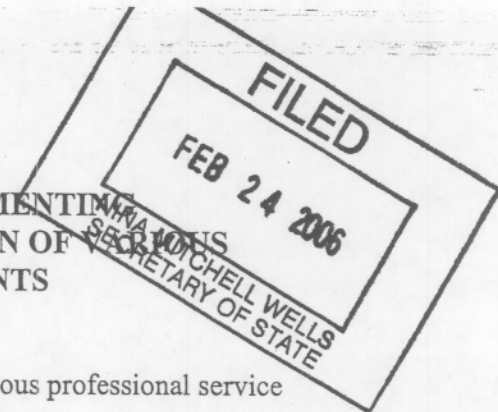


RESOLUTION NO. 56-FY2006

RESOLUTION ESTABLISHING AND IMPLEMENTING  
A FAIR AND OPEN PROCESS FOR THE SELECTION OF  
PROFESSIONAL SERVICE AGREEMENTS



WHEREAS, the Borough of Lawnside requires the services of various professional service providers; and

WHEREAS, professional services are exempt from the requirement of public bidding pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, the Borough of Lawnside continues to find it advisable to select professionals primarily on the basis of qualification including qualifications uniquely suited to the needs of the Borough of Lawnside; and

WHEREAS, the Borough of Lawnside has determined that it is appropriate to implement a fair and open process for the awarding of professional service contracts; and

WHEREAS, to receive statements of qualification in a manner that fosters a fair and open process it is necessary and advisable to establish advance general criteria and specific minimum requirements for so many of those appointments as possible; and

WHEREAS, the Borough of Lawnside has determined that a fair and open process requires public advertisement of professional appointments in a manner and with sufficient time to provide notice in advance of the contemplation of the appointment and the criteria to be considered in making the appointment; and

WHEREAS, THE Borough of Lawnside has determined that 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 governing body and then published in accordance with N.J.S.A. 40A:11-5.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. All professional service appointments 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 Municipal Clerk shall cause a legal notice to be published in a newspaper authorized to publish legal notices for the Borough, stating that a full listing of all professional service appointments subject to a fair and open process together with the criteria established for the consideration of qualifications will be posted on the Borough's internet website beginning no later than December 9, 2005. The newspaper notice shall be published no later than December 12, 2005.
3. The criteria for each position contained on Schedule A follows immediately subsequent to the listing on Schedule A. These criteria shall be disclosed together with the posting of these positions on the Borough's internet website as set forth above.
4. The website posting shall inform potential applicants that all submissions must be made to the Borough Administrator and received no later than 12:00 noon, December 22, 2005.

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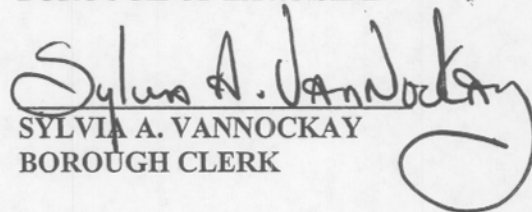
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5. Commencing at 12:01 p.m. on December 22, 2005, or as soon thereafter as may be possible, the Borough Administrator or her designee shall publicly open and announce all submissions in the Borough public meeting room.
6. The Borough Council shall thereafter review all submissions.
7. Appointments shall thereafter be made at a public meeting of the Borough Council no sooner than its annual reorganization meeting.
8. 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 those positions included on Schedule A are those which the Borough of Lawnside reasonably believes will be subject to appointment for the Year 2006. However, all such appointments are subject to the availability of funds and the continuing needs of the Borough. Accordingly, inclusion of a position on Schedule A is not a representation or warranty that such position will be filled, but that if filled, it will be subject to the process contained herein.

**BE IT FURTHER RESOLVED**, that the Borough Council has determined that the terms of this Resolution constitute a fair and open process as to all positions included herein.

