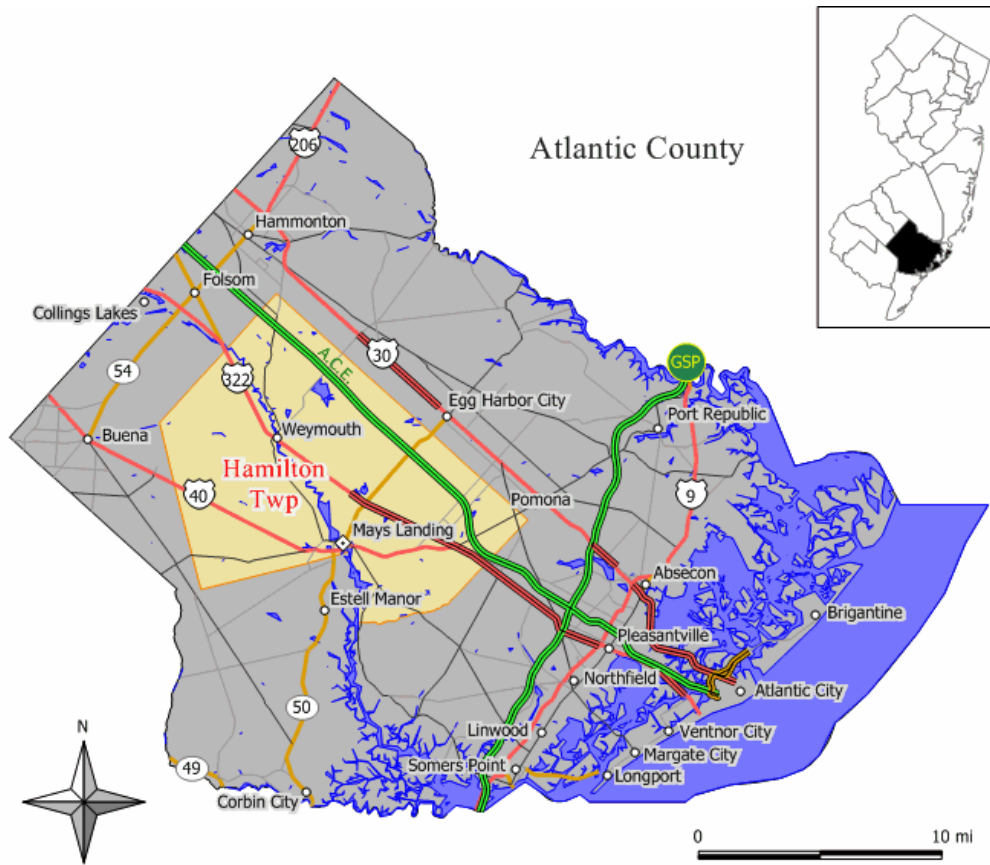


**REQUEST FOR PROPOSALS  
FOR  
MUNCIPAL PROFESSIONALS 2020**

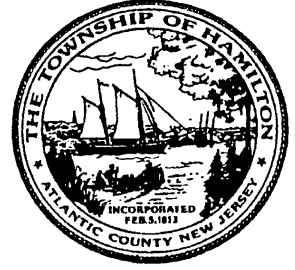
**Issued by  
Township of Hamilton**



**Date Issued:  
Friday, November 15, 2019**

**Responses Due by:  
Wednesday, December 4, 2019 at 11:00 am  
Publicly Opened at 12:00 pm**

**TOWNSHIP OF HAMILTON  
6101 THIRTEENTH STREET  
MAYS LANDING, NJ 08330**



**NOTICE OF SOLICITATION FOR PROPOSALS  
FOR MUNICIPAL PROFESSIONALS FOR THE YEAR 2020**

Notice is hereby given that the Township of Hamilton, County of Atlantic and State of New Jersey seeks to engage firms to fill the following positions for the Township Year January 1, 2020 through December 31, 2020. The contracts will be awarded through a fair and open process pursuant to the provisions of N.J.S.A. 19:44A-20.4 (New Jersey Pay to Play Law). If awarded a contract, Vendors shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

- Township Architect
- Township Attorney
- Township Auditor
- Bond Counsel
- Township Engineer
- Certified New Jersey General Appraiser
- Labor Counsel
- Township Municipal Court Prosecutor
- Township Municipal Court Public Defender
- Risk Management Consultant
- Traffic Engineer

Copies of the specifications may be obtained from the Township Clerk's Office, 6101 Thirteenth Street, Mays Landing, NJ 08330 (609-625-1511 ext. 600) or downloaded from the Township website [www.townshipofhamilton.com](http://www.townshipofhamilton.com).

