

**BOROUGH OF WOODBINE  
NOTICE OF SOLICITATION  
REQUESTS FOR QUALIFICATIONS**

**Notice of Solicitation**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20.5 et seq, New Jersey Pay to Play, New Jersey Campaign Contributions and Expenditures Reporting Act, the Borough of Woodbine located at 501 Washington Avenue, Woodbine, New Jersey 08270 is seeking RFQs for professional services to be provided to the Borough of Woodbine as listed below for the 2016 term.

Borough Solicitor,  
Borough Auditor,  
Borough Engineer,  
Borough Grant Application and Management Consultant Services,

Requests for qualifications are on file at the Borough Clerk's Office at 501 Washington Avenue, Woodbine, New Jersey 08270 and may also be downloaded from the Borough's website.

All RFQs must be received by the Borough Clerk on or before December 18, 2015 at the Borough Clerk's office located at 501 Washington Avenue, Woodbine, New Jersey 08270. All questions concerning this notice should be addressed to the Borough Clerk, Lisa Garrison at 609-861-2153

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

1. Names of individuals who will perform required tasks as well as the listing of their licenses.

A. Identify the person who will be primarily responsible for the services required by the Borough of Woodbine and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Borough of Woodbine.

B. Identify persons who will serve as back up to the primary person including resumes of all parties.

2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Borough of Woodbine.

## **Borough Solicitor**

### **Scope of Services:**

Specialized services required - The selected professional (solicitor) will be expected to provide specialized professional services to the Borough of Woodbine 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 Borough of Woodbine on the same day. The professional will also be expected to be available to provide advice to the Borough of Woodbine during non-business hours including the attendance at meetings, formal and informal. The Solicitor will be required, as needed, to engage in litigation services on behalf of the Borough.

### **Minimum Qualifications**

1. The solicitor shall have at least fifteen (15) consecutive years experience in representing public entities.
2. This individual shall represent the interest of the Borough of Woodbine 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 Borough shall be well versed in all aspects of the Borough's operations.

## Auditor

### **Scope of Services**

The Borough of Woodbine desires to appoint a firm of certified public accountants to act as auditors for the Borough of Woodbine. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipalities on records compliance issues. Any experience or knowledge of matters that directly affect the Borough of Woodbine should be addressed.

### **Minimum Requirements**

1. The firm must employ a minimum of five (5) certified public accountants who have been licensed in that capacity for a period of not less than five (5) years each prior to the date of appointment.
2. The firm must employ a minimum of three (3) registered municipal accountants licensed and qualified in that capacity for a minimum of three (3) years each prior to the appointment.
3. Must have a minimum of twenty-five (25) years experience in providing auditing services to municipalities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients.
6. Must list all past and present municipal clients.

## **Borough Engineer**

### **Scope of Services**

The Borough of Woodbine desires to appoint an individual to provide engineering services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipality. Any experience or knowledge of matters that directly affect the Borough of Woodbine 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 twenty (20) 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 Borough of Woodbine so as to be able to respond to emergent matters promptly.
5. Must be experienced in planning and zoning and also able to be a representative on the Planning/Zoning Board.
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.

## **Grant Application and Management Consultant Services**

### **Scope of Services:**

The Borough of Woodbine desires to appoint a firm to provide grant services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of grant services required by a municipality. Any experience or knowledge of matters that directly affect the Borough of Woodbine should be addressed.

### **Minimum Requirements**

1. The Grants Application and Management Consultant shall have at least 25 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 ten (10) years experience in municipal grant writing, application and management field. At least ten (10) years experience working grant programs offered by the State of New Jersey.
2. Must list all past and present municipal clients.

## **Submission**

Proposing firms shall provide evidence that the minimum qualifications are met. Proposal should include a list delineating the numbers and types of public clients represented by the solicitor and firm.

## **Evaluation of Proposals**

The Borough of Woodbine intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq. The decision by the Borough of Woodbine as to what constitutes a fair and open process shall be final.

The proposals will be evaluated by the Mayor and Council of the Borough of Woodbine based upon information supplied by each Proposer in response to this RFQ and the following criteria:

- ! Ability to meet all minimum qualifications.
- ! Overall knowledge and familiarity with the operations of the Borough of Woodbine.
- ! Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- ! Qualifications and experience of the professional.
- ! Qualifications and experience of the other members of the professional\_s firm.

Any questions regarding this Request for Qualifications should be directed to Lisa Garrison, Borough Clerk of the Borough of Woodbine.

Please submit eight (8) copies of the proposal to:

**Borough of Woodbine  
501 Washington Avenue  
Woodbine, New Jersey 08270  
609-861-2153**

All Submissions must be received at the Borough Clerk's Office on or before December 18, 2015, at 3:00 p.m.