

BOROUGH OF SPOTSWOOD
REQUEST FOR PROPOSALS AND QUALIFICATIONS
FOR PROFESSIONAL SERVICES FOR 2019
UNDER A FAIR AND OPEN PROCESS

Notice is hereby given that proposals and qualifications for professional services, not subject to bidding pursuant to NJSA 40A:11-5, shall be submitted to the Borough Clerk of the Borough of Spotswood, 77 Summerhill Road, Spotswood, New Jersey 08884 – 732-251-0700 x 825 or email pdestefano@spotswoodboro.com no later than ***Tuesday December 18, 2018, 12:00 p.m. EST.*** Proposals for the following professional services will be accepted:

- Borough Attorney
- Borough Engineer
- Borough Auditor
- Borough Planner
- Bond Counsel
- Special Tax Counsel
- Special Employment/Labor Counsel
- Borough Prosecutor
- Borough Public Defender
- Risk Management – Property Casualty
- Information Technology Specialist
- Planning/Zoning Board Attorney
- Planning/Zoning Board Engineer
- Planning/Zoning Board Planner

Each submission to be considered shall comport to the criteria set forth herein:

- (1) If the applicant shall be a professional requiring licensing in the State of New Jersey; said applicant shall be licensed for a period of not less than five (5) years;
2. The applicant shall submit a “Certificate in Good Standing”, an Affidavit or other similar document evidencing and confirming that the professional’s license is not presently suspended or revoked;
- (3) The applicant shall submit a resume, which shall set forth information including, but not limited to the following (as applicable to a business entity or individual professional):
 - a. Full name and business address;
 - b. A listing of all post high school education of the applicant;
 - c. Dates of licensure in the State of New Jersey and any other State;
 - d. A listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein;

- e. The number of licensed professionals employed by/affiliated with the business entity or the entity which employs the applicant;
 - f. A listing of all special accreditations held by the individual licensed professional or business entity;
 - g. A listing of all previous public entities served by the business entity or licensed professional, indication the dates of service and position held.
- (4) Fee Schedule for services to be rendered including cost details and hourly rates of individual rendering services.
- (5) Four (4) copies of the proposal shall be submitted.

Additional Requirements

1. Professional to comply with the requirements of P.L. 1975, C.127 (Affirmative Action). Professional must provide a copy of a Certificate of Employment Information Report Approval issued by the State of New Jersey Affirmative Action Office and/or a signed copy of attached Exhibit A, the Mandatory Affirmative Action language.
2. Professional to provide Business Registration Certificate. Bidders are required to comply with the requirements of P.L. 2004, c.57 (Business Registration). A copy of the Business Registration Certificate issued by the Department of the Treasury, Division of Revenue shall be submitted with the bid proposal.
3. Certificate of Professional Liability Insurance in a minimum amount of \$1,000,000 to be submitted with the proposal submission.
4. N.J.S.A. 52:25-24.2 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the proposal, accompanying the proposal of said corporation or partnership, a statement shall be submitted setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. The included Statement of Ownership shall be completed and attached to the proposal. This requirement applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships and Subchapter S corporations.

The Municipal appointing authority shall thereafter publicly select the professional or business entity for the position so advertised which shall thereafter be confirmed or approved as required by Law or Ordinance.