Proposals must be received by the Township Clerk no later than 11:00 A.M. prevailing time on Wednesday, December 4, 2019 at 6101 Thirteenth Street, Mays Landing, NJ 08330 and will be publicly opened in Conference Room A at 12:00 NOON on the same day.

All questions concerning this notice must be addressed to the Township Administrator at 609-625-4762.

**Rita Martino, RMC**  
Township Clerk

# REQUEST FOR PROPOSALS (RFP) FOR MUNICIPAL PROFESSIONALS



## I. PURPOSE AND INTENT

- A. Through this Request for Proposals (RFP), the Township of Hamilton (hereinafter the “Township”) seeks to engage a vendor as (position) for the 2020 Township year commencing January 1, 2020, or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq.

## II. PROPOSAL SUBMISSION

- A. Submissions MUST include:

- a) Two (2) original, paper/hard copy, clearly marked as the “ORIGINAL”; AND
- b) Five (5) full, complete and exact paper/hard copies, clearly marked as “COPY”

- B. Please **DO NOT** submit your proposal in a three-ring binder or plastic folder cover, spiral bound with a wire or plastic comb, with section dividers between parts, or with pages inserted in plastic sleeves. These materials are expensive for you and actually make it more difficult for us to review and evaluate your proposal. Proposals are evaluated only on their content, not on their appearance.

- C. Submissions shall be submitted in sealed envelopes and must be marked with the “NAME OF POSITION” and addressed to:

Township Clerk  
Township of Hamilton  
6101 Thirteenth Street  
Mays Landing, New Jersey 08330

- D. Vendors who wish to apply for more than one position MUST submit separate, complete proposals for each position. **Submissions with multiple positions listed will ONLY be considered for the position listed first.**

- E. **The proposal must be received no later than Wednesday, December 4<sup>th</sup>, 2019 at 11:00 a.m.**

- F. Proposals will be publicly opened on Wednesday, December 4, 2019 at 12:00 p.m. in the Conference Room of the Municipal Building, 6101 Thirteenth Street, Mays Landing, NJ, 08330.

**Faxed proposals will NOT be accepted.**

- G. Any inquiry concerning this RFP should be directed in writing to:

Township Administrator  
Township of Hamilton  
6101 Thirteenth Street  
Mays Landing, New Jersey 08330

- H. 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 Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township 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 Township reserves the right to re-solicit proposals.

### III. GENERAL INFORMATION ON THE TOWNSHIP OF HAMILTON

A. The Township of Hamilton operates under the Township Committee Form of Government pursuant to N.J.S.A. 40A:63-1. The Township is approximately 113 square miles; has a population of 27,000; an annual operating budget of approximately \$27 million; and approximately 149 employees. The Township Committee generally meets the first and third Mondays of each month as well as special meetings on an as-needed basis.

B. All the following are contained within the Township's 113 square miles:

- a) Pinelands Regional Growth Area (RGA)
- b) Pinelands Protection Areas
- c) CAFRA (Coastal Area Facility Review Act)
- d) Great Egg Harbor National Wild & Scenic River Area
- e) Industrial Park
- f) Dense Residential Development
- g) Suburban Communities
- h) Large areas of Woodlands
- i) Rural Residential Development
- j) Lake/Dam/Beach
- k) Large areas of wetlands
- l) Historic District
- m) Parks and Recreation Areas

### IV. MINIMUM QUALIFICATIONS (EXHIBIT A)

A. Minimum Qualifications differ for each professional specialty; please see Exhibit A for specifics. However, all applicants need to provide the following items contained in Section V.

### V. MANDATORY CONTENTS OF PROPOSAL

#### A. **Definitions**

While an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFP.

- 1) **SCOPE:** Magnitude of the project, and value of the contract
- 2) **SIZE:** When used in this context refers to such things as: budget, miles of roads, number of employees, acres of recreation areas, size of municipal bonds, population, number of homes.
- 3) **SIMILAR:** Refers to such things as towns that are partially or wholly in the Pinelands, have areas of dense suburban development, have areas of non-dense woodlands, have large recreation complexes, contain streams and lakes, contain federally regulated wetlands and have large commercial areas.

