

**BASIC CRITERIA AND RESPONSES TO RFP**  
**PROFESSIONAL SERVICES**  
**CITY OF ESTELL MANOR**

All statements of qualifications for professional service contracts shall include at a minimum the following information:

1. Should the applicant be a professional requiring licensure in the State of New Jersey, he/she shall submit a “Certificate of Good Standing” or other similar document evidencing that the professional’s license is not presently suspended or revoked.
2. Names of the individuals who will perform required tasks;
  - a. Identify the person who will be primarily responsible for these services required by the City of Estell Manor and provide a description of the experience of the primary person with projects and issues similar to those that will be undertaken on behalf of the City of Estell Manor. Attach a resume.
  - b. Identify persons who will serve as backup to the primary person. Attach a resume.
3. List of references;
  - a. Provide names and addresses and telephone numbers of persons who can verify experience and record of success.
4. Ability to provide services in a timely manner;
  - a. Describe staffing and ability to attend regular and special meetings of City Council.
  - b. Describe familiarity with the services required in the City of Estell Manor.
  - c. Identify the business address of key staff that will be responsible for providing services under the contract.

## **BASIC CRITERIA FOR PROFESSIONAL SERVICES**

**CITY AUDITOR:** The City Auditor must have at least 10 years experience in serving and performing municipal auditing. Must be well versed in the rules and regulations promulgated by the State of New Jersey, Local Finance Board and must have received a “Registered Municipal Accountant” certificate from the State of New Jersey.

**CITY ENGINEER:** The City Engineer must have at least 10 years experience in municipal engineering and have demonstrated experience in Municipal Land Use. Possess the ability to perform inspections on public works projects, onsite and offsite improvements by developers; ability to submit estimates on public works projects and prepare/submit applicable grant applications via the State SAGE system. Must hold a Professional Engineer’s License. Also, Engineer (not including Alternates) must have received a Certified Municipal Engineers (CME) designation from the State of New Jersey.

**CITY SOLICITOR:** Licensed Attorney in the State of New Jersey. City Attorney must have at least 10 years experience in representing governmental entities. Must be fully versed in the fields of Municipal Law, Municipal Land Use, Public Contracts Law and Redevelopment Law. Possess the ability to develop and litigate complex issues including, but not limited to, Municipal Land Use and constitutional issues.

**LABOR RELATIONS ATTORNEY:** Licensed Attorney in the State of New Jersey. Must possess 10 years experience in representing a governmental agency in Labor Relations, including, but not limited to: contract negotiations, interest arbitration and grievance procedures, and experience in working with the New Jersey Public Employees Relations Commission (PERC). The City of Estell Manor’s labor force is currently not represented by any union(s); the successful candidate will be knowledgeable in all areas of employment law for both unionized and non-represented work forces.

**PLANNING BOARD SOLICITOR:** Licensed Attorney in the State of New Jersey. Planning Board and Zoning Board Solicitor must have at least 10 years experience in representing Land Use Boards (i.e. Planning and/or Zoning) and/or municipalities. Must have experience in preparing Decisions and Resolutions of Approval or Denial.

**PLANNING BOARD ENGINEER:** Licensed in the State of New Jersey, ability to demonstrate experience in Municipal Land Use pertaining to Major and Minor Site Plan applications and Major and Minor Subdivision applications. Must have at least 10 years experience in representing Land Use Boards in the State of New Jersey.

**MUNICIPAL PLANNER:** New Jersey Licensed Professional Planner, knowledgeable of New Jersey Land Use Regulations, including COAH. Must have experience conducting redevelopment investigations and drafting redevelopment plans. Must have at least 10 years experience in Decisions and Resolutions of Approval or Denial.

**MUNICIPAL COURT JUDGE:** As per NJSA 2B:12-4, must be a licensed and practicing New Jersey Attorney at Law with a minimum of 5 years experience. Ability to be available as scheduled by the Estell Manor Municipal Court.

**\*RFQ not being solicited for 2012 at this time**

**MUNICIPAL PROSECUTOR/ CONFLICTS PROSECUTOR:** Licensed Attorney in the State of New Jersey. Must have 10 years experience representing a municipal agency and/or serving as a Municipal Prosecutor. Ability to present matters in Municipal Court. Familiar with motor vehicle and criminal statutes. Ability to be available as scheduled by the Estell Manor Municipal Court.

**PUBLIC DEFENDER:** Licensed Attorney in the State of New Jersey. Must have 10 years experience representing/defending members of the public in Municipal Court. Familiar with motor vehicles and criminal statutes. Ability to be available as scheduled by the Estell Manor Municipal Court.

**BOND COUNSEL:** Licensed Attorney in the State of New Jersey. At least 10 years experience in municipal/governmental bonding. Specific knowledge of the New Jersey Local Bond Law, Local Budget and Fiscal Affairs Law, regulations promulgated by the New Jersey Division of Local Government Services and Local Finance Board.

**\*RFQ not being solicited for 2012 at this time**

**CITY PHYSICIAN:** Licensed Physician in the State of New Jersey with at least 10 years of experience. Ability to provide comprehensive medical/physical examinations, secondary medical opinions, evaluation, treatment and referral of work related injuries, office hours and staff to accommodate expedited examinations for work related injuries and insurance billing capabilities.

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**RISK MANAGEMENT CONSULTANT:** At least 10 years experience as an insurance risk consultant. Ability to assess insurance needs and values. Knowledgeable of NJ workers compensation regulations, employee bonding requirements, and municipal liability issues. Must be familiar with, and available to attend, Atlantic County Municipal Joint Insurance Fund regular meetings and sub-committee meetings as required. Attendance at City meetings as required.

**FORESTER:** NJDEP Approved Forester per N.J.A.C. 7:3-2 with at least 10 years of experience in Municipal Forestry Consulting Services. Knowledgeable of forestry issues pertinent to rural, Pinelands areas such as Farmland Assessment regulations, timber harvesting, and forestry and wildlife management. The City of Estell Manor has attained Approved status under the State's Community Forestry Management Program; the successful candidate will assist the City in reaching the goals of our approved plan in addition to performing routine inspections in conjunction with forestry permits.

## **QUALIFICATION EVALUATION**

Qualifications submitted to the City of Estell Manor for a professional service contract shall be evaluated based upon the following:

1. Experience and reputation in the field to which the contract applies;
2. Knowledge of the City of Estell Manor and the subject matter to be addressed under the contract;
3. Availability to accommodate all required meetings of the City of Estell Manor including Council meetings, meetings of the committees of Council, and such other meetings as are required;
4. Other factors which may be demonstrated to be in the best interest of the City of Estell Manor.