TOWNSHIP OF BERLIN
REQUESTS FOR QUALIFICATIONS FOR
PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44A-1 ET.SEQ.

The Township of Berlin solicits statements of qualification for applicants for appointment to the following 2016 professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the Office of the Township Clerk of the Township of Berlin, 135 Route 73 South, West Berlin, NJ 08091 no later than 10:00 AM Tuesday, December 15, 2015. All responses shall be opened immediately thereafter by the Township Clerk or her representative. Responses will be reviewed by the governing body. All appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the calendar year of 2016 at the Township Reorganization Meeting and subject to the execution of an appropriate contract.

In addition to meeting the mandatory minimum requirements, all applicants must submit the following State required forms with their proposal, which may be obtained from the Chief Financial Officer at 135 Route 73 South, West Berlin, NJ 08091 or by calling (856)767-1854 ext. 220 or by email at lcampisano@berlintwp.com:

a) **Stockholder Disclosure Certification**
b) **Non-Collusion Affidavit**
c) **Affirmative Action Compliance Notice**
d) **Affirmative Action Mandatory Language**
e) **Americans with Disabilities Act Mandatory Language**
f) **Notice of Pending Disclosure Requirement ("Pay to Play")**
g) **Business Registration Certificate to be presented with proposal (may register online at www.nj.gov/treasury/revenue/busregcert.shtml)**

MUNICIPAL ATTORNEY

GENERAL CRITERIA: The Township of Berlin desires to appoint a municipal attorney who will be the chief, general legal officer of the Township. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey redevelopment law and municipal contract law. Any experience or knowledge of matters directly affecting the Township of Berlin should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.

2. Must have a minimum of seven (7) years experience in the general representation of municipal governments or municipal authorities.

3. Must list past and present municipal or government authorities represented.

4. Must maintain a bona fide principal office in the State of New Jersey.

5. Must have sufficient support staff available to provide all general legal services required by the Township including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

6. Must provide hourly billing rates of employees possibly assigned to service the Township of Berlin.

MUNICIPAL BOND COUNSEL

GENERAL CRITERIA: The Township of Berlin desires to appoint an attorney or firm who will be the primary legal representative of the Township in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Township. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Township of Berlin should be addressed.

MANDATORY MINIMUM REQUIREMENTS.

1. Must be licensed to practice law in the State of New Jersey and eligible to 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. Must have a minimum of ten (10) years experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.

3. Must have sufficient support staff to provide all services required by the Township including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.

4. Must list past and present public entities represented as Bond Counsel.

5. Must provide hourly billing rates for employees possibly assigned to service the Township of Berlin

MUNICIPAL AUDITORS

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

MANDATORY MINIMUM REQUIREMENTS:

1. The firm must employ a minimum of ten (10) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.

2. The firm must employ a minimum of five (5) registered municipal accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment

3. Must have a minimum of ten (10) 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.

7. Must provide hourly billing rates for employees possibly assigned to service the Township of Berlin.

TOWNSHIP APPRAISER

GENERAL CRITERIA:

The Township desires to appoint an appraiser to perform real estate appraisal services on an as needed basis. The Township is in the process of implementing a number of projects that involve plans for a new municipal building, redevelopment, and other forms of development. The appraisals are to conform to the Uniform Standards of Professional Appraisal Practice (USPAP) adopted by the Appraisal Standards Board of the Appraisal

Foundation. The Township may after appointment request lump sum quotations for each property in addition to the hourly prices that are obtained from this request. Unless otherwise specified by the Township in the work order, each appraisal report must be prepared in the form and content of the "complete appraisal reported in a summary format" (as defined by USPAP) within a reasonable time period prescribed by the Township. The purpose and function of the report may be to enable the Township to determine the correct fair market value of a particular parcel and/or to offer "just compensation" (as defined by NJ law in eminent domain proceeding) to the property owner. The appraiser shall not engage the services of any subcontractor or agents without prior notice and prior written approval of the Township.