B. In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

- 1) **Submission Checklist (Exhibit B):** Vendors shall use this Checklist to confirm that all required information is included, and must submit a copy of the completed Checklist with their proposal.
- 2) **Contact Information:** Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.

- 3) **A Fee Proposal** for the 2020 Township year. A proposal showing minimum and maximum ranges is not acceptable.
- a. The Township will not award a contract to any Attorney whose hourly rate exceeds \$145.00.
  - b. The Township will not award a contract to any Municipal Prosecutor whose annual fee exceeds \$65,000.
  - c. The Township will not award a contract to any Municipal Public Defender whose annual fee exceeds \$35,000.
  - d. The Township will not award any contract to any professionals other than Attorneys as noted in 3)a. above for any services which contain a rate that is higher than the rate the Township is paying in 2019 for that same service.
  - e. The Township will not award fixed contracts. All “fixed rate proposals” should be in the form of “not to exceed” proposals.
  - f. 2019 Professional contracts are available for review at the Township Clerk’s office and/or on the Township’s website, [www.townshipofhamilton.com](http://www.townshipofhamilton.com), under the “Information” tab, listed as “*Transparency – Contracts, Salaries.*”
  - g. **Fee Proposal MUST be placed on the LAST page of your proposal packet.**
- 4) **An Executive Summary** of not more than two (2) pages, identifying and substantiating why the vendor is qualified to provide the requested services.
- 5) **A Staffing Plan** listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor’s officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person’s relevant professional experience; years and type of experience; and number of years with the vendor.
- 6) **A description of the vendor’s experience** in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP in similarly-sized municipalities. It is imperative to show experience in similarly-sized towns.
- 7) **The location of the office**, if other than the vendor’s main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with the Atlantic County area.
- 8) **Five (5) references** for which similar services have been provided for. Experience with similarly-sized municipalities is a plus. Provide the contact names, titles and phone numbers.
- 9) If the vendor or any principal therein has been subject to any **professional disciplinary action** over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action.
- 10) In its proposal, the vendor must identify any existing or potential **conflicts of interest**, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Township.

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## VI. ADMINISTRATIVE REQUIREMENTS AND INFORMATION

A. **Business Registration** – Section I of P.L. 2001, c.134 is amended to read as follows:

An act concerning business registration for providers of goods and services to the State, State colleges and universities, county colleges, local contracting units, boards of education, water and wastewater contractors and casinos, supplementing Title 54 of the revised Statutes and amending P.L. 1977, c.110.

No contract shall be entered into by any contracting agency unless the contractor provides a copy of its business registration.

**All professionals submitting proposals shall submit a copy of their Business Registration Certificate with their proposal.**

B. **Affirmative Action Requirements (Exhibit C)** – If awarded a contract, Vendor shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127) and N.J.A.C. 17:27 et seq.

a) Procurement, Professional and Service Contracts – All successful vendors must submit, within seven (7) days after the receipt of the notice of intent to award the contract or the receipt of the contract of the following:

- i. A photocopy of a valid letter for an approved Federal Affirmative Action Plan (good for one year from the date of the letter), OR
- ii. A photocopy of an approved Certificate of Employee Information report, OR
- iii. If a vendor has none of the above, the public agency is required to provide the vendor with an initial Affirmative Action Employee Information Report (AA-302).

C. **Stockholder Disclosure (Exhibit D)** – Chapter 33 of the Public Law of 1977 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid for said corporation or partnership, there is a submitted statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or greater interest therein. Form of Statement shall be completed and attached to the bid proposal.

D. **Disclosure of Investment Activities in Iran (Exhibit E)** – The Vendor must submit a completed form with the proposal. Failure to submit the completed form will render the proposal non-responsive.

