

**Borough of Little Ferry
Fair and Open Process
Request for Qualifications - 2016**

The Borough of Little Ferry is seeking statements of qualification for applicants for appointments to the following professional positions for 2016. Responses should address both the general criteria and mandatory minimum requirements. All responses will be treated as confidential until read aloud.

Responses must be sent to:
Office of the Borough Clerk
ATTN: Barbara Maldonado
Borough Clerk
215 -217 Liberty St.
Little Ferry, NJ 07643

All responses must be received by
and opened and read:
10:30 AM on Thursday,
December 10, 2015

All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk. Responses will then be reviewed by the governing body and appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the calendar year of 2016 and subject to the execution of a contract.

The selections of qualified respondents are not subject to public bidding or competitive contracting provisions of the Local Public Contracts Law, NJSA 40A:11-1 et. seq. The selection is, however, subject to the fair and open process authorized by the New Jersey Local Unit Pay-To-Play Law, NJSA 19:44A-20.4 et. seq. The Borough has structured a procurement process that seeks to obtain the desired results while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a submission. All insurance requirements of the State of NJ are to be met. The Borough has sole discretion in determining if respondents insurance is acceptable. The Borough may request additional insurance coverage before award. Please include two copies of your proposed "contract" for professional services. Only one copy of the submission is required.

The Mayor and Council reserve the right to select qualified contractors in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. Those responding to the RFQ are required to comply with the provisions of NJSA 10:5-21 et seq. and NJAC 17:27-1 et seq. if applicable.

INSTRUCTIONS

The Borough is seeking proposals for the following professional positions. Respondent's submissions must clearly demonstrate experience in the mandatory minimum requirements.

Ranking and Rating

The Borough, in part, will utilize a ranking and rating system (scoring) for review of respondent's proposals. This scoring system will not disqualify the Borough from exercising the right to select qualified contractors in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. The ranking and rating system will be scored upon the following:

- 35 points for knowledge of the Borough in regards to what position respondent is applying for;
- 35 points for general experience in the field;
- 20 points for general experience in the field points for cost;
- 10 points for other information provided (including price);

MUNICIPAL ATTORNEY

GENERAL CRITERIA: The Borough of Little Ferry 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, including but not limited to: NJSA, NJAC, New Jersey redevelopment law and Public Contract Law. Any experience or knowledge of matters directly affecting the Borough of Little Ferry should be addressed.

The Municipal Attorney will be required to fill the following roles:

1. General Municipal Attorney handling all day-to-day questions and litigation
2. Tax Appeal Attorney
3. Rent Leveling Board Attorney
4. Labor Attorney

MANDATORY MINIMUM REQUIREMENTS:

- 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.
- Must have a minimum of five (5) years experience in the general representation of municipal governments or municipal authorities.
- Must list past (3 years) and present municipal or government authorities represented; please include experience in working with Federal funded programs such as CDBG, FHWA, etc.
- Must maintain a bona fide principal office in the State of New Jersey.
- 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, preparation of contracts and other legal documents.

MUNICIPAL AUDITOR

GENERAL CRITERIA: The Borough of Little Ferry desires to appoint a firm of certified public accountants to act as municipal auditors for the Borough. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues.

MANDATORY MINIMUM REQUIREMENTS:

- The firm must employ a minimum of five (5) certified public accountants.
- The firm must employ a minimum of five (5) registered municipal accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment.
- Must have a minimum of ten (10) years' experience in providing auditing services to municipalities within the State of New Jersey.
- Must maintain a current principal office within the State of New Jersey.
- Must list all past (3 years) and present municipal clients.

PLANNING/ZONING BOARD ATTORNEY

Note: It is a joint Board

GENERAL CRITERIA: The Board desires to appoint an attorney who will act as its general counsel. Applicants should demonstrate knowledge of general New Jersey municipal law and New Jersey Municipal Land Use Law. Any experience or knowledge of matters directly affecting the Borough of Little Ferry should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

- 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.
- Must have a minimum of five (5) years experience in the general representation of municipal planning boards.
- Must list past (3 years) and present municipal planning boards represented.
- 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, preparation of contracts and other legal documents.

PLANNER

GENERAL CRITERIA: The Board desires to appoint a planner or planning firm to provide planning services as required by the Board. Applicants should demonstrate knowledge and experience with respect to all aspects of planning services. Any experience or knowledge of matters that directly affect the Borough of Little Ferry should be addressed.

The Mayor and Council may also appoint a separate planner from the Board. By default, all responses for "PLANNER" will be eligible for this appointment UNLESS specified in the response.

MANDATORY MINIMUM REQUIREMENTS:

- Must be certified planner in the State of New Jersey.
- Must have a minimum of ten (10) years experience in providing planning services to municipal planning boards.
- Must maintain a principal office in the State of New Jersey.
- Must list all present and past (3 years) planning boards/municipalities served; please include experience in working with Federal funded programs such as CDBG, FHWA, etc.