**BOROUGH OF LAWNSIDE**

  
SYLVIA A. VANNOCKAY  
BOROUGH CLERK

**ADOPTED: DECEMBER 7, 2005**

## SCHEDULE "A"

### PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA

The Borough of Lawnside solicits statements of qualification for applicants for appointment to the following 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 Borough Administrator, Four Douglas Avenue, Lawnside, New Jersey, 08045, no later than 12:00 noon, December 22, 2005. All responses shall be opened and announced publicly, immediately thereafter by the Borough Administrator 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 Administrator. 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 2006 and subject to the execution of an appropriate contract.

### MUNICIPAL ATTORNEY

**GENERAL CRITERIA:** The Borough of Lawnside desires to appoint a municipal attorney who will be the chief, general legal officer of the Borough. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey redevelopment law, municipal contract law, public bidding requirements, and public sector labor law. Any experience or knowledge of matters directly affecting the Borough of Lawnside 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.
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 Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, negotiation and preparation of contracts and other legal documents.

### ECONOMIC DEVELOPMENT COUNSEL

**GENERAL CRITERIA:** The Borough of Lawnside has approved redevelopment plans for areas known as the Oak Avenue Redevelopment and Bell Avenue Redevelopment. In connection with the redevelopment plans and other redevelopment in the Borough and agreements to be entered into with redevelopers, the Borough requires the services of special redevelopment counsel. Applicant should demonstrate knowledge of municipal and finance law, New Jersey redevelopment law and other matters pertinent to these projects. Any experience or knowledge of matters that directly affect the Borough of Lawnside and its redevelopment should be addressed. Applicants may be an individual or a firm.

### MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed 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. Must have a minimum of seven (7) years experience representing municipal entities in connection with the approval of redevelopment ordinances and redevelopment plans.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services required by the Borough including, but not limited to, the preparation of all documents necessary and incidental thereto.
5. Must list past and present public entities represented as redevelopment or related issues.

### MUNICIPAL COURT PROSECUTOR

**GENERAL CRITERIA:** The Borough of Lawnside desires to appoint a prosecutor who will be the chief legal representative of the State of New Jersey and the Borough of Lawnside in the prosecution of cases before the Municipal Court of the Borough of Lawnside. Applicants should demonstrate knowledge and experience in matters relating to prosecution matters before the municipal courts of the State of New Jersey, as well as a certification from the Prosecutor of Camden County to prosecute DWI cases. Any experience or knowledge of matters that directly affect the Borough of Lawnside or its municipal court 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 seven (7) years preceding appointment.
2. Must have a minimum of five (5) years experience as a municipal court prosecutor.
3. Must provide a description of availability for municipal court sessions as scheduled in the Borough of Lawnside.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must list other past and present municipal courts served as Prosecutor.

**MUNICIPAL PUBLIC DEFENDER**

**GENERAL CRITERIA:** The Borough of Lawnside desires to appoint an attorney at law who will be the principal public defender for those who qualify for public defender services in the Municipal Court of the Borough of Lawnside. Applicant should demonstrate knowledge and experience in the defense of matters in the municipal courts of the State of New Jersey. Any experience or knowledge of matters that directly affect the Borough of Lawnside or its municipal court 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 five (5) years preceding appointment.
2. Must have a minimum of three (3) years experience in the defense of persons before municipal courts of the State of New Jersey.
3. Must have a minimum of three (3) years experience as a municipal public defender in the municipal courts of the State of New Jersey.
4. Must maintain a bona fide principal office in the State of New Jersey.

## MUNICIPAL AUDITORS

**GENERAL CRITERIA:** The Borough of Lawnside desires to appoint a firm of certified public accountant to act as municipal auditors for the Borough of Lawnside. 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 Borough of Lawnside should be addressed.

### MANDATORY MINIMUM REQUIREMENTS:

1. The auditor or firm must be a certified public accountant who has been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. The auditor or firm must employ a minimum of one (1) registered municipal accountant licensed and qualified in that capacity for a minimum of five (5) years prior to the appointment
3. Must have a minimum of five (5) 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.

## CONSULTING ENGINEERS

**GENERAL CRITERIA:** The Borough of Lawnside desires to appoint a firm or firms to provide consulting engineering services to the Borough (Borough's Planning and Zoning Boards). Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services and land use regulations required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Lawnside 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 five (5) years experience in providing consulting engineering 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 with specific experience related to redevelopment and land use preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Lawnside including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Lawnside 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 five (5) years of municipal experience.
8. Must list past and present municipalities and/or Planning and Zoning Boards served as Consulting Engineer.

