

**NOTICE OF AVAILABILITY OF REQUESTS FOR
QUALIFICATIONS AND PROPOSALS FOR**

**TOWNSHIP OF BUENA VISTA
890 HARDING HIGHWAY
BUENA, NEW JERSEY 08310**

PLEASE TAKE NOTICE that the Township of Buena Vista is requesting qualifications and proposals from individuals and/or from firms for various municipal contracts for the year 2013. The qualifications and proposals that are being sought are for the following contracts:

Township Engineer
Township Solicitor
Bond Counsel
Township Auditor
Prosecutor
Public Defender
Foreclosure Solicitor
Animal Control
Planning/Zoning Board Solicitor
Planning/Zoning Board Engineer
Risk Management Consultant
Township & Planning/Zoning Board Conflict Engineer
Township & Planning/Zoning Board Planner

The qualifications and proposals are being solicited through a “fair and open” process in accordance with N.J.S.A. 19:44A-20.5, *et seq.*

Sealed qualifications and proposals will be received by the Township Clerk of Buena Vista Township in the Clerk’s office, Buena Vista Township Municipal Building, 890 Harding Highway, Buena, New Jersey 08310 on December 21, 2012 at 3:00 p.m., prevailing time.

The general information for prospective contractors and basic criteria are available in the office of the Township Clerk and may be obtained therefrom between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday and also available on the Township website [www. buonavistatownship.org](http://www.buonavistatownship.org) by clicking on the home page “Professional RFP’s” link.

Qualifications and proposals must be enclosed in a sealed envelope and plainly marked with the identity of the contract which the qualifications and proposal is being submitted (e.g., “Qualifications and Proposals for 2013 Township Engineer Contract) and the envelope shall contain the name and address of the prospective contractor.

The Township of Buena Vista reserves the right to waive any and all formalities or altogether reject any RFP as is in the best interest of the Township. Awards made under the Fair and Open Process shall be made to those vendors whose proposal is most advantageous to the Township of Buena Vista. Factors include but are not limited to experience and/or reputation in field, knowledge of the agency and the subject matter to be addressed under the proposal and contract, compensation proposal and other factors if determined to be in the best interest of the Township of Buena Vista. All awards are subject to Township Committee approval.

Linda M. Gonzales
Deputy Township Clerk
Buena Vista Township

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REQUESTS FOR PROPOSALS PROFESSIONAL SERVICES

ALL PROPOSALS FOR PROFESSIONAL SERVICE CONTRACTS SHALL INCLUDE AT A MINIMUM, THE FOLLOWING INFORMATION/DOCUMENTATION:

1. Names and roles of individuals who will perform the task along with a description of experiences with projects similar to the matter being advertised.
2. A list of references with addresses and telephone contact numbers and verifiable records of success.
3. Description of ability to provide services in a timely fashion; including staffing, familiarity and location/business address of key staff.
4. Fee schedule for the year 2013; detailing hourly rates for all staff that will be or potentially will be assigned, plus any other charges not reflected on the hourly fee schedule (i.e. mileage, postage, photocopying).
5. Contracts will be awarded on the basis of qualifications and the cost of services. The cost of services will be a consideration, however, the qualifications to perform the required services will carry substantial weight in the decision making process.
6. Individuals/Firms appointed to provide a Professional Service will be required to supply, at the time of contract execution, the following:
 - A Certificate of Insurance issued by an insurance carrier authorized to do business in the State of New Jersey reflecting the amount of professional liability insurance in effect during the contract period.
 - Proof of appropriate licensing.
 - Completion of statutory Affirmative Action information/documentation.
 - A copy of your New Jersey Business Registration Certification.
 - The most recent peer review report (for auditors only).

All proposals are to be submitted to the Township Clerk no later than 3:00 p.m. on December 21, 2012. Proposals received after the deadline will not be considered.

BASIC CRITERIA FOR PROFESSIONAL SERVICES

TOWNSHIP ENGINEER: Licensed Engineer in the State of New Jersey. Township Engineer must have at least five (5) years experience in representing governmental entities.

TOWNSHIP SOLICITOR: Licensed Attorney in the State of New Jersey. Township Solicitor must have at least five (5) years experience in representing governmental entities. Must be fully versed in the fields of Municipal Law, Tort Claims Act, Municipal Land Use, Tax Foreclosures and Public Contracts Law. Possess the ability to develop and litigate complex issues including Municipal Land use and constitutional issues.

BOND COUNSEL: Licensed Attorney in the State of New Jersey. Must have at least five (5) years experience in municipal/government 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.

PROSECUTOR: Licensed Attorney in the State of New Jersey. Must have at least three (3) years experience representing a municipal agency. Ability to present matters in Municipal Court. Familiar with motor vehicle and criminal statutes. Must be available as scheduled by Municipal Court.

TOWNSHIP AUDITOR: The Auditor must have at least five (5) 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.

PUBLIC DEFENDER: Licensed Attorney in the State of New Jersey. Must have experience representing/defending members of the public in Municipal Court. Familiar with motor vehicle and criminal statutes. Must be available as scheduled by the Municipal Court.

PLANNING/ZONING BOARD SOLICITOR: Licensed Attorney in the State of New Jersey. Planning and Zoning Board Solicitor must have at least five (5) years experience in representing Land Use Boards (i.e. Planning and/or Zoning). Must have experience in preparing Decisions and Resolutions of Approval or Denial. Familiar with New Jersey Pinelands and CAFRA Regulations.

PLANNING/ZONING BOARD ENGINEER: Licensed in the State of New Jersey, must have experience in Municipal Land Use pertaining to Major and Minor Site Plan applications and Major and Minor Subdivision applications. Familiar with New Jersey Pinelands and CAFRA Regulations. Must have at least five (5) years experience in representing Land Use Boards in the State of New Jersey.

TOWNSHIP & PLANNING/ZONING BOARD CONFLICT ENGINEER: The Township & Planning/Zoning Board Conflict Engineer shall perform all of the services customarily performed by a conflict engineer of a municipality the size of Buena Vista Township.

TOWNSHIP & PLANNING/ZONING BOARD PLANNER: The Township and Planning/Zoning Board Planner shall perform all the services customarily performed by a Planner of a municipality the size of Buena Vista Township.

FORECLOSURE SOLICITOR: Licensed Attorney in the State of New Jersey. Must have at least five (5) years experience in foreclosure matters.

ANIMAL CONTROL: The Animal Control officer shall perform all of the services customarily performed by an Animal Control Officer for a municipality the size of Buena Vista Township.

RISK MANAGEMENT CONSULTANT: At least five (5) years experience as an insurance risk consultant and with Municipal Joint Insurance Funds. Ability to assess insurance needs and values, familiar with workers compensation regulations in the State of New Jersey and ability to place insurance coverage and employee bonds in a competitive manner. Must be available to attend Statewide Insurance Fund regular meetings and sub-committee meetings as required. Attendance at City Safety Committee Meetings is mandatory.