Pursuant to N.J.S.A 52, 32-55, et seq., any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete a certification with their proposal, in the form provided, to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division of Purchase and Property's website at: [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

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11) **Insurance and Indemnification** –

- a) The Township requires the following minimum insurance coverage for all Vendors:
- i. **WORKERS COMPENSATION AND EMPLOYER’S LIABILITY INSURANCE** - During the life of this contract the Vendor shall procure and maintain Workers Compensation insurance, including employers’ Liability Coverage in accordance with the statutes of the State of New Jersey. Coverage shall include the following: \$500,000 Employer’s Liability -Each Accident / \$500,000 Employer’s Liability Disease- Each Employee /\$500,000 Employer’s Liability Disease Policy Limit. **This requirement applies to ALL Vendors, including sole proprietors.**
  - ii. **COMMERCIAL GENERAL LIABILITY INSURANCE** - During the life of this contract the Vendor shall procure and maintain Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000. per occurrence and \$2,000,000.00 aggregate limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions; (F) Per project aggregate.
  - iii. **PROFESSIONAL LIABILITY INSURANCE/ERRORS & OMISSIONS** - During the life of this contract the Vendor shall procure and maintain Professional Liability Insurance/Errors and Omissions in the amount of one million dollars (\$1,000,000) for each wrongful act/ two million dollars (\$2,000,000) aggregate.
  - iv. **UMBRELLA / EXCESS LIABILITY** – During the life of this contract, the Vendor shall maintain Umbrella/Excess Liability Insurance in the amount of \$2,000,000.00.
- b) **PROOF OF THE REQUIRED INSURANCE** - The Vendor shall provide the municipality along with the proposal, Certificates of Insurance and/or policies acceptable to the municipality as listed below:
- i. Two (2) copies of Certificate of Insurance for Commercial General Liability, Motor Vehicle Liability, and Professional Liability Insurance/Errors & Omissions, naming the Township as an additional insured with the following wording:  
**“The Township of Hamilton, its elected and appointed officials, its agents, employees, and volunteers”**
  - ii. Copy of additional insured endorsement.
  - iii. Original policy or binder for Owners/Contractors Protective Liability insurance.

**All Vendors MUST provide the correct Certificates of Insurance/proof of insurance listed above along with their proposal.**

- c) The Appointed Professionals shall provide the municipality at the time the contracts are returned for execution, proof of Worker’s Compensation and Employer’s Liability Insurance (including Sole Proprietors) and updated Certificates of Insurance and/or policies acceptable to the municipality as listed in 11)b)i.-iii.

**All appointed professionals MUST return a signed contract and provide all required documentation and insurance proofs no later than January 31, 2020.**

- d) **CONTINUATION OF COVERAGE** - If any of the above coverages expire during the term of this contract, the Vendor shall deliver renewal Certificates and/or policies to the municipality at least ten (10) days prior to the expiration date.

**VII. INTERVIEW**

- 1) The Township Committee (or, if designated, the Township Administrator) reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Township reserves the right to request clarifying information subsequent to submission of the proposal.

**VIII. SELECTION PROCESS**

- 1) All proposals will be reviewed by the Township Committee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy Part IV - “Minimum Qualifications” and Part V - “Mandatory Contents of Proposal”, the Township will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:
  - a) The vendor’s general approach to providing the services required under this RFP.
  - b) The vendor’s documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
  - c) The qualifications and experience of the vendor’s management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
  - d) The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor’s management, supervisory and other staff proposed.
  - e) Costs and fee schedules.

**IX. SELECTION AND CONTRACT**

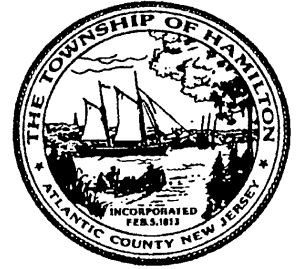
- 1) **The Township will select the vendor deemed most advantageous to the Township, price and other factors considered.** The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor’s proposal, and any changes negotiated by the parties.

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## EXHIBIT A

**Township of Hamilton**  
**6101 Thirteenth Street**  
**Mays Landing, New Jersey 08330**



### **Request for Proposal & Qualifications for Municipal Professionals 2020**

## **Minimum Qualifications**

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### **Township Architect:**

*Applicant Vendors **must** establish that they meet the following minimum qualifications:*

- 1) All applicable licenses to perform general architect service in New Jersey. Applicant must have at least five (5) years' experience as a New Jersey Licensed Architect. Must be multi-disciplined with expertise in budget development, construction design, developing bid drawings and specifications, construction management and inspection, for construction and renovation of Municipal buildings.
- 2) The applicant must demonstrate the ability to:
  - a) Prepare, or cause to be prepared, plans, designs and specifications for miscellaneous construction and renovation projects in Municipal buildings.
  - b) Provide technical and architectural advice and assistance to the Township Committee and Township Administrator.
  - c) Attend Committee meetings as requested by the Township Administrator.
  - d) Prepare, review and approve building construction plans and specifications for capital improvement projects as directed by the Township Administrator.
  - e) Experience in contract administration, project management and architectural inspections for construction and renovation projects in Municipal buildings.
  - f) Experience administering performance bonds and maintenance bonds on behalf of the Township.