#### **PLANNING AND ZONING BOARD ATTORNEY**

**GENERAL CRITERIA:** The Borough of Lawnside and its combined Planning and Zoning Boards desire to appoint an attorney consistent with the provisions of the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., whose responsibilities will be to represent the Planning and Zoning Boards at all of its regular and special meetings and work sessions, conduct legal research and render legal opinions, represent the Boards in any litigation, and assist the Boards 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 matters pertinent to the Planning and Zoning Boards. Any experience or knowledge of matters that directly affect the Borough of Lawnside should be addressed. Applicants may be an individual or a firm.

#### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed 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. Must have a minimum of seven (7) years experience representing municipal entities in connection with planning and zoning applications and ordinances.
3. Must maintain a bona fide office in the State of New Jersey.



4. Must have sufficient support staff to provide all services requested by the Borough including, but not limited to, preparation of all documents and resolutions necessary and incidental thereto.

5. Must list past and present public entities represented as planning and/or zoning attorney or related issues.

### PLANNING AND ZONING BOARD ENGINEER

**GENERAL CRITERIA:** The Borough of Lawnside desires to appoint a firm or firms to provide planning and zoning board engineering services to the Borough's Planning and Zoning Boards. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services and land use regulations required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Lawnside 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 five (5) years experience in providing consulting engineering 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 with specific experience related to redevelopment and land use preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Lawnside including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Lawnside 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 five (5) years of municipal experience.
8. Must list past and present municipalities and/or Planning and Zoning Boards served as Consulting Engineer.

## INSURANCE BROKER OF RECORD

**GENERAL CRITERIA:** The Borough of Lawnside desires to appoint an insurance broker of record responsible for the negotiation and placement of various insurance products required by the Borough of Lawnside 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 Borough of Lawnside should be addressed.

### MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey insurance broker for a minimum of seven (7) years.
2. Must have a minimum of seven (7) years experience representing New Jersey municipal governments as an insurance broker.
3. Must handle all insurance products required by the Borough of Lawnside.
4. Must have access to various competitive insurance lines.
5. Must have available risk management consultant services as requested by the Borough.
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.

## BOROUGH APPRAISER

**GENERAL CRITERIA:** The Borough of Lawnside desires to appoint an appraiser who will provide general appraisal services as required by the Borough of Lawnside. Applicant should demonstrate experience and knowledge of the field of appraisal, particularly as it relates to municipal tax appeals and condemnation issues. Any experience or knowledge of matters directly affecting the Borough of Lawnside should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Applicants must be MAI and SRA appraisers qualified as such for a period of not less than seven (7) years prior to appointment.
2. Must have a minimum of seven (7) years experience appraising real property within the County of Camden.
3. Must have a minimum five (5) years experience in the representation of municipalities in matters before the County Board of Taxation or must have demonstrable experience as an appraiser establishing values for the purpose of condemnation matters on behalf of municipal entities.
4. Must list all past and present municipal clients.

**ECONOMIC DEVELOPMENT CONSULTANT**

**GENERAL CRITERIA:** The Borough of Lawnside desires to appoint a consultant responsible for the coordination and direction of various professional disciplines relating to redevelopment projects in the Borough, as needed, and to provide general advice relative to redevelopment initiatives. Applicants should demonstrate knowledge and experience in Redevelopment Law and its application in municipalities in New Jersey. Any experience involving municipalities in Camden County should be addressed. Any experience or knowledge of matters directly affecting redevelopment initiatives in the Borough of Lawnside should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must have a minimum of five (5) years experience providing consulting services to municipal governments in New Jersey relative to redevelopment issues.
2. Must have prior experience obtaining grants and loans for municipal redevelopment projects.
3. Must have prior experience and knowledge concerning general administration of public entities.
4. Principal must have a minimum education to include a bachelors and/or masters degree in a related field of study, such as public policy, planning or administration.
5. Must maintain a bona fide principal office in the State of New Jersey.