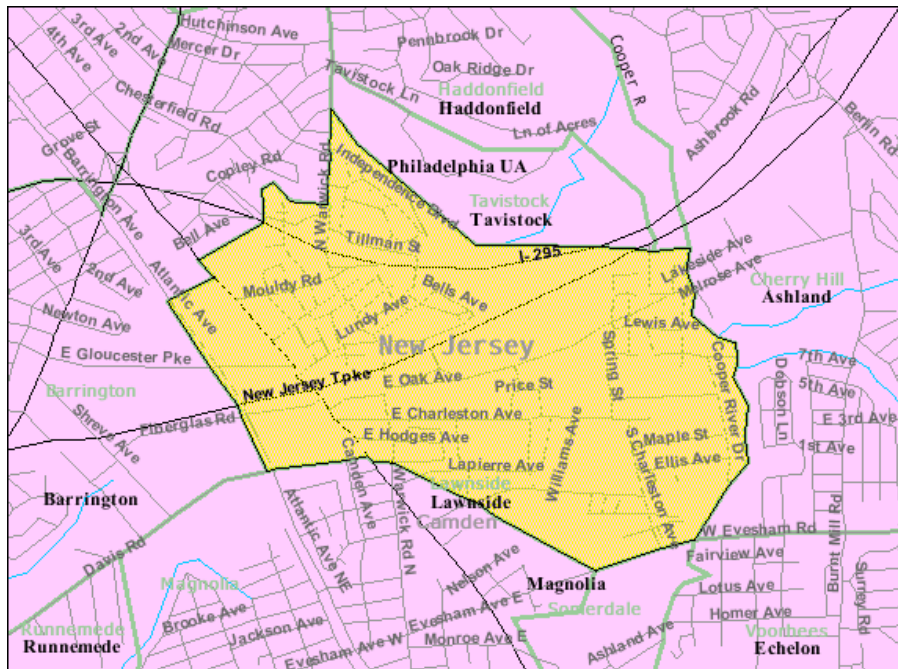




**BOROUGH OF LAWNSIDE
REQUEST FOR PROPOSAL/QUALIFICATIONS
FOR
MUNICIPAL PROFESSIONALS 2024**



**Date Issued:
December 10, 2023**

**Responses Due by:
January 10, 2024
9:45 A.M.**

**BOROUGH OF LAWNSIDE
CAMDEN COUNTY, NEW JERSEY**

**NOTICE FOR
REQUEST FOR PROPOSALS (RFP) AND QUALIFICATIONS
FOR YEAR 2024 MUNICIPAL PROFESSIONALS**

PLEASE TAKE NOTICE that sealed proposals for the Year 2024 Municipal Professionals will be received and publicly opened by the Borough of Lawnside in the County of Camden on **Wednesday, January, 10, 2024 at 10:00 a.m.** in the Borough Council Chambers of the Municipal Building, 4 Dr. Martin Luther King Jr. Road, Lawnside, NJ 08045.

Copies of the RFP will be available online at www.lawnside.net and at the Borough Clerk's Office in the Borough of Lawnside Municipal Building, 4 Dr. Martin Luther King Jr. Road, Lawnside, NJ 08045.

The applicant/proposer shall submit ten (10) copies of his/her proposal in a sealed envelope marked RFP 2024 Municipal Professional with the "name of the position" on the outside of the envelope and addressed to: Municipal Clerk, Borough of Lawnside, 4 Dr. Martin Luther King Jr. Road, Lawnside, NJ 08045 and must be received no later than Wednesday, January, 10, 2024 at 9:45 a.m. All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or her representative. 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 2024 and subject to the execution of an appropriate contract.

All contracts will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Borough of Lawnside will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Borough of Lawnside reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough of Lawnside further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, The Borough of Lawnside reserves the right to re-solicit proposals.

Pamela Scott-Forman, RMC, CMR
Municipal Clerk

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 Clerk, 4 Dr. Martin Luther King, Jr. Road, Lawnside, New Jersey, 08045, no later than 9:45 A.M. January 10, 2024.** All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or her representative. The applicant/proposer shall submit ten (10) copies of his/her proposal in a sealed envelope designating the position to the Borough Clerk. 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 2024 and subject to the execution of an appropriate contract.

In addition to demonstrating an ability to meet all minimum qualification for a specific professional specialty the firm must provide proof of the following:

1. Proof of Liability Insurance
2. Scope of Services
3. Resume
4. Facilities
5. Conflicts of Interest
6. Fees
7. Form of Contract
8. Other Information
9. MBE/WBE Tracking Information
10. State Business Registration
11. Certification of Debarment
12. Disclosure of Investment Activities in Iran

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.

MUNICIPAL ENGINEERS

GENERAL CRITERIA: The Borough of Lawnside desires to appoint a firm or firms to provide consulting engineering services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services 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 Engineer.

MUNICIPAL ENGINEERING SCOPE OF WORK:

The scope of work presented below describes various tasks and responsibilities that will be required by the Borough. In providing the services herein, the Borough reserves the right to modify and adjust this proposed scope of work as deemed appropriate by the Borough.

1. General Municipal Engineering

Consultant may be required to provide general municipal engineering support services including ongoing engineering consultation with Borough staff, interaction with Borough staff and officials at public meetings, support to Mayor, Borough Council and Planning Commission officials on an as needed basis, response to citizen inquiries, support to Public Works Division on ongoing infrastructure maintenance and related activities.

2. Transportation Engineering Services

Consultant may be required to provide a wide variety of services related to municipal transportation engineering. This includes, but is not limited to planning, design, construction oversight, technical review of efforts directed to roadway design, traffic signals, roadside safety features, signage and striping programs, pavement maintenance programs and related features and activities. Consultant may also be required to prepare or review traffic impact studies and assessments throughout the Borough.

3. Storm Drainage Engineering Services

Consultant may be required to provide a wide variety of services related to storm water drainage engineering. This includes, but is not limited to planning, assessment, design, construction oversight, technical review of efforts directed to storm flow generation, storm drainage collection and disposal, storm water retention and detention, compliance with current state and federal regulations on disposal of storm water flows and related activities.

4. Development Review Services

Consultant may be required to provide a wide variety of services related to development review and engineering. This includes, but is not limited to planning, assessment, design, construction oversight and technical review of efforts associated with commercial or residential developments within the Borough.

5. Parks and Recreation Engineering Services

Consultant may be required to provide a wide variety of engineering services to support Parks and Recreation functions within the Borough. This includes, but is not limited to planning, assessment, design, construction oversight, and technical review of efforts associated with the development of Parks and Recreation facilities within the Borough including parks, trails, parkways, recreation facilities, indoor and outdoor team and individual sports facilities and related improvements.

6. Utility Engineering Services

Consultant may be required to provide a wide variety of services related to utility engineering within the Borough. This includes, but is not limited to the identification and mapping of both Borough and non-Borough owned facilities and utility infrastructure. It may also include all services needed to facilitate the integration of utility impacts within other engineering activities together with the necessary coordination with a wide array of utility owners.

7. Structural Engineering Services

Consultant may be required to provide a wide variety of services related to structural engineering. This includes, but is not limited to the assessment, design, construction oversight and technical review of efforts associated with structural engineering throughout the Borough or as a component to another engineering project effort.

8. Emergency Engineering Response Services

Consultant may be required to provide emergency engineering support to the Borough. This will include provisions for immediate (defined as 24x7 within 2 hours' notice) access to qualified staff to assist the Borough in any and all engineering functions on an emergency response basis.

9. Surveying Services

Consultant may be required to provide a wide variety of surveying services on an as needed basis. This includes, but is not limited to

upkeep of Borough's Tax Maps, property surveys, design control and location surveys, right of way mapping and instrument preparation, topographic surveys, aerial mapping services and related activities.

10. GIS Services

Consultant may be required to provide a wide variety of GIS related services on an as needed basis. This includes, but is not limited to creation, input, maintenance and technical consultation to assist the Borough in the maintenance of the Borough GIS system.

11. Preparation of Engineering Graphics / CAD Services

Consultant may be required to provide support to the Borough with CAD services or with the preparation of engineering graphics on an as needed basis. This includes, but is not limited to creation of exhibits or documents for public meetings, preparation of web ready graphics, CAD support for internal Borough engineering projects and related activities.

12. Electrical Engineering

Consultant may be required to support the Borough with electrical engineering services or with services to integrate current Borough pump station facilities. This includes, but is not limited to electrical engineering planning, design, construction oversight and technical review of electrical feeds to Borough infrastructure including pumps, control vaults, roadway lighting, buildings or related infrastructure.

PLANNING BOARD ATTORNEY

GENERAL CRITERIA: The Borough of Lawnside and its Planning Board 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 Board at all of its regular and special meetings and work sessions, conduct legal research and render legal opinions, represent the Board in any litigation, and assist the Board 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 Board. 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.

ZONING BOARD ATTORNEY

GENERAL CRITERIA: The Borough of Lawnside and its Zoning Board 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 Zoning Board at all of its regular and special meetings and work sessions, conduct legal research and render legal opinions, represent the Board in any litigation, and assist the Board 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 Zoning Board. 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.

MUNICIPAL AUDITOR

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

MANDATORY MINIMUM REQUIREMENTS:

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

REDEVELOPMENT COUNSEL

GENERAL CRITERIA: The Mayor and Council of the Borough of Lawnside, acting in its redevelopment capacity under N.J.S.A. 40A:12A-1 *et. seq.* have determined that it is in the interest of the Borough to acquire professional legal services to assist the evaluation of development proposals, redevelopment studies, selection of redevelopers, negotiation of redevelopment agreements, and related activities; and The Borough of Lawnside requires the services of special redevelopment counsel. Applicant should demonstrate knowledge of municipal and finance law, New Jersey redevelopment law and other matters pertinent to these projects. Any experience or knowledge of matters that directly affect the Borough of Lawnside and its redevelopment 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 connection with the approval of redevelopment ordinances and redevelopment plans. Must maintain
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services required by the Borough including, but not limited to, the preparation of all documents necessary and incidental thereto.
5. Must list past and present public entities represented as redevelopment or related issues

MUNICIPAL BOND COUNSEL

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

MANDATORY MINIMUM REQUIREMENTS.

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of seven (7) years' experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Must maintain a bona fide office in the State of New Jersey.

4. Must have sufficient support staff to provide all services required by the Township including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
5. Must list present public entities represented as Bond Counsel.

REDEVELOPMENT CONSULTING ENGINEER

GENERAL CRITERIA: The Mayor and Council of the Borough of Lawnside, acting in its redevelopment capacity under N.J.S.A. 40A:12A-1 *et. seq.* have determined that it is in the interest of the Borough to acquire professional legal services to assist the evaluation of development proposals, redevelopment studies, selection of redevelopers, negotiation of redevelopment agreements, and related activities; and The Borough of Lawnside desires to appoint a consulting engineer responsible for the coordination and direction of various professional disciplines relating to redevelopment initiatives. Applicants should demonstrate knowledge and experience in Redevelopment Law and its application in municipalities in New Jersey. Any experience involving municipalities in Camden County should be addressed. Any experience involving municipalities in Camden County should be addressed. Any experience or knowledge of matters directly affecting redevelopment initiatives in the Borough of Lawnside should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must have a minimum of five (5) years' experience providing consulting services to municipal governments in New Jersey relative to redevelopment issues,
2. Must have prior experience obtaining grants and loans for municipal redevelopment projects.
3. Must have prior experience and knowledge concerning general administration of public entities.
4. Principal must have a minimum education to include a bachelors and/or master's degree in a related field of study, such as public policy, planning or administration.
5. Must maintain a bona fide principal office in the State of New Jersey.
6. Must list past and present municipalities and Planning and Zoning Boards served as Consulting Engineer

SPECIAL COUNSEL - OPEN PUBLIC RECORDS AND CONFLICT COUNSEL

GENERAL CRITERIA: The Borough of Lawnside desires to appoint an attorney or firm who will be the primary Special Counsel – Open Public Records and Conflict Counsel to provide services as special legal counsel in the form of legal representation in matters relating to the above legal specialty(s), in accordance with the scope of work detailed by the Borough for each. Applicants should demonstrate knowledge and experience representing public entities in Open Public Records litigation before the Government Records Council, Office of Administrative Law, and Superior Court. Counsel will assist with the oversight and implementation of the Borough of Lawnside's Records Management program and compliance with the New Jersey Open Public Records Act and applicable law. The firm selected as Special Counsel will be required to handle all aspects of providing representation to the Borough of Lawnside in OPRA litigation for Denial of Access Complaints for which a Borough or its agents is the named defendant.

MANDATORY MINIMUM REQUIREMENTS:

1. Must have a minimum of three (3) years' experience representing public entities in Open Public Records litigation before the Government Records Council, Office of Administrative Law, and Superior Court.
2. Must have prior experience planning and coordination of a municipality's records management program
3. Must have prior experience and knowledge concerning general administration of public entities.
4. Must be able to review responsive records for exempt information and apply redaction prior to release maintain an appropriate redaction and exemption log.
5. Must be able to prepare and maintain appropriate redaction and exemption logs.
6. Must be able to review and maintain email archives for email communication responsive to requests.
7. Must have prior experience developing and implementing procedures, guidelines, and controls for storage, retrieval, tracking, and filing of active and inactive records; ensure records are maintained and destroyed according to the applicable records retention schedules.
8. Must be able to provide regular and ongoing consultation, training, and direction to other departments on the requirements of the NJ Open Public Records Act, records retention policies, and related Borough policies.