Bond Counsel

The Borough of Little Ferry is requesting qualifications for Bond Counsel Services. Counsel will, *on an "as needed" basis*, be assigned and required to provide representation to Borough as follows:

- On an as needed basis, prepare, draft and review opinions on any ordinances, statutes or other laws affecting the Borough's existing or proposed bonds, notes or related indebtedness;
- Preparation of bond ordinances;
- Preparation and review of public finance resolutions;
- Assist in reviews and updates of official statements associated with debt issuances;
- Attend bond or note bid openings and assist in analyzing bond or note bids to determine final award;
- Assist in relationship management with rating agencies;
- Provide advice on legal and financial matters to ensure the Borough's fiscal strength;
- Provide legal opinions on sale of bonds and notes;
- Attend meetings when requested; and
- Provide as other legal services related to public finance and bond related matters.

Proposers for the position of Bond Counsel must meet the following minimum qualifications:

- A. Must be an Attorney in good standing of the bar of the State of New Jersey.
- B. Must have at least ten (10) years experience practicing law.
- C. Must have at least five (5) years general experience in representing municipal, county and state agencies in public finance and bond matters. Contact information for the recipients of the similar bond counsel services must be provided. The Borough may obtain references from any of the parties listed.
- D. Must be responsive to telephone calls and inquiries.

Municipal Engineer

A firm must designate one (1) engineer to serve as Municipal Engineer. The designated engineer must be licensed as an engineer in the State of New Jersey for at least 15 years, and have represented municipalities and municipally-owned water and sewerage utilities for at least ten (10) years. The individual engineer should be a certified municipal engineer. The engineer must be thoroughly familiar with the Municipal Land Use Law, and the rules & regulations of the New Jersey Meadowlands Commission. The engineer must also be experienced in preparing bid specifications for various municipal construction projects and knowledge and experience in preparing and submitting grant applications. The firm and/or engineer must have sufficient support staff to provide all services required by the Borough of Little Ferry including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the engineer's duties and responsibilities. Please include experience in working with Federal funded programs such as CDBG, FHWA, etc.

Special Projects/Capital Engineer

Proposer must demonstrate extensive engineering experience in various public works projects, including, but not limited to:

1. New building development
2. Parking facilities
3. Bridges and dams
5. Recreational facilities (as requested)
6. Site development
7. Various types of New Jersey permits

Respondents are required to include an hourly rate structure of all individuals that may perform on a Borough project. The Special Projects/Capital Engineer will, *on an "as needed" basis*, be assigned projects. Please include experience in working with Federal funded programs such as CDBG, FHWA, etc.

Risk Manager

Risk Management Consultant's Responsibilities as required in the Bylaws of the South Bergen Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund. The Consultant shall:

- Assist the Municipality in identifying its insurable Property and Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
- Assist the Municipality in understanding the various coverage's available from the JIF and the MEL.
- Review with the Municipality any additional coverage's that the Consultant feels should be carried but are not available from the Fund and subject to the Municipality's authorization.
- Assist the Municipality in the preparation of applications, statements of values, and similar documents requested by the Fund, it being understood that this Agreement does not include any appraisal work by the Consultant.

- Review Certificates of Insurance from contractors, vendors and professionals when requested by the Municipality.
- Review the Municipality's assessment as prepared by the Fund and assist the Municipality in the preparation of its annual insurance budget.
- Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives.
- Assist where needed in the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjuster.
- Perform any other risk management related services required by the Fund's bylaws.

Borough Prosecutor

Note: The Borough may also appoint an Alternate Prosecutor from respondents at an agreed upon rate.

The Prosecuting Attorney shall prosecute the criminal, quasi-criminal, disorderly person's offenses, motor vehicle offenses and any other matters in which the Municipal Court of the Borough of Little Ferry has jurisdiction pursuant to law and rule of the Supreme Court. The Prosecutor shall receive such compensation for services as shall be fixed by the general Salary Ordinance.

AT A MINIMUM, THE RESPONDING FIRM OR ENTITY:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than five (5) years preceding the proposed appointment, and eligible to appear before all municipal, state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years experience in the representation of defendants in the municipal courts of the State of New Jersey.
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 legal services required by the Borough Municipal Court.

Borough Public Defender

Note: The Borough may also appoint an Alternate Public Defender from respondents at an agreed upon rate.

AT A MINIMUM, THE RESPONDING FIRM OR ENTITY:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than five (5) years preceding the proposed appointment, and eligible to appear before all municipal, state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years experience in the representation of defendants in the municipal courts of the State of New Jersey.

3. Must list past and present municipalities 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 legal services required by the Borough Municipal Court.

