

**NOTICE OF AVAILABILITY OF REQUESTS FOR  
QUALIFICATIONS AND PROPOSALS FOR VARIOUS 2017  
MUNICIPAL CONTRACTS**

**TOWNSHIP OF MAURICE RIVER**

**590 Main Street**

**P. O. Box 218**

**Leesburg, New Jersey 08327**

**(856) 785-1120**

**PLEASE TAKE NOTICE** that the Township of Maurice River is requesting qualifications and proposals from individuals and/or from firms for various municipal contracts for the year 2017. The qualifications and proposals that are being sought are for the following contracts:

- Township Solicitor
- Township Planner
- Land Use Board Solicitor
- Environmental Consultant/Engineer
- Surveyor
- Animal Control Officer
- Animal Shelter
- Prosecutor
- Public Defender
- Insurance Broker of Record
- Ambulance Service
- Water Testing and Well Monitoring Laboratory
- In Rem Foreclosure Solicitor
- Engineer

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

Sealed qualifications and proposals must be received by the Township Clerk of Maurice River, 590 Main Street, P. O. Box 218, Leesburg, NJ 08327 on Thursday, December 1, 2016 no later than 3:00 P.M.

The general information for prospective contractors, specifications and other proposal documents have been filed in the office of the Township Clerk and may be obtained between the hours of 9:00 AM and 3:00 PM, Monday through Friday. The proposal documentation for each contract and contract description also is available on the Township Website [www.mauricerivertwp.org](http://www.mauricerivertwp.org).

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 2017 Township Engineer Contract”) and the envelope shall contain the name and address of the prospective contractor.

Contractors will be required to comply with the requirements of NJSA 10:5-31 *et seq.* and NJAC 17:27 and with the anti-discrimination laws of the State of New Jersey. The statutory language required by NJSA 10:2-1 and 10:5-33 will be incorporated into the subject contracts by reference and the selected contractor will be required to furnish either Form AA302 or a Certificate of Employee Information Report. Discrimination on the basis of disability and contracting for the delivery of services is prohibited. Respondents are required to read the Americans with Disabilities language and agree that the provisions of the Act will be complied with and made a part of any agreement between the contractor and the Township. The contractor is obligated to comply with the Act and hold Maurice River Township harmless.

A Certificate of Liability Insurance Coverage may be submitted with the proposal or it will be required as a condition of the successful contractor’s contract. The successful contractor will be required to submit a non collusion affidavit. Respondents are also required to comply with the requirements of NJSA 52:25-24.2 concerning corporate disclosure.

Upon receipt of qualifications and proposals, the Township Clerk shall transmit copies of each proposal to the Township Committee. Proposals will be evaluated on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation of the prospective contractor in the field that is the subject matter of the contract;
- b. Knowledge of the Township of Maurice River, issues that are unique to Maurice River Township and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township of Maurice River or its various departments;
- d. Compensation proposal; and

e. Other factors as demonstrated to be in the best interest of the Township of Maurice River.

Upon completion of the review process, the Township Committee shall award the subject contract on or about January 1, 2017 by resolution.

The Township Committee reserves the right to reject any and all proposals or to waive any irregularities or informalities as may be permitted by law.

BY ORDER OF THE TOWNSHIP COMMITTEE

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DENISE L. PETERSON, MUNICIPAL CLERK

## **TOWNSHIP SOLICITOR**

### **Scope of Services:**

Specialized services required – The selected professional (Solicitor) will be expected to provide professional services to the Township of Maurice River during the entire year. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the Solicitor will be expected to return a phone call to the Township on the same day. The professional will also be expected to be available to provide advice to the Township of Maurice River during non-business hours including the attendance at agenda and regular meetings. The Solicitor will be required, as needed, to engage in litigation services on behalf of the Township.

