

**BOROUGH OF WOODBINE
COUNTY OF CAPE MAY**

RESOLUTION NO. 2-32-2017

A RESOLUTION OF THE BOROUGH OF WOODBINE IMPLEMENTING A FAIR AND OPEN PROCESS FOR THE SELECTION OF AN AIRPORT ENGINEER

WHEREAS, the Borough Council of the Borough of Woodbine acknowledges the need for Professional Services to be provided to the Borough; and

WHEREAS, the Borough Council recognizes the need to implement the requirements of N.J.S.A. 19:44A-20.5 so as to have a fair and open procedure for awarding professional service agreements which would otherwise be exempt from public bidding in accordance with N.J.S.A. 40A:11-5; and

WHEREAS, the Borough Council believes it is in the best interest of the Borough to select professionals to provide services to the Borough primarily on the basis of their qualifications, including qualifications uniquely suited to the needs of the Borough of Woodbine; and

WHEREAS, to receive statements of qualifications in a manner that fosters a fair and open process, it is necessary and advisable to establish advance general criteria and specific minimum requirements; and

WHEREAS, the Borough Council has determined that a fair and open process requires public advertisement of professional services required in a manner and with sufficient time to provide notice in advance of the contemplation of retaining services of a professional and the criteria to be considered in determining the best professional for the position; and

WHEREAS, a fair and open process requires that all responses be publicly opened and announced and thereafter that all appointments be made at a public meeting of the Borough of Woodbine as follows:

1. All appointments for Professional Services contained on Schedule "A" attached to and made a part hereof shall be subject to a fair and open process as set forth below.
2. The Borough Clerk shall cause all legal notices stating that a full listing of the professional service appointments subject to a fair and open process together with the criteria established for the consideration of qualification, will be posted on the Borough of Woodbine's internet website beginning no later than February 17, 2017.
3. The criteria for each position contained on Schedule "A" follows immediately subsequent to the Listing on Schedule "A". The criteria shall be disclosed together with the posting of the listed positions on the Borough of Woodbine's internet website as set forth above.

4. The website posting shall inform potential applicants that all submissions must be made to the Clerk of the Borough of Woodbine and received no later than 3:00 p.m. March 1, 2017.
5. Commencing 3:01 p.m. on March 1, 2017, or as soon thereafter as may be available, the Clerk of the Borough of Woodbine or her designee shall publicly open and announce all submissions in the Borough Council chambers, 501 Washington Avenue, Woodbine, New Jersey.
6. Appointments shall thereafter be made at a public meeting of the Borough Council of the Borough of Woodbine.
7. Subsequent to appointments, appropriate notices shall be published in accordance with the requirements of N.J.S.A. 40A:11-5.

BE IT FURTHER RESOLVED, that the Borough Council of the Borough of Woodbine has determined that the terms of this Resolution constitute a fair and open process in accordance with N.J.S.A. 19:44A-20, et seq., and that the decision by the Borough of Woodbine as to what constitutes a fair and open process shall be final.

WILLIAM PIKOLYCKY, MAYOR

ATTEST:

LISA GARRISON, CLERK

DATE: FEBRUARY 2, 2017

OFFERED BY:

SECONDED BY:

ROLL CALL

AYES:

NAYS:

ABSTAIN:

ABSENT:

SCHEDULE "A"

PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA

The borough of Woodbine solicits statements of qualifications for applicants for appointments to the following professional positions. Responses should address the general criteria and submission requirements for the position sought. Responses must be received in the Office of the Borough Clerk, 501 Washington Avenue, Woodbine, New Jersey 08270, no later than 3:00 p.m., March 1, 2017. All responses shall be opened and announced publicly immediately thereafter by the Borough Clerk of the Borough of Woodbine or her representative. The applicant/proposer shall submit eight (8) copies of his/her proposal in a sealed envelope designating the position to the Borough Clerk. All appointments will be announced at a public meeting. Unless otherwise noticed, appointments shall be for the calendar year of 2017 and subject to the execution of an appropriate contract.

**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 provide to the Borough of Woodbine as listed below for the 2017 term.

Airport Engineer

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 March 1, 2017 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 as 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 the 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.

Airport Engineer

Scope of Services:

The Borough of Woodbine desires to appoint an individual, affiliated with a multi-disciplined Consulting Engineering Company, to serve as Airport Engineer and provide comprehensive engineering services to the Borough. Applicants should demonstrate knowledge and experience as well as documenting staff capabilities with respect to all aspects of consulting engineering services typically relative to small airports. Any experience or knowledge of matters specifically relating the Borough of Woodbine should be addressed in the proposal.

Minimum Qualifications/Evaluation Criteria:

1. Must be licensed to provide engineering service in the State of New Jersey.
2. Must have a minimum of twenty (20) years of experience in providing engineering services to small municipal airports and must demonstrate expertise in the disciplines listed in the Scope of Services above.
3. Must be experienced in obtaining permits and approvals from various State, County, Local and Federal Regulatory Agencies.
4. Must list past and present Airport Engineering positions.

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
March 1, 2017, at 3:00 p.m.