Municipal Architect

A firm must designate one (1) architect to serve as Municipal Architect. The designated architect must be licensed as an architect in the State of New Jersey for at least 15 years, and have represented municipalities for at least ten (10) years. The individual engineer should be a certified municipal engineer. The architect must be thoroughly familiar with the Municipal Land Use Law, applicable building codes, and the rules & regulations of the New Jersey Meadowlands Commission. The architect must also be experienced in preparing bid specifications for various municipal construction projects and knowledge and experience in preparing and submitting grant applications. The firm and/or architect must have sufficient support staff to provide all services required by the Borough of Little Ferry including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the architect's duties and responsibilities. Please include experience in working with Federal funded programs such as CDBG, FHWA, etc.

Energy Consultant

The Energy Consultant will provide, when requested, assistance in all matters related to energy. This includes but is not limited to, development and/or implementation of an Energy Master Plan, energy efficiency and conservation programs, rebates and other financing mechanisms or other activities related to energy. The Consultant shall:

- Assist the Borough in drafting and/or implementing an Energy Master Plan.
- Assist the Borough in navigating any Federal and/or State energy rules or regulations, whether current or proposed.
- Provide detailed review and assessment of our client's facilities and operations in order to benchmark and evaluate its environmental, economic, and social performance.
- Identify opportunities for cost savings that should be implemented.
- Detailed energy auditing and facility evaluation; development of energy savings plans including baseline calculations and estimated energy savings associated with energy conservation measures (ECMs); rebate administration; preparation of request for proposals (RFPs) for ESCOs; financial, economic and technical analysis; proposal evaluation; contract negotiation support; project management and oversight; and measurement and verification (M&V) services.
- Support policy development, and related analysis, as needed.
- Provide construction administrative services for requested projects.
- Note: Please list experience with Federal projects, including HUD and Federal recovery programs (such as HUD CDBG-R).

Financial Advisor

The Borough of Little Ferry is seeking the services of an independent Financial Advisor to provide management advice on fiscal matters and to assist in the issuance of its debt.

The functions enumerated are not meant to be limiting. It is expected the Financial Advisor will do those things and provide advice appropriate to assure a successful financing and as otherwise requested by the Borough's CFO and/or Administrator:

- Review existing debt structure and assist in developing a debt financing plan;
- Develop detailed financing timetable;
- Coordinate the financing team;
- Assist in and/or review of the preliminary and final official statements;
- Presentation to bond rating agencies;
- Monitor market and provide analysis regarding timing, comparable sales and structure of debt issues;
- Provide updated debt service schedules;
- Create summary reports of debt issuances;
- Assist in and/or review and filing of 15c2-12 annual reports; and
- Provide ongoing advice to management regarding financial and budgetary matters.

Please attach your fee schedule for providing the Scope of Services requested. Include a description and estimate of any out-of-pocket expenses related to this engagement. Please discuss any factors which you believe are relevant to the Borough's selection of your firm.

IT Consulting

The Borough of Little Ferry is seeking an individual and/or firm to provide IT support. This support will be for the entire Borough and not any specific department.

A two hour response time is required for all emergency work. Please state that you can comply with this.

Proposals should reflect the following along with any other information respondent deems relevant:

- (1) The ability to service and maintain Edmunds, CSI, NCIC, and other Borough software packages.
- (2) The ability to manage wired and wireless connectivity.
- (3) The ability and understanding to manage the Borough's existing fiber network.
- (4) The ability and understanding to manage existing hardware configurations and provide recommendations for upgrades.
- (5) The ability to deploy patches, service packs and other software and security updates.
- (6) Provide support (within 2 hours) of a network failure or other disaster.
- (7) Monitor backup software (2 devices – one in Police, one in Administration)
- (8) Certified in WatchGuard firewalls

(9) Provide security clearance to work on Criminal Justice systems

Pricing for IT Consulting:

An overall annual contract to cover all items listed above, with an hourly rate for projects outside the scope of this outline, including server upgrades, server installation or reinstallation, disaster recovering, planning and design. The hourly rate should be available for purchase in blocks of time with remaining time to carry over if applicable.

Vehicle Repair Services

The Borough of Little Ferry hereafter referred to as the "Borough", requires the maintenance services of qualified personnel, hereafter known as the "Contractor", to ensure the maintenance/repair of Borough vehicles. The equipment to be maintained/repared consists of, but is not limited to: cars, trucks, motorcycles, police vehicles, ambulances. See attached list of vehicles.

All maintenance services described in the Scope-of-Services shall cover all existing vehicles during the term of this agreement, hereafter known as the "Contract". As new vehicles are added in the Borough, they too shall be included in the scope of services, provided by the Contractor, at agreed contract pricing.