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## **Township Attorney:**

*Applicant Vendors **must** establish that they meet the following minimum qualifications:*

- 1) Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, COAH law and familiarity with Titles 40 & 40A of N.J.S.A. The applicant shall have five (5) years' experience as a municipal Township Attorney for a municipality in the State of New Jersey, three (3) years of which should be in a similarly-sized municipality.
- 2) The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
  - a) The operation of local governmental units in New Jersey
  - b) Acquisition of real-estate (Open Space)
  - c) Assisting with acquiring and administering grants
  - d) Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreements
  - e) Experience working in a town located in the Pinelands and interacting with the Pinelands Commission
  - f) Municipal Land Use Law
  - g) Extensive knowledge of Local Public Contracts Law
  - h) Selling of Township real estate and/or property
  - i) Experience working in a municipality that is self-insured via a Joint Insurance Fund
  - j) Putting together Employment Practices Liability (EPL) policies to protect the Township
  - k) Experience in a Township Form of government is a plus
  - l) Knowledgeable in Election Law, "Pay to Play" Laws and Government Ethics Laws
- 3) The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing.
- 4) Include a list of any other professional qualifications, experience and/or credentials you feel are relevant to this RFP.

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## **Township Auditor:**

*Applicant Vendors **must** establish that they meet the following minimum qualifications:*

- 1) Multi-disciplined firm experienced in municipal auditing procedures, bond law, appearing before the Local Finance Board, arbitrage, municipal budgeting and purchasing. The applicant must meet and possess all certifications necessary to practice as a Municipal Auditor in the State of New Jersey. Additionally, as a minimum, the firm shall have five (5) years' experience as a Township Auditor for municipalities in the State of New Jersey with similarly sized budgets. The applicant must demonstrate a high degree of knowledge of the following:
  - g) The finance and operation of local government in New Jersey
  - h) Department of Community Affairs' Local Finance Bulletins and their plethora of rules and regulations for municipal finance administration
  - i) New Jersey State financial statutes, including but not limited to:
    - i) NJSA 40A:11 (Local Public Contracts Law)
    - ii) NJSA 40A:4 (Local Budget Law)
    - iii) NJSA 40A:2 (Local Bond Law)
    - iv) NJSA 40A:9-22.1 (Government Ethics Law)
  - j) All other financial matters pertaining to Townships, including budgets, assessments, monitoring reports, investments, audit controls, year-end accounting, Annual Financial Statements, budget preparation, annual audit, supplemental debt statements, etc. and a high degree of knowledge and familiarity with municipal trust funds, developer escrow accounts, utility budgets and dedications by rider. The applicant must also meet all certifications necessary to practice in the State of New Jersey.
- 2) Auditor shall complete the Annual Financial Statement and the Annual Debt Statements by Statutory due dates as a manner of convenience from data provided by the Finance Department or face a \$100 per day deduction of the annual contract amount.

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## **Bond Counsel:**

*Applicant Vendors **must** establish that they meet the following minimum qualifications:*

- 1) Law firm experienced in municipal bonding, pooled financing procedures, N.J.S.A. 40A:2 (Local Bond Law), and arbitrage. The applicant must meet and possess all certifications necessary to practice as a bond counsel in the State of New Jersey. Additionally, as a minimum, the applicant shall have seven (7) years' experience as a bond counsel for municipalities in the State of New Jersey with similarly-sized bonds. The applicant must demonstrate a high degree of knowledge and experience with municipal bonds of at least ten million dollars (\$10,000,000.00), pooled financing with an improvement authority, refinancing of existing bonds and helping the town to structure its debt service so as to minimize impact to the taxpayers. The applicant needs to have experience appearing before the Local Finance Board.
- 2) The applicant must also meet all certifications necessary to practice in the State of New Jersey.

