



Where Great Things Are Happening!™

2020

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY CRITERIA
ESTABLISHED PURSUANT TO N.J.S.A. 19:44-01 ET SEQ.**

The City of Gloucester City solicits statements of qualifications for applicants for appointment to the following professional positions. Response should address the general criteria and mandatory minimum criteria for the position sought. TWO (2) copies of the proposal must be submitted. Proposals will be accepted up until 3:00 p.m. on November 14, 2019 at the office of the Municipal Clerk, 512 Monmouth St., Gloucester City, NJ 08030. Mailed copies must be received no later than 3:00 p.m. on November 14, 2019. The City assumes no responsibility to delayed or lost mail. All proposals must be in a sealed envelope clearly marked "Response to Request for Qualifications/Proposals Due November 14, 2019."

All responses should be treated as confidential and reviewed only by the Mayor and City Council, unless otherwise required by law. Unless otherwise noted appointments shall be for the calendar year 2020 and subject to the execution of an appropriate contract.

For City Attorney

The City Attorney shall be a New Jersey licensed attorney with at least eight (8) years experience in all aspects of local government law, and familiarity with Titles 40 & 40A of the New Jersey Statutes. The individual(s) appointed as City Attorney or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least five (5) years and have five (5) years prior experience as City Attorney. The City Attorney may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience. Alternatively, the City will consider candidates who meet the experience levels set forth above through devotion of a significant portion of their practice time to representing municipal entities but who may not have achieved the requisite number of years as the appointed City Attorney. Such candidates shall submit at least two (2) letters of recommendation from attorneys who meet the time of service as City Attorney requirements.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City Attorney based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]

For City Engineer

The City Engineer shall have all applicable licenses to perform general engineering in New Jersey. His firm must be multi-disciplined with at least eight (8) years experience in all aspects of municipal engineering. The individual appointed or assigned by a Firm shall have been licensed as an engineer for a minimum of five (5) years and have five (5) years prior experience as a Municipal Engineer. The appointed engineer may, in his/her discretion be assisted by employees of his firm with lesser levels of experience. Alternatively, the City will consider candidates who meet the experience levels set forth above through devotion of a significant portion of their practice time to representing municipal entities but who may not have achieved the requisite number of years as the appointed City Engineer. Such candidates shall submit at least two (2) letters of recommendation from engineers who meet the time of service as City Engineer requirements.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City Engineer based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]

For City Prosecutor

The City Prosecutor shall be a New Jersey licensed attorney and shall have familiarity with applicable state motor vehicle and criminal laws, municipal court rules and procedures, and prior experience in prosecuting municipal ordinance and municipal code violations pertaining to zoning, land, or property use regulation, property maintenance, building, or construction. In addition, admission to the bar of New Jersey for a minimum of six (6) years, and a minimum of four (4) years municipal prosecutor experience is required.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City Prosecutor based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, per diem rates, monthly or other retainers, or such other manner of compensation you deem appropriate to the services to be provided.]

For City Auditor

The City Auditor shall be employed with a multi-disciplined firm with at least eight (8) years experience in municipal auditing procedures, bond law, arbitrage, municipal budgeting and purchasing. The individual assigned shall have at least five (5) years experience as an appointed municipal auditor and shall be a CPA and RMA.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City Auditor based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]

For City Bond Counsel

The City Bond Counsel shall be a New Jersey licensed attorney with at least ten (10) years experience as a municipal bond counsel with experience in bond law, arbitrage rules, and experience with municipal bond rating organizations. The individual attorney selected shall have been admitted to the bar for at least eight (8) years and have six (6) years experience as the appointed municipal bond counsel

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City Bond Counsel based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]

For Planning Board Attorney

The Planning Board attorney shall be a New Jersey licensed attorney with at least seven (7) years experience as a joint land use board attorney, planning board attorney, or zoning board attorney, or shall have appeared on behalf of applicants before such boards regularly for at least seven (7) years, with experience in the all aspects of planning, zoning, and municipal land use law. Extensive work and knowledge of the Municipal Land Use Law, experience in devising Master Plans, site plan review, variance application review, COAH experience and related issues is required.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City Planning Board Attorney based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]

For Planning Board Engineer

The Planning Board Engineering firm shall have at least eight (8) years of experience as municipal planning or zoning board engineers in all aspects of municipal land use law, Master Plans, storm and sanitary sewers, site plan review and related issues. The individual(s) assigned shall have at least five (5) years experience as an appointed engineer to a planning or zoning board.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City Planning Board Engineer based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]