SCOPE OF SERVICES

PREVENTIVE MAINTENANCE

To ensure maximum fleet availability and dependability, Contractor will employ a rigorous preventive maintenance program. The preventive maintenance programs shall meet or exceed original equipment manufacturer's recommendations. Contractor shall prepare a notification process that meets the Borough's needs and schedule preventive maintenance work to minimize inconvenience to the users and maximize vehicle availability.

1. Contractor shall submit with the proposal a preventive maintenance checklist with the intervals that the preventive maintenance should be provided. The preventive maintenance shall be equal to or better than the manufacturer's recommended maintenance.
2. All work on vehicles shall be performed between 7:00 a.m. and 4:00 p.m.
3. All manufacturer's warranties shall be maintained by the contractor.

Contractor is liable for any employee or Borough tools, parts or materials. Contractor shall provide Contractor's employees with all OSHA training.

GENERAL REPAIRS

- 1.** Contractor will perform all of the repairs to the Borough's fleet in response to breakdowns, to reports of trouble by vehicle user, or to identification of defects during the performance of preventive maintenance, and will plan and schedule all repair actions to assure minimal down time.
- 2.** Repairs will be performed at the Borough's facility or at facilities within ten (10) miles of the Borough of Little Ferry. If there are repairs that cannot be performed within the fifteen miles of the Borough of Little Ferry then the Contractor shall seek written authorization from the Borough to make these repairs.
- 3.** Contractor shall keep records of all maintenance and repairs of vehicles performed. All of those records shall be the property of the Borough of Little Ferry and shall be available to the Borough at all times and returned to the Borough immediately upon termination of this contract.
- 4.** Contractor shall make recommendations to the Borough concerning whether vehicles that require repairs should be repaired or replaced.
- 5.** Police, ambulance and staff cars have priority on repair of vehicles.
- 6.** Technicians and a supervisor shall be assigned to the Borough of Little Ferry for maintenance/repair of vehicles Monday through Friday. These persons must be working from 7:00 a.m. to 4:00 p.m. On Saturday, two technicians and a supervisor shall be assigned to Little Ferry from 7:00 a.m. to 3:00 p.m.
- 7.** Attached to this Request for Proposals is a list of all of the current Little Ferry vehicles. Vehicles may be added or subtracted from this list during the contract term.
- 8.** All persons assigned to work on Borough vehicles shall have their fingerprints taken and the fingerprinting results sent to the Little Ferry Police Department for review. No one with a criminal record shall work on any police vehicles.
- 9.** At this time, the contractor will not be providing towing services for Little Ferry vehicles. Towing services are provided by licensees with the Borough of Little Ferry and these licensees shall tow vehicles as needed to the Borough facility for repairs.
- 10.** Designated Borough of Little Ferry personnel shall have access to the maintenance and repair records for Borough vehicles that are kept by the contractor.

11. For all repairs to vehicles which are estimated to exceed \$1,000.00, the Contractor shall provide the Borough with an estimate of the costs prior to repairs being done so that the Borough can decide whether it wants to proceed with the repair.

12. The Borough of Little Ferry does not anticipate at this time that Contractor will provide any body work to vehicles.

13. The Borough of Little Ferry may require emergency repairs for vehicles outside of the hours established in the Request for Proposal. Contractor shall provide sufficient personnel to be available if needed for these services. Please set forth the hourly rate for technicians and supervisors to provide these services as needed.

14. The successful vendor shall not assign, convey, transfer, sublet or otherwise dispose of the contract or any part and/or to any other person, company or corporation without the prior written consent of the Governing Body of the Borough.

15. Property Damage: The Contractor shall be held responsible for all damages or injury done by those in their employ to Borough Property including but not limited to Buildings, Business Personal Property, Vehicles and Equipment. The Contractor shall restore or repair, at his own expense, in a manner satisfactory to the Borough, such property as was damaged by those in his employ during the execution of the project. In case of failure on the part of the Contractor to restore or repair such property in the manner satisfactory to the Borough, the Borough may, upon 48 hour notice to the Contractor, proceed to make such repairs or restore such property, that in his judgment has been injured or damaged by the Contractor or those in his employ, and the cost thereof will be deducted from any monies due or which may become due the Contractor under this contract.

16. In cases of snow emergencies, as determined by the Department of Public Works, the Contractor must provide technicians to be in Little Ferry for standby for repairs that may be needed to emergency vehicles and equipment. The technicians will be on call for snow emergencies and will be re-called on confirmation of a snow storm.

Selection Criteria

The selection criteria used in awarding a contract or agreement for these services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the degree of their respective participation;

2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost competitiveness.

Items

Technician:	Hourly Rate	\$ _____
	Emergency Service Rate	\$ _____

Supervisor:	Hourly Rate	\$ _____
	Emergency Service Rate	\$ _____

_____ % for overhead for parts

Oil change – 5 quarts:	\$ _____
Oil change – 6 quarts:	\$ _____
Oil change – 7 quarts:	\$ _____