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## **Township Engineer:**

*Applicant Vendors **must** establish that they meet the following minimum qualifications:*

- 1) All applicable licenses to perform general engineering in New Jersey. Applicant must have at least five (5) years' experience as municipal engineer in a similarly-sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, dams with engineers who hold licenses in these areas, MLUL experience, planners & landscape engineers on staff, experience in environmental assessments (wetlands, archaeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge of the Pinelands Commission's rules and regulations.
- 2) The applicant must demonstrate the ability to:
  - a) Prepare, or cause to be prepared, plans, designs and specifications for Public Works projects and improvement
  - b) Provide and maintain surveys, maps, plans, specifications and control records with respect to Public Works projects in the Township
  - c) Provide technical and engineering advice and assistance to the Township Committee and Township Administrator
  - d) Ability to update the Tax Map as per the Tax Assessor's needs
  - e) Attend all Committee meetings as requested by the Township Administrator
  - f) Administer and oversee road opening permits on behalf of the Public Works Director
  - g) Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Township Administrator
  - h) Successful record of applying for and receiving road improvement grants
  - i) Ability to respond to resident concerns when an engineering project impacts their property as requested by the Township Administrator
  - j) Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq/ft)
  - k) Experience administering performance bond and maintenance bonds on behalf of the Township
  - l) Must demonstrate experience with engineering design, inspection and contract administration of annual municipal road projects totaling more than \$1 million
  - m) Documented experience with design, inspection and contract administration of large and small recreation projects

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## **Certified NJ General Appraiser:**

*Applicant Vendors **must** establish that they meet the following minimum qualifications:*

- 1) All applicable licenses to perform requested appraisal work in New Jersey. Must have experience and be able to provide sample appraisals for various property types, including but not limited to:
  - a) Open Space/Recreation. Must be approved to do Green Acres work.
  - b) Road improvement projects/Right of way/Property sales or acquisitions.
  - c) Experience giving testimony before the Tax Court of New Jersey.
  - d) Experience appraising vacant land.
  - e) Experience appraising residential homes.
  - f) Experience appraising commercial properties such as apartment complexes, manufacturing facilities, regional shopping malls and strip centers.

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## **Township Labor Counsel:**

*Applicant Vendors **must** establish that they meet the following minimum qualifications:*

- 1) Firm or attorney specializing in public sector labor relations and whose practice is primarily or solely comprised of representing public sector management. The applicant shall have at least five (5) years' experience as a municipal labor attorney for a municipality in the State of New Jersey with a minimum of three (3) CBAs, at least one of which should be a police or fire union.
- 2) The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
  - a) Collective Bargaining with major public sector unions (ex: FOP, PBA, AFSCME, CWA, Teamsters) representing management
  - b) Interest arbitration with Public Employees Relations Commission (PERC)
  - c) Grievance arbitration with PERC
  - d) PERC-directed mediation and/or fact finding
  - e) Formulating management proposals
  - f) Employer-Employee Relations Act, ADA, FMLA, NJ FMLA
- 3) Applicant must list any public sector labor union clients, they are currently representing.
- 4) The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications, experience and/or credentials you feel are relevant to this RFP.

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## **Township Prosecutor:**

*Applicant Vendors **must** establish that they meet the following minimum qualifications:*

- 1) Firm or attorney experienced in municipal government prosecuting. At least five (5) years' experience preferred as prosecutor or in related experience in Municipal Court. Hamilton Township's Court is very busy and brings in approximately two million dollars (\$2,000,000) in court revenue. Experience in an active, large court is preferred.
- 2) Must be admitted to and a member in good standing of the Bar of the State of New Jersey.
- 3) Be available to prosecute or provide prosecutorial coverage for the 2020 municipal court calendar. The calendar is subject to change in 2020; the 2019 schedule was as follows:
  - a) Tuesdays:
    - i. First Tuesdays of the month: 9:00 am – 7:00 pm
    - ii. Second and Fourth Tuesdays: 1:00 pm – 7:00 pm
    - iii. Third Tuesdays: either 9:00 am – 7:00 pm or 1:00 pm – 7:00 pm (alternate months)
  - b) Wednesdays: 1:00pm - 5:00 pm.
  - c) Thursdays: 9:00am – 12:00 Noon AND 1:00 pm - 4:00 pm.
  - d) Flexibility of schedule for any special trials as needed (not frequent)
  - e) Ending times listed above are the norm; however, sometimes the court sessions finish earlier and sometimes they run a little longer.
- 4) Provide access to Hamilton Township Police Department by phone on as-needed basis.
- 5) Perform all discoveries needed (NJ State Police) for Court sessions.
- 6) Provide an annual cost proposal to perform all of the duties of Municipal Prosecutor for 2020.