For City/Planning Board Planner

The City/Planning Board Planner shall be a New Jersey licensed firm with at least ten (10) years of experience in all aspects of municipal planning including extensive work with and knowledge of the New Jersey Municipal Land Use Law, COAH requirements and regulations, and consulting with respect to drafting and revising Master Plans. The individual(s) primarily assigned shall have at least five (5) years experience as a municipal planning or zoning board planner.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City/Planning Board Planner based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]

For City Public Defender

The City Public Defender shall be a New Jersey licensed attorney and shall have at least five (5) years experience as public defender in Municipal Court or seven years (7) years experience in a practice with significant criminal and quasi-criminal defense efforts.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City Public Defender based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, per diem rates, monthly or other retainers, or such other manner of compensation you deem appropriate to the services to be provided.]

For City Risk Management Consultant

The City Risk Management Consultant shall have at least ten (10) years experience in a full service insurance agency with a minimum of five (5) years experience in municipal insurance field. At least five (5) years experience working with a Joint Insurance Fund in New Jersey. The individual shall have knowledge of workers compensation insurance, public employees' liability and general liability insurance.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City Risk Management Consultant based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]

For City Grants Application and Management Consultant

The City Grants Application and Management Consultant shall have at least ten (10) years experience in a wide field of grant subject areas including but not limited to federal, state, county, and private grant programs, the application therefore and the management thereof, with a minimum of five (5) years experience in municipal grant writing, application and management field. At least five (5) years experience working grant programs offered by the State of New Jersey.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City Grants Application and Management Consultant based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]

For City Environmental Engineer

The City Environmental Engineer shall have all applicable licenses to perform environmental engineering in New Jersey. His firm must be disciplined with at least eight (8) years experience in all aspects of municipal environmental engineering. The individual appointed or assigned by a Firm shall have been licensed as an environmental engineer for a minimum of five (5) years and have three (3) years prior experience as a Municipal Environmental Engineer. The appointed engineer may, in his/her discretion be assisted by employees of his firm with lesser levels of experience. Alternatively, the City will consider candidates who meet the experience levels set forth above through devotion of a significant portion of their practice time to representing municipal entities but who may not have achieved the requisite number of years as the appointed City Environmental Engineer. Such candidates shall submit at least two (2) letters of recommendation from engineers who meet the time of service as City Environmental Engineer requirements.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]

For City Redevelopment Engineer/Special Projects

The City Redevelopment Engineer/Special Projects shall have all applicable licenses to perform redevelopment engineering in New Jersey. His firm must be disciplined with at least eight (8) years experience in all aspects of municipal redevelopment engineering. The individual appointed or assigned by a Firm shall have been licensed as a redevelopment engineer for a minimum of five (5) years and have three (3) years prior experience as a Municipal Redevelopment Engineer or shall provide evidence of experience in the redevelopment field in the state of New Jersey for five (5) years. The appointed engineer may, in his/her discretion, be assisted by employees of his firm with lesser levels of experience. Alternatively, the City will consider candidates who meet the experience levels set forth above through devotion of a significant portion of their practice time to representing municipal entities but who may not have achieved the requisite number of years as the appointed City Redevelopment Engineer/Special Projects. Such candidates shall submit at least two (2) letters of recommendation from engineers who meet the time of service as City Redevelopment Engineer requirements.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]

For Special Labor Counsel

The Attorney shall be a New Jersey licensed attorney with at least eight (8) years experience in all aspects of local government law, and familiarity with Titles 40 & 40A of the New Jersey Statutes. The individual(s) appointed as Special Labor Counsel or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least five (5) years and have five (5) years prior experience as Special Labor Counsel. The Special Labor Counsel may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience. Alternatively, the City will consider candidates who meet the experience levels set forth above through devotion of a significant portion of their practice time to representing municipal entities but who may not have achieved the requisite number of years.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as Special Labor Counsel based upon the attached compensation schedule.

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]

For Special Counsel to the Tax Office

The Attorney shall be a New Jersey licensed attorney with at least eight (8) years experience in all aspects of local government law, and familiarity with Titles 40 & 40A of the New Jersey Statutes. The individual(s) appointed as Special Counsel to the Tax Office or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least five (5) years and have five (5) years prior experience as Special Counsel to the Tax Office. The Special Counsel to the Tax Office may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience. Alternatively, the City will consider candidates who meet the experience levels set forth above through devotion of a significant portion of their practice time to representing municipal entities but who may not have achieved the requisite number of years.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as Special Counsel to the Tax Office based upon the attached compensation schedule.

Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.