### **Minimum Qualifications:**

1. The Solicitor shall have at least ten (10) years' experience in representing public entities.
2. This individual shall represent the interest of the Township and have been admitted and/or licensed in his/her profession and be in good standing.
3. The Solicitor's firm and individuals assigned to work with the Township shall be well versed in all aspects of the Township's operations.
4. Must maintain a bona fide office in the State of New Jersey.
5. Provide a list of past and present Public entities Represented.
6. A statement of any other factors which the proposing Party believes are relevant to the ability to provide The Township with superior service.

## **TOWNSHIP PLANNER**

### **Scope of Services:**

The Township of Maurice River desires to appoint a municipal planning consultant for the purposes of reviewing the Township Master Plan, providing outside plan review services for the Land Use Board. Applicants should demonstrate knowledge of general New Jersey municipal land use law and specific knowledge as to the creation and revisions to municipal ordinances, master plans and municipal requirements under COAH. Any experience or knowledge of matters directly affecting the Township should be addressed.

### **Minimum Requirements:**

1. Applicants must be licensed and/or certified, as required by the State of New Jersey, to provide professional planning services in the State of New Jersey.
2. Must have a minimum five (5) years' experience in providing service to New Jersey municipalities in the review of their Master Plan and requirements under the rules and regulations promulgated by the State of New Jersey, Commission on Affordable Housing (COAH).
3. Must list all past and present municipal clients.

## **LAND USE BOARD SOLICITOR**

### **Scope of Services:**

The Township of Maurice River and its Land use Board, each desire to appoint an attorney consistent with the provisions of the Municipal Land Use Law, NJSA 40:55D-1, et seq, whose responsibilities will be to represent the Land Use Board at all of their respective regular and special meetings and work sessions, conduct legal research and render legal opinions, represent the Board in any litigation and assist the Board in any other manner necessary. Applicants should demonstrate knowledge of the Municipal Land Use Law, zoning and planning, preparation of resolutions, redevelopment law and other matter pertinent to the Land Use Board. Any experience or knowledge of matters that directly affect the Township of Maurice River should be addressed. Applicants may be an individual or a firm.

### **Minimum Requirements:**

1. Evidence of license to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Description of experience representing municipal entities in connection with planning and zoning applications and ordinances.
3. Evidence of a bona fide office in the State of New Jersey.
4. Description of sufficient support staff to provide all services required by the Township including, but not limited to, preparation of all documents and resolutions necessary and incidental thereto.
5. A list of past and present public entities represented as planning and/or zoning attorney or related issues.
6. A statement of no conflicts of interest.
7. A description of any other factors which the proposing party believes are relevant to its ability to provide the Board with superior service.

## **ENVIRONMENTAL CONSULTANT/ENGINEER**

### **Scope of Services:**

The Township of Maurice River desires to appoint an individual to provide environmental consulting services to the Township. Applicants must demonstrate knowledge and experience with respect to all aspects of environmental services as required by the Township. Any experience and knowledge of matters that directly affect the Township should be addressed.

### **Minimum Qualifications:**

1. Must be licensed as an environmental consultant or engineer by the State of New Jersey.
2. Must have a minimum of ten (10) years' experience in providing environmental consulting services to municipalities.
3. Must be experienced in obtaining permits and approvals from State, County and local regulatory agencies with regards to environmental issues.
4. Must maintain a principal office location in close proximity to the Township.

## **TOWNSHIP SURVEYOR**

### **Scope of Services:**

The Township of Maurice River desires to appoint an individual to provide surveying services to the Township. Applicants must demonstrate knowledge and experience with respect to all aspects of surveying as required by the Township. Any experience or knowledge of matters that directly effect the Township should be addressed.

### **Minimum Qualifications:**

1. Must be licensed as a surveyor in the State of New Jersey.
2. Must have a minimum of five (5) years' experience in providing surveying services.
3. Must maintain a principal office location in close proximity to the Township.

## **ANIMAL CONTROL OFFICER**

### **Scope of Services:**

The Township of Maurice River desires to appoint an Animal Control Officer. Duties include receiving calls from Township officials or New Jersey State Police to pick up loose or stray animals; respond to such calls and utilize proper means to capture and restrain loose or stray animals. Duties include transporting captured animals to an animal shelter facility as designated by the Township. Duties include responding during the hours of 5:00PM until 7:00AM and on weekends and holidays for emergencies only relating to incidents of dog bites or dogs struck by automobiles which are still alive. Any experience or knowledge of matters that directly effect the Township should be addressed.