MANDATORY MINIMUM REQUIREMENTS:

1) The applicant must be a NJ State Certified Real Estate Appraiser qualified as such for a period of not less than (10) years prior to appointment.

2) The applicant must have a minimum of ten (10) years experience in appraising real property in the County of Camden.

3) The applicant must have a minimum of ten (10) years experience in expert testimony before judicial or quasi-judicial entities or must have demonstrable experience as an appraiser establishing values for the purpose of condemnation matters.

4) The applicant must list past and present municipal or governmental authorities represented.

5) The applicant must maintain a bona fide principal office in the State of New Jersey.

6) For other services such as court appearances, expert testimony and possible meetings and presentations the applicant must provide hourly billing rates of all employees possibly assigned to the Township of Berlin.

SPECIAL LABOR COUNSEL

GENERAL CRITERIA: The Township of Berlin desires to appoint a special labor attorney, where requested, to provide legal guidance and representation to the Township in legal matters concerning contract negotiations with the Township's collective bargaining units. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey municipal contract law as it relates to labor matter, and specialize in the area of labor relations, negotiations, mediation and arbitration. Any experience or knowledge of matters directly affecting the Township of Berlin should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.

2. Must have a minimum of seven (7) years experience in the general representation of municipal governments or municipal authorities as a labor attorney.

3. Must list past and present municipal or government authorities represented.

4. Must maintain a bona fide principal office in the State of New Jersey.

5. Must have sufficient support staff available to provide labor related legal services required by the Township including, but not limited to, negotiations with collective bargaining units, mediation and arbitration.

6. Must provide hourly billing rates of employees possibly assigned to service the Township of Berlin.

RISK MANAGEMENT CONSULTANT

GENERAL CRITERIA: The Township of Berlin desires to appoint a risk management consultant to assist the Township in identifying and scheduling its insurable property and casualty exposures. Also to assist the Township in understanding the various coverages available from the Camden County Joint Insurance Fund and the MEL Excess Liability Joint Insurance Fund, as well as perform any other risk management related services required by the Fund's bylaws. In addition the consultant shall review any additional coverage that the consultant feels should be carried, but are not available from the Fund and subject to the Township's authorization, place such coverages outside the Fund. The consultant may also review certificates of insurance from contractors, vendors and professionals when requested by the Township, as well as review loss and engineering reports and assist where needed in the settlement of claims.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice as an insurance producer in the State of New Jersey for a period of not less than seven (7) years preceding the proposed appointment.

2. Must have a minimum of seven (7) years experience as a risk management consultant of municipal governments or municipal authorities.

3. Must list past and present municipal or government authorities represented.

4. Must maintain a bona fide principal office in the State of New Jersey.

5. Must have sufficient support staff available to provide risk management consulting services required by the Township.

6. Must provide a flat fee amount to be billed for services for the year. The fee can not be based on a percentage of the Township's Joint Insurance Fund Assessment, as recommended by the Best Practices Inventory required to be filed by the CFO and the Township with the State of New Jersey Division of Local Government Services.

PROJECT ENGINEER

GENERAL CRITERIA: The Township of Berlin desires to appoint a firm to provide engineering services for specified projects to the Township on an as needed basis. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Berlin should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.

2. Must have a minimum of seven (7) years experience in providing consulting services to municipalities including demonstrated experience with road programs, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying and mapping projects.

3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.

4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Berlin including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction Clerks.

5. Must maintain a principal office location in close proximity to the Township of Berlin so as to be able to respond to emergent matters promptly.

6. Must be experienced in the preparation of grant applications.

7. Must have project managers with at least seven (7) years of municipal experience.

8. Must list past and present municipalities served as Project Engineer.

9. Must provide hourly billing rates for employees possibly assigned to service the Township of Berlin.

Catherine Underwood
Township Clerk