

PROFESSIONAL SERVICE CONTRACTS TO BE AWARDED BY

ESTABLISHED QUALIFICATION CRITERIA

The Borough of Lawnside 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 governing body, unless otherwise required by law. Responses must be received in the Office of the Borough Administrator, Four Douglas Avenue, Lawnside, New Jersey, 08045, no later than 3:00 pm, December 16, 2009. All responses shall be opened and announced publicly, immediately thereafter by the Borough Administrator or his representative. The applicant/proposer shall submit eight (8) copies of his/her proposal in a sealed envelope designating the position to the Borough Administrator. Responses will be reviewed by the governing body. The appointment will be announced at a public meeting. Unless otherwise noted, appointment shall be for the calendar year of 2010 and subject to the execution of an appropriate contract.

MUNICIPAL ATTORNEY

GENERAL CRITERIA: The Borough of Lawnside desires to appoint a municipal attorney who will be the chief, general legal officer of the Borough. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey redevelopment law, municipal contract law, public bidding requirements, and public sector labor law. Any experience or knowledge of matters directly affecting the Borough of Lawnside 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.
2. Must have a minimum of seven (7) years experience in the general representation of municipal governments or municipal authorities.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, negotiation and preparation of contracts and other legal documents.

MUNICIPAL COURT PROSECUTOR

GENERAL CRITERIA: The Borough of Lawnside desires to appoint a prosecutor who will be the chief legal representative of the State of New Jersey and the Borough of Lawnside in the prosecution of cases before the Municipal Court of the Borough of Lawnside. 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. Any experience or knowledge of matters that directly affect the Borough of Lawnside 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 three (3) years preceding appointment.
2. Must provide a description of availability for municipal court sessions as scheduled in the Borough of Lawnside.
3. 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.

MUNICIPAL PUBLIC DEFENDER

GENERAL CRITERIA: The Borough of Lawnside 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 Borough of Lawnside. 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 Borough of Lawnside 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 five (5) years preceding appointment.
2. Must have a minimum of three (3) years experience in the defense of persons before municipal courts of the State of New Jersey.
3. Must have a minimum of three (3) years experience as a municipal public defender in the municipal courts of the State of New Jersey.
4. Must maintain a bona fide principal office in the State of New Jersey.

CONSULTING ENGINEERS

GENERAL CRITERIA: The Borough of Lawnside desires to appoint a firm or firms to provide consulting engineering services to the Borough (Borough's Planning and Zoning Boards). Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services and land use regulations required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Lawnside 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 five (5) years experience in providing consulting engineering 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 redevelopment and land use preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Lawnside including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Lawnside 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 five (5) years of municipal experience.
8. Must list past and present municipalities and/or Planning and Zoning Boards served as Consulting Engineer.

PLANNING AND ZONING BOARD ATTORNEY

GENERAL CRITERIA: The Borough of Lawnside and its combined Planning and Zoning Boards desire to appoint an attorney consistent with the provisions of the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., whose responsibilities will be to represent the Planning and Zoning Boards at all of its regular and special meetings and work sessions, conduct legal research and render legal opinions, represent the Boards in any litigation, and assist the Boards in any other manner necessary. Applicants should demonstrate knowledge of the Municipal Land Use Law, zoning and planning, preparation of resolutions, redevelopment law, and other matters pertinent to the Planning and Zoning Boards. Any experience or knowledge of matters that directly affect the Borough of Lawnside should be addressed. Applicants may be an individual or a firm.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and 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 municipal entities in collection with planning and zoning applications and ordinances.

3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services requested by the Borough including, but not limited to, preparation of all documents and resolutions necessary and incidental thereto.
5. Must list past and present public entities represented as planning and/or zoning attorney or related issues.

PLANNING AND ZONING BOARD ENGINEER

GENERAL CRITERIA: The Borough of Lawnside desires to appoint a firm or firms to provide planning and zoning board engineering services to the Borough's Planning and Zoning Boards. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services and land use regulations required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Lawnside 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 five (5) years experience in providing consulting engineering 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 redevelopment and land use preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Lawnside including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Lawnside 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 five (5) years of municipal experience.
8. Must list past and present municipalities and/or Planning and Zoning Boards served as Consulting Engineer.

INSURANCE BROKER OF RECORD

GENERAL CRITERIA: The Borough of Lawnside desires to appoint an insurance broker of record responsible for the negotiation and placement of various insurance products required by

the Borough of Lawnside including, but not limited to, general liability insurance, general property insurance, errors and omissions insurance, fleet motor vehicle insurance and others. Applicant should demonstrate an extensive knowledge of all insurance products required by municipal entities and available product lines. Any experience or knowledge of matters directly affecting the Borough of Lawnside should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey insurance broker for a minimum of seven (7) years.
2. Must have a minimum of seven (7) years experience representing New Jersey municipal governments as an insurance broker.
3. Must handle all insurance products required by the Borough of Lawnside.
4. Must have access to various competitive insurance lines.
5. Must have available risk management consultant services as requested by the Borough.
6. Must be able to provide consulting services relative to self-insurance programs and other alternative insurance options.
7. Must list past and present municipal entities served as Insurance Broker.

BOROUGH APPRAISER

GENERAL CRITERIA: The Borough of Lawnside desires to appoint an appraiser who will provide general appraisal services as required by the Borough of Lawnside. Applicant should demonstrate experience and knowledge of the field of appraisal, particularly as it relates to municipal tax appeals and condemnation issues. Any experience or knowledge of matters directly affecting the Borough of Lawnside should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Applicants must be MAI and SRA appraisers qualified as such for a period of not less than seven (7) years prior to appointment.
2. Must have a minimum of seven (7) years experience appraising real property within the County of Camden.
3. Must have a minimum five (5) years experience in the representation of municipalities in matters before the County Board of Taxation or must have demonstrable experience as an appraiser establishing values for the purpose of condemnation matters on behalf of municipal entities.
4. Must list all past and present municipal clients.