

ESSEX COUNTY, NEW JERSEY

NOTICE & REQUEST FOR PROPOSALS VARIOUS PROFESSIONAL SERVICES

Notice is hereby given that in accordance with the provisions of Chapter 19, P.L. 2004, as amended by P.L. 2005, c.51, N.J.S.A. 19:44A-20.5 et. seq., the Township Of West Caldwell, through a Fair and Open Process, will accept proposals for the provision of professional services for the calendar year 2006 in several categories. All proposals shall be submitted to the Mayor and Council of the Township of West Caldwell and shall be addressed to the Township Clerk/Administrator, Benedict F. Martorana, 30 Clinton Road, West Caldwell, NJ 07006. **PROPOSALS FOR THE PROFESSIONAL SERVICES COVERED BY THIS NOTICE AND THE ATTACHED REQUESTS FOR PROPOSALS MUST BE RECEIVED BY THE TOWNSHIP NO LATER THAN DECEMBER 30, 2005 AT 10 AM AT THE OFFICE OF THE TOWNSHIP CLERK/ADMINISTRATOR, 30 CLINTON ROAD, WEST CALDWELL, NJ 07006.**

Interested parties can submit a proposal for any or all categories of professional services. **No proposals will be accepted after the date and time indicated above.** All proposals shall address, at a minimum, the elements included in the respective RFP, but may also include such other information that will assist the Township in evaluating your proposal. All selections will be based on the review of the documents and information submitted as well as independent research performed by the Township, such as a review of references, an evaluation of performance with other governmental and non-governmental entities and/or all other available information. The Township reserves the right to choose one or more professionals for each service, or to choose not to make a selection based on the Notice, or to post subsequent Notices for the same, similar or different services.

The provision of legal services in each category will require attendance at regular and special meetings of the various municipal agencies. Most such meetings are during evening hours and are subject to the scheduling requirements of the Township and each specific agency. The hourly rate for all legal services for calendar year 2006 will be \$165 (one hundred and sixty five), and the hourly rate for paralegal and related support staff is \$105 (one hundred and five). No allowance will be made for travel time to and from meetings at the Municipal Building. Certain services, such as Planning Board Attorney and Board of Adjustment Attorney will be paid a fixed stipend for attendance at all meetings of those Boards, regardless of the number of such meetings or the length of any particular meeting. The annual stipend to be paid to Planning Board Attorney and Board of Adjustment Attorney for 2006 will be \$8400 (eight thousand four hundred). Additional legal services provided by the Planning Board Attorney and the Board of Adjustment Attorney will be compensated at the 2006 hourly rate of \$165 (one hundred sixty five) By submitting a Proposal you are indicating your agreement and acceptance of these terms.

ATTORNEY - MUNICIPAL

Available to any person(s) or firm(s) interested in providing professional services (as defined in N.J.S.A. 40A:11-2(6) to the Township of West Caldwell (hereinafter "Town" or "Township").

1. **Appointment of Attorney.** A Township Attorney shall be appointed by the Mayor and Council as provided in local ordinances for a term of one (1) year. The Mayor and Council may appoint an individual or a firm of attorneys. If the bidder is a firm of attorneys, an individual attorney of the firm meeting the minimum qualifications set forth below must be identified as the specific individual who will be assigned to the service. No substitution may be made without the express consent of the Township and/or municipal agency, and then only for unusual or exigent reasons.
2. **Duties and Responsibilities.** The Township Attorney shall perform such duties as are prescribed by general law and local ordinance, and in addition shall, subject to approval by a majority of the Mayor and Council:
 - a. Prepare or approve all legal instruments relating to the business of the Township.
 - b. Represent the Township in all legal matters and shall advise and assist the Mayor and Council, the Administrator and all of the Departments as required in the administration of Township Government.
 - c. Represent the Township in any litigation and conduct trials, appeals, and other proceedings affecting the interest of the Township as he or she may in his or her discretion determine to be necessary or desirable subject to the approval of the Mayor and Council.
 - d. Maintain all legal papers, documents, memoranda, reports and other records relating to the legal duties of the town as property of the Township and report thereon to the Mayor and Council. Upon termination of services with the Township the Township Attorney shall forthwith surrender to the Township all such property and shall furnish written consent to substitution of his/her successor in any pending actions or proceedings.
 - e. Have the responsibility to recommend entering into any agreement, compromise, or settlement of any litigation in which the Township is involved, subject to the approval or ratification of the Mayor and Council.
 - f. Attend all meetings of the Mayor and Council as requested. The Mayor & Council meet have conference meetings on the first & second Tuesday of each month, and a regular public meeting on the third Tuesday of each month. Additionally, the Mayor and Council also hold occasional special meetings and meet numerous times for budget preparation purposes.
 - g. Draft ordinances and resolutions as directed by the Township, prepare opinions and rulings on questions of law that may arise at Council meetings at the request of a majority of the members of the Governing Body.

- h. Provide general advice as directed by the Mayor and Council to the Administrator and to other departments of the Township.
3. **Minimum Qualifications:** Bidders for the position of Township Attorney must meet the following minimum qualifications:
- a. Must be an attorney in good standing licensed to practice law in the State of New Jersey.
 - b. Must have appropriate experience practicing law.
 - c. Must be a partner in a qualified New Jersey law firm.
 - d. Must have prior experience working with public sector clients and specifically representing municipal clients.
 - e. Must be responsive to telephone calls and inquiries.
 - f. Must be able to handle diverse issues and matters.
4. **Special Counsel.** Whenever it is deemed to be in the best interests of the Township, the Township Attorney may recommend or the Mayor and Council may appoint on their own motion a special counsel or law firm within the limits of available appropriations to assist in the representation of the Township in connection with any issue or capacity as the Mayor and Council may determine or the Township Attorney may recommend. Such appointment is subject to approval of a majority of the Mayor and Council consistent with Township by-laws.
5. **Residence.** The Township Attorney need not be a resident of the Township of West Caldwell.

BIDDER'S RESPONSIBILITY IN RESPONDING TO TOWNSHIP'S REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

In response to this R.F.P. each bidder shall provide at a minimum the following information:

1. Qualification Information:

- A. Full Name;
- B. Firm Name, Address and Telephone Number;
- C. Years practicing with Firm;
- D. Your Legal Specialty;
- E. Your Firm's Legal Specialties;
- F. A Listing of all of your post high school education;
- G. Dates of your licensure in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of the Township.
- H. A listing of your professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
- I. The number of attorneys employed (if a professional firm) and/or affiliated with your Firm, and a listