engineers on staff, experience in environmental studies assessments (wetlands, archaeological, endangered species, hydrologic studies, storm water management), GIS, materials testing, surveying, traffic studies, drainage, and 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 five (5) years and have five (5) years prior experience as a Municipal Engineer. The appointed engineer may, in his/her discretion be assisted by employees of his 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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Completed Form Received by Township on: \_\_\_\_\_

Meets Minimum Qualifications       Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Special Engineer based upon the following compensation:

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

**Requirements to Qualify / Proposal**

**Independent Financial Advisor:**

The Independent Financial Advisor shall have experience as a financial advisor for municipalities in the State of New Jersey and provide a summary of their experience since January 1, 2019 on bond and note issues. The Independent Financial advisor shall provide three (3) references including the name of the issuer whom you have provided similar services along with the contact person's name, title, address, telephone number and email address. Also, to be provided are details of any criminal or regulatory investigation or pertinent litigation pending against your firm or members of your firm and disclose all affiliations and/or contractual relationships with underwriters or investment managers whether or not you believe these would have an effect on advise rendered. The Independent Financial Advisor may, in his/her discretion be assisted by employees of the Financial Advisor's firm with lesser levels of experience.

At minimum the following services shall be required:

- a. Review existing debt structure and assist in developing a debt financing plan.
- b. Develop detailed financing timetable.
- c. Coordinate the financing team.
- d. Assist in and/or review of the preliminary and final official statements.
- e. Presentation to bond rating agencies.
- f. Monitor market and provide analyses regarding timing, comparable sales and structure of debt issues.
- g. Provide updated debt service schedules.
- h. Create summary reports of debt issuances.
- i. Provide ongoing advice to management regarding financial and budgetary matters.

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

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Completed Form Received by Township on: \_\_\_\_\_  
\_\_\_\_ Meets Minimum Qualifications \_\_\_\_ Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Township Special Engineer based upon the following compensation:

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



## Requirements to Qualify / Proposal

### Health Insurance Risk Manager Consultant:

The Health Insurance Risk Manager Consultant must be a licensed broker in the State of New Jersey a qualified and authorized to be recognized as broker of record for all prospective insurance carriers and companies for the Town. The Health Insurance Risk Manager Consultant may, in his/her discretion be assisted by employees of the Financial Advisor's firm with lesser levels of experience.

At minimum the following services shall be required:

- a. Identifying issues and exposures and negotiating on the Town's behalf with insurance carriers.
- b. Serving as the Town's broker of record and being authorized to represent and assist the Town in discussions and transactions with all insurance carriers, provided that the Broker shall not place any insurance on behalf of the Town unless so authorized in writing by the Town.
- c. Reviewing policies and endorsements for accuracy and conformity to specifications and negotiated coverage.
- d. Providing coverage summaries to the Town for all new coverage and updates on changes to existing coverage.
- e. Complete a cost comparison between the Town's current plan and other plans.
- f. Project out estimated cost increases for all options and compare estimated annual costs of plans several years out.
- g. Processing or facilitating the processing of certificates of insurance, as requested by the Town.
- h. Attending any other meetings that the Town deems necessary.
- i. Reviewing all correspondence referred by the Town, and preparation of correspondence on behalf of the Town, if requested.
- j. Providing regular Risk Management services to the Town and its staff.
- k. Assistance with the development of and planning of long-range health insurance strategies.
- l. Make recommendations and conduct negotiations to procure health insurance coverage, including assisting the Purchasing Department in the preparation of Requests for Proposals.
- m. Assist in managing of all aspects of the Town's health insurance program.
- n. Analysis of proposals in connection with health insurance procurement, including, but not limited to, recommending selection criteria, marketplaces and assisting in an advisory capacity to the Town for the evaluation of proposals and renewals.
- o. Participate in on-going meetings with Town personnel regarding insurance strategies and day-to-day operations of the Town's health insurance needs.
- p. Assist in the development of and planning of long range health insurance strategies.
- q. Make recommendations and conduct negotiations to procure health insurance coverages, including assisting the Purchasing Department in preparation of Requests for Proposals.
- r. Assist in managing of all aspects of the Towns' health insurance program.
- s. Analysis of proposals in connection with health insurance procurement, including but not limited to, recommending selection criteria, marketplaces and assisting in an advisory capacity to the Town for evaluation proposals and renewals.

- t. Participate in on-going meeting with Town personnel regarding insurance strategies and day to day operations of the Town's health insurance needs.
- u. Assist in development of alternate strategies to reduce risk to assets and resources; consultation as to the probable impact of strategies elected by the Town.
- v. Market programs periodically.
- w. Assist the Town as a resource during collective bargaining sessions, facilitate employee group sessions at open enrollments and/or when changes are introduced;
- x. Create employee communication pieces as necessary/requested by the City
- y. Monitor/Ensure carrier compliance with plans, commitments, and facilitate carrier relationship with the Town.

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

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Completed Form Received by Township on: \_\_\_\_\_  
\_\_\_\_ Meets Minimum Qualifications \_\_\_\_ Does Not Meet Minimum Qualifications

## **PROPOSAL**

The signatories by individual, firm, or corporation, hereby proposes to serve as Health Benefits Risk Manager Consultant based upon the following compensation:

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

## **Request for Qualifications / Proposal for Professional or other Exempt Services - Policy Statement**

### **Purpose:**

The following procedures are designed to provide for a fair and open process in awarding professional or other services, exempt from public bidding under N.J.S.A. 40A:11-5, based on qualifications, merit and cost effectiveness through a competitive and open process.

### **Scope:**

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

### **General Requirements:**

1. Once a need is established for exempt services and after a review of the necessary request for qualifications, a Request for Qualifications / Proposals (RFQ/RFP) for the specific service or contract will be prepared and advertised.
2. Advertising of the RFQ/RFP shall, at a minimum, include the Township 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 bulletin board and filed with the Municipal Clerk at least ten (10) days prior to the submission deadline.
3. The advertisement will include a summary of the specific service or 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:
  - A. A description of the professional service needed, including the scope of activities involved.
  - B. Contact information to obtain the RFQ/RFP forms.
  - C. Submission Deadline, including date and time.
  - D. Submission Location shall be to the Office of the Township Clerk.
  - E. Submissions shall be in a sealed envelope;
  - F. One original hard signed unbound and one bound copy of all documents to be submitted. IN ADDITION to the Original hard copy, an electronic copy in Adobe Acrobat (PDF) format shall be submitted on a CD or flash drive at the same time.
5. All parties meeting the minimum requirements of the RFQ/RFP shall have their proposals reviewed by the RFP review committee. The proposal shall include specific information regarding the person proposed for the professional appointment, billing method and rate

information, and any other information which the Township may deem relevant and helpful in making its selection and requests in writing.

6. The RFP review committee appointed by the Township Committee shall review all qualifying RFPs giving due regard to the criteria set forth in paragraph nine, below. The review committee shall make a non-binding recommendation to the board or body with appointing authority of the professional to be awarded the contract. Actual contract awards shall be by the governing body or board. 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.
7. All submissions shall be kept on file during the term of the contract.
8. All submissions shall be a public record as of the date of advertising.
9. The Township shall award all exempt service contracts or agreements based on qualification, merit, experience, quality of work product, and cost competitiveness. Selection criteria will include:
  - A. Names and titles of the individuals who will perform the service and/or activity.
  - B. A description of the individuals or firms experience with similar services or projects to request the breadth of services offered.
  - C. A list of references and record of success.
  - D. A description of the individual or firm's ability to provide the service or complete the activity in a timely fashion or as required by the Township.
  - E. A fee schedule for the firm, fee schedule for representative attendance at Township Committee or Planning Board regular and special meetings, including any retainer if applicable.
  - F. All respondents shall comply with Business Registration Act (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 to comply with all requirements of P.L. 1975, c.127 (N.J.S.A.10:5-31 through 10:5-38), and all duly adopted Affirmative Action 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 the RFQ/RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements as to all candidates by a majority

vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.

11. All awards or waivers will be by resolution acted on by the Township Committee at a public session of the governing body convened 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 listed requirements. The Township reserves the right to amend or revise its review standards. In the event of such revision or review, all candidates 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 their compliance with the additional or revised standard.
14. This policy will include, but is not limited to, the following professional appointments provided that the anticipated annual contract value is greater than Seventeen Thousand Five Hundred Dollars (\$17,500.00):

- Township Attorney
- Township Bond Attorney
- Township Labor Counsel
- Township Affordable Housing Attorney
- Township Planning Consultant (Affordable Housing)
- Township Financial Consultant
- Township Engineer
- Township Special Engineer
- Township Site Remediation Professional
- Township Auditor
- Township Risk Management Consultant
- Planning Board Attorney
- Planning Board Engineer
- Planning Board Planner
- Township Prosecutor
- Township Conflict Prosecutor
- Township Public Defender
- Township Conflict Public Defender
- Conflict Labor Counsel
- Township Special Counsel/Conflict Attorney
- Independent Financial Advisor
- Health Benefits Risk Manager Consultant

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

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

A. \_\_\_\_\_  
**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 total of the appropriation for these services as set forth by adopted budget, ordinances or other appropriations or funding adopting or approved by Township Committee without further written authorization by the Township Committee for the professional/contractor to continue to perform duties which will incur billings in excess of such sum.
- E. This Contract is subject to the provisions of the “Local Public Contracts Law”, “Related Procurement Laws”, and “Truth in Contracting”, P.L. 1999, c.440, and the Contractor/Services Provider agrees to abide by such terms and provisions.
- F. Mandatory Equal Employment Opportunity Language (EXHIBIT A)
- G. Mandatory Americans with Disability Act, Equal Opportunity for Individuals with Disabilities (EXHIBIT B)
- H. AFFIRMATIVE ACTION COMPLIANCE NOTICE (EXHIBIT C)
- I. Election Law Enforcement Commission (EXHIBIT D)
- J. Disclosure of Investment Activities in Iran (EXHIBIT E)

\_\_\_\_\_  
 Witness  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Contractor/ Professional Service Provider

## **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27**

#### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.



The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

\_\_\_\_\_  
Print Name of Company/Firm

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**EXHIBIT B**  
**LOCAL PUBLIC CONTRACTS LAW**

**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The contractor and the Township of Edgewater Park, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. *SI21 01* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law

\_\_\_\_\_  
Print Name of Company/Firm

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**EXHIBIT C**  
**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);  
OR
- b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;  
OR
- c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**EXHIBIT D**

**ELECTION LAW ENFORCEMENT COMMISSION**

Pay-To Play: The Election Law Enforcement Commission (ELEC) has adopted its proposed regulations (published in the April 16, 2007 edition of the N.J. Register). The regulations require vendors to submit their annual report covering contracts and contributions for the prior calendar year by March 30th of each year.

Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us)

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**EXHIBIT E**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Proposer:**

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**PART 1**

Pursuant to Public Law 2012, c. 25 any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates (any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity), is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Authority finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**PLEASE CHECK THE APPROPRIATE BOX:**

- I certify, pursuant to Public Law 2012 c. 25, that neither the bidder listed above nor any of the bidder's Parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

**OR**

- I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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**PART 2**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.

Name: \_\_\_\_\_ Relationship to Proposer: \_\_\_\_\_

Description of Activities:

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Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Proposer Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**Certification:** I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Authority is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Authority and the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_