

**BOROUGH OF WOODBINE  
COUNTY OF CAPE MAY**

**RESOLUTION NO. 12-126-2017**

**A RESOLUTION OF THE BOROUGH OF WOODBINE IMPLEMENTING A FAIR  
AND OPEN PROCESS FOR THE SELECTION OF BOROUGH ENGINEER,  
SOLICITOR, AUDITOR, GRANT APPLICATION AND MANAGEMENT  
CONSULTANT SERVICES AND 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 December 15, 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. December 29, 2017.
5. Commencing 3:01 p.m. on December 29, 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.

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**WILLIAM PIKOLYCKY, MAYOR**

**ATTEST:**

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**LISA GARRISON, CLERK**  
**DATE: DECEMBER 7, 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., December 29, 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 2018 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.

Borough Solicitor,  
Borough Auditor,  
Borough Engineer,  
Borough Grant Application and Management Consultant Services  
Borough 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 December 29, 2017 by 3:00 p.m. 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.

## **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 service matters that will require guidance and advice from the aforesaid professional. Because such services, at time, 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 meeting, 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, affiliated with a multi-disciplined Consulting Engineering Company, to serve as Borough 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 required by a municipality including but not limited to roadways; transportation; storm sewer systems; wastewater collection and treatment systems; water distribution and water treatment systems; surveying; tax map preparation and maintenance; site and master planning; environmental and permitting services; construction observation; as well as a general knowledge and capability 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 municipalities 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 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 have served as a consultant to a Planning and/or Zoning Board.
6. Must be experienced in the preparation of grant applications and dealing with funding agency programs.

7. Must list past and present municipalities Municipal Engineering positions.
8. Must have a New Jersey Certified Public Works Manager 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 matter 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.



## **Borough Airport Engineer**

### **Scope of Services:**

The Borough of Woodbine desires to appoint an individual, affiliated with a multi-disciplined Consulting Airport Engineering Company, to serve as Borough Airport Engineer and provide comprehensive airport engineering services to the Borough. Applicants should demonstrate knowledge and experience as well as documenting staff capabilities with respect to all aspects of consulting airport engineering services typically required by an airport including but not limited to airside/landside design, drainage and lighting, planning and environmental services, and construction related services.

### **Minimum Qualifications/Evaluation Criteria:**

1. Must be licensed to provide airport engineering service in the State of New Jersey.
2. Must have a minimum of twenty (20) years of experience in providing airport engineering services to municipal airports and must demonstrate expertise in the disciplines listed in the Scope of Services above.
3. 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  
December 29, 2017, at 3:00 p.m.