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## **Township Public Defender:**

*Applicant Vendors **must** establish that they meet the following minimum qualifications:*

- 1) Firm or attorney experienced in municipal public defending. At least three (3) years' experience preferred as public defender or related experience in Municipal Court. Hamilton Township's Court is very busy and brings in approximately two million dollars (\$2,000,000) in court revenue. Experience in an active, large court is preferred.
- 2) Must be admitted to and a member in good standing of the Bar of the State of New Jersey.
- 7) Be available to Public Defend or provide PD coverage for the 2020 municipal court calendar. The calendar is subject to change in 2020; the 2019 schedule was four (4) days per month, as follows:
  - a) First Thursdays from 9:00 am – 12:00 Noon AND 1:00 pm – 4:00 pm.
  - b) Second and Fourth Wednesdays from 9:00 am - 5:00 pm.
  - c) First Tuesdays of each month from 9:00 am – 1:00 pm.
  - d) Third Tuesdays of the month from 1:00 pm – 4:00 pm.
  - e) Third Thursday of the month from 9:00 am – 1:00 pm.
  - f) Flexibility of schedule for any special trials as needed (not frequent).
  - g) Ending times listed above are the norm; however, sometimes the court sessions finish earlier and sometimes they run a little longer.
- 3) Provide an annual cost proposal to perform all of the duties of Municipal Public Defender for 2020.

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## **Risk Management Consultant (RMC):**

*Applicant Vendors **must** establish that they meet the following minimum qualifications:*

- 1) Firm or agent specializing in public sector Joint Insurance Funds and who has at least five (5) years' experience representing municipalities as an RMC. Experience in municipalities of a similar scope and size is preferred.
- 2) The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
  - a) Loss Control
  - b) Risk Management
  - c) Claims Review
  - d) Attendance at JIF Meetings
  - e) Safety Programs
  - f) Identifying insurable exposures
  - g) Certificates of Insurance
  - h) Claims processing and assistance
- 3) Applicant shall submit quarterly bill/reports to the Township Administrator delineating duties performed, projects worked on and any other efforts on behalf of Hamilton Township.
- 4) Applicant must list any other public sector JIF clients they are currently representing as RMC.
- 5) Provide an annual cost proposal in a flat dollar amount (not percentage) to perform all of the duties of Risk Management Consultant for 2020. The 2019 annual Township assessment was estimated at approximately one million dollars (\$1,000,000).

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## **Traffic Engineer:**

*Applicant Vendors **must** establish that they meet the following minimum qualifications:*

- 1) All applicable licenses to perform traffic engineering in New Jersey. Firm must have at least five (5) years' experience in a similarly-sized municipality. Must have experience with doing traffic studies and recommendations on a myriad of issues, including but not limited to:
  - a) Impact of NJ DOT projects
  - b) Impact of County Engineering projects
  - c) Speed humps
  - d) Traffic calming devices
  - e) Bike trails/routes
  - f) Providing recommendations on failing intersections
  - g) Providing recommendations to relieve traffic congestion
  - h) Speed surveys
  - i) Must be familiar with the Atlantic County, Routes 322/40/50 and Atlantic City Expressway area, and its unique traffic patterns and problems
- 2) Township reserves the right to have traffic engineering performed by the Township Engineer.

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## EXHIBIT B

### *Township of Hamilton*

## Request for Proposals for Municipal Professionals Submission Checklist



For your convenience, the following is a checklist of items that all Vendors must include with an RFP in order to fulfill the Township's mandatory requirements. Please see Section V. "Mandatory Contents of Proposal" for specific requirements for each item; and please include a copy of this completed Checklist with your submission.