### **Minimum Qualifications:**

1. The Animal Control Officer must have a minimum of ten (10) years' experience as an Animal Control Officer.
2. Must be available between 5:00PM and 7:00AM daily and on weekends and holidays for emergencies as set forth above.
3. Must possess a vehicle for the transportation of animals.
4. List of past and present municipal clients.

## **ANIMAL SHELTER**

### **Scope of Services:**

The Township of Maurice River desires to appoint an animal shelter to service the Township. Duties shall include holding stray animals in a proper, licensed facility for a mandatory seven (7) days and holding any quarantined animals for a mandatory ten (10) day period. The animal shelter shall be properly licensed and shall be open for claiming animals Monday through Friday, 8:00AM until 3:00PM and on Saturday, 8:00AM until 12:00PM. Any experience or knowledge of matters that directly effect the Township should be addressed.

### **Minimum Qualifications:**

1. Must be a New Jersey licensed facility.
2. Must have a minimum of ten (10) years' experience in providing animal shelter services.
3. Must maintain a facility in close proximity to the Township.
4. Must provide a list of past and present municipalities served.

## **MUNICIPAL COURT PROSECUTOR**

### **Scope of Services:**

The Municipal Court Prosecutor will be expected to provide professional services to the Maurice River Township Municipal Court during the entire year. The Municipal Court Prosecutor will be required to attend all sessions of the Maurice River Township Municipal Court.

### **Minimum Qualifications:**

1. The Prosecutor shall have at least ten (10) years serving as a prosecutor in Municipal Courts in New Jersey.
2. The Prosecutor must be a licensed attorney of the State of New Jersey and must be in good standing.
3. Must maintain a bona fide office in the State of New Jersey.
4. Provide a list of past and present Public entities Represented.
5. A statement of any other factors which the proposing Party believes are relevant to the ability to provide The Township with superior service.

## **PUBLIC DEFENDER**

### **Scope of Services:**

The Municipal Public Defender will be expected to provide professional services to the Maurice River Township Municipal Court during the entire year. The Public Defender shall be required to represent defendants appearing in the Maurice River Township Municipal Court who have been determined to be indigent. The Public Defender shall be required to attend all required session of the Maurice River Township Municipal Court.

### **Minimum Qualifications:**

1. The Public Defender shall have at least five (5) years' experience representing defendants in Municipal Courts of New Jersey.
2. The Public Defender shall be a licensed attorney of the State of New Jersey and shall be in good standing.
3. Must maintain a bona fide office in the State of New Jersey.
4. Provide a list of past and present Public entities Represented.
5. A statement of any other factors which the proposing Party believes are relevant to the ability to provide The Township with superior service.

## **INSURANCE BROKER OF RECORD**

### **Scope of Services:**

The Township of Maurice River desires to appoint an insurance broker of record responsible for the negotiation and placement of various insurance products required by the Township including, but not limited to, general liability insurance, general property insurance, errors and omissions insurance, fleet motor vehicle insurance and others. Applicant should demonstrate an extensive knowledge of all insurance products required by municipal entities and available product lines. Any experience or knowledge of matters directly affecting the Township should be addressed.

### **Minimum Requirements:**

1. Must be licensed as a New Jersey insurance broker for a minimum of ten (10) years.
2. Must have a minimum of ten (10) years' experience representing New Jersey municipal governments as an insurance broker.
3. Must handle all insurance products required by the Township.
4. Must have access to various competitive insurance lines.
5. Must have available risk management consultant services as requested by the Township.
6. Must be able to provide consulting services relative to self-insurance programs and other alternative insurance options.
7. Must list past and present municipal entities served as Insurance Broker.

## **AMBULANCE SERVICES**

### **Scope Of Services**

The Township of Maurice River desires to award a contract for an organization to provide private emergency ambulance service within the Township. The successful bidder shall provide basic life support ambulance services for Maurice River Township residents. Maurice River Township will accept proposals for ambulance service for that portion of Maurice River Township north of the northerly right-of-way line of Route 347 except that portion of Milmay serviced by the Dorothy Ambulance Corps., said area to include Bricksboro, Port Elizabeth, Cumberland and a portion of Milmay.

Respondents to this RFP shall set forth in detail a cost proposal by which the successful bidder shall be responsible for its own billing to Medicare, other third party insurance companies or directly to Township residents to whom services are provided and who either are not covered by a policy of insurance, or Medicare or are responsible for payment of insurance deductibles.

The cost proposal shall not include the practice known as “insurance-only” billing.

Respondent shall set forth maximum response time.

### **Minimum Qualifications:**

1. Must be fully licensed by the State of New Jersey to provide medical transportation.
2. Must have adequate personnel to include emergency medical technicians and vehicles to provide emergency ambulance service throughout Maurice River Township on a twenty-four (24) hour day, seven (7) days per week.
3. Must have a relationship with another ambulance service to provide emergency backup service, if required.
4. Ambulances must be located in close proximity to Maurice River Township in order to respond in a timely fashion.
5. Must have an emergency dispatch service.
6. All personnel servicing Maurice River Township must have EMT-D training.

## **WATER TESTING AND WELL MONITORING LABORATORY**

### **Scope of Services:**

The Township of Maurice River desires to appoint a water testing and well monitoring laboratory to serve Maurice River Township. Duties shall include water testing throughout the Township; testing of drinking water of all Township facilities and monitoring of wells as required. Duties shall also include providing reports of testing to the Township. Any experience or knowledge of matters that directly effect the Township should be addressed.

### **Minimum Qualifications:**

1. Must be licensed to perform services as set forth above.
2. Must have a minimum of ten (10) years experience.
3. Must list past and present municipalities served.

# **SOLICITOR FOR IN REM FORECLOSURES**

## **Scope of Services:**

Specialized Services Required – The selected professional (Solicitor for In Rem Foreclosures) will be expected to provide professional services to the Township of Maurice River during the entire year. The Solicitor for In Rem Foreclosures shall be required to file In Rem Foreclosure complaints resulting from real estate tax deficiency or as a result of other unpaid Township liens existing against real property within the Township. The Solicitor for In Rem Foreclosures shall be required to take all steps necessary and required to obtain title in the name of Township of Maurice River for all parcels of real property for which In Rem Foreclosure actions are filed.

## **Minimum Qualifications:**

1. The Solicitor for In Rem Foreclosures shall have at least five (5) years experience in representing public entities in In Rem Foreclosure actions.
2. The individual selected shall represent the interest of the Township and shall have been admitted and licensed as an attorney at law in the State of New Jersey and be in good standing.
3. The Solicitor for In Rem Foreclosures law firm and any individuals assigned to work with the Township on In Rem Foreclosure action shall be well versed in all aspects of In Rem Foreclosures for public entities as well as well versed in the Township's operations.
4. Must maintain a bonafide office in the State of New Jersey
5. Provide a list of past and present Public entities Represented.
6. A statement of any other factors which the proposing Party believes are relevant to the ability to provide The Township with superior service.

## **TOWNSHIP ENGINEER**

### **Scope of Services:**

The Township of Maurice River desires to appoint an individual to provide engineering services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipality including a general knowledge of New Jersey municipal land use law. Any experience or knowledge of matters that directly affect the Township of Maurice River should be addressed.

### **Minimum Qualifications:**

1. Must be licensed to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing engineering services to municipalities.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a principal office location in close proximity to the Township so as be able to respond to emergent matters promptly.
5. Must be experienced in planning and zoning and also be able to provide services to the Land Use Board, as required.
6. Must be experienced in the preparation of grant applications.
7. Must list past and present municipalities served as engineer.
8. Must have a Certified Public Works Manager registered in the state of New Jersey on staff.