1. \_\_\_\_\_ Submission Checklist (Exhibit B)
2. \_\_\_\_\_ Contact Information
3. \_\_\_\_\_ Executive Summary
4. \_\_\_\_\_ Staffing Plan
5. \_\_\_\_\_ Description of Vendor's Experience
6. \_\_\_\_\_ Location of Office (if other than Vendor's main office)
7. \_\_\_\_\_ Five (5) References
8. \_\_\_\_\_ Any Professional Disciplinary Action
9. \_\_\_\_\_ Any Potential Conflicts of Interest
10. \_\_\_\_\_ Business Registration
11. \_\_\_\_\_ Affirmative Action Requirements  
*By checking this item, Vendor certifies that it has either attached proof of compliance, or will be able to provide proof of compliance upon award of contract, as outlined in Section VI. 3)a).*
12. \_\_\_\_\_ Stockholder Disclosure Form (Exhibit D)
13. \_\_\_\_\_ Disclosure of Investment Activities in Iran Form (Exhibit E)
14. \_\_\_\_\_ Proof of Insurance and Indemnification  
*Vendor must include Certificates of Insurance and/or policies acceptable to the municipality as listed in 11)b) i.-iii. with proposal.*
  - a. \_\_\_\_\_ Commercial General Liability AND Motor Vehicle Liability Certificates of Insurance
  - b. \_\_\_\_\_ Professional Liability Insurance/Errors & Omissions Certificates of Insurance
  - c. \_\_\_\_\_ **If appointed, Vendor agrees to provide proof of Workers Compensation & Employer's Liability Insurance and updated Certificates of Insurance and/or policies acceptable to the municipality as listed in 11)b) I.-iii. no later than January 31, 2020.**
15. \_\_\_\_\_ Fee Proposal (**MUST BE PLACED ON THE LAST PAGE OF YOUR PROPOSAL PACKET**)
16. \_\_\_\_\_ Proposal Submission
  - a. \_\_\_\_\_ Two (2) original, paper/hard copy, clearly marked as the "ORIGINAL"
  - b. \_\_\_\_\_ Five (5) full, complete and exact paper/hard copies, clearly marked as "COPY"

## EXHIBIT C

**Township of Hamilton**  
*6101 Thirteenth Street*  
*Mays Landing, New Jersey 08330*



**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127)**  
**N.J.A.C. 17:27 et seq.**

### **GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS**

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During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

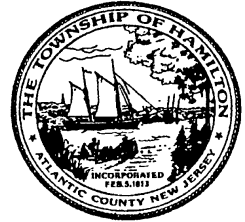
Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

**EXHIBIT D**

**Township of Hamilton  
6101 Thirteenth Street  
Mays Landing, New Jersey 08330**



**STOCKHOLDER DISCLOSURE CERTIFICATION**

- I certify that the list below contains the names and home addresses for all stockholders, members, or partners holding 10% or more of the issued and outstanding stock (in the case of a corporation) or holding 10% or greater interest (in the case of a limited liability company, partnership, or sole proprietorship) of the undersigned, *in accordance with N.J.S.A. 52:25-24.2.* (If additional space is needed, information may be provided on an additional sheet which shall be executed and notarized in the manner set forth below.)
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned OR no one member, partner, or person holds a 10% or greater interest in the undersigned.

- Partnership     Corporation     Sole Proprietorship     LLC \_\_\_\_\_
- Other \_\_\_\_\_

**PLEASE CHECK APPROPRIATE BOXES ABOVE AND SIGN BELOW.  
10% or Greater Interest Holders  
STOCKHOLDERS:**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

**THIS STATEMENT MUST BE INCLUDED WITH BID SUBMISSION.**

\_\_\_\_\_  
(AFFIANT)

Subscribed and sworn before me  
This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

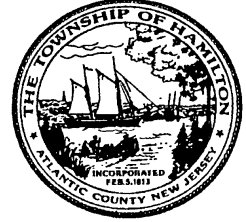
\_\_\_\_\_  
(Print name & Title of Affiant)

\_\_\_\_\_  
(Notary Public)  
My Commission Expires:

(Corporate Seal)

## EXHIBIT E

Township of Hamilton  
6101 Thirteenth Street  
Mays Landing, New Jersey 08330



### DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN (PAGE 1 OF 2)

#### PART 1: CERTIFICATION

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

#### **FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

Bidders must review this list prior to completing the below certification. **Failure to complete the certification may render a bidder's bid proposal non-responsive.** If the Township of Hamilton (the "Township") determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran pursuant to section 4 of P.L. 2012, c.25 (C.52:32-58), the local contracting unit shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L. 2012, c.25 (C.52:32-59). The Township may also take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

#### **PLEASE CHECK THE APPROPRIATE BOX:**

I certify, pursuant to Public Law 2012 c.25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and I am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

**OR**

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will assessed as provided by law.



**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN (PAGE 2 OF 2)**

**PART 2: PLEASE PROVIDE FURTHER INFORMATION TO INVESTMENT ACTIVITIES IN IRAN**

**You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.**

**PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, ATTACH ADDITIONAL PAGES.**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**Certification:**

**I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the Township is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.**

**I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity.**

**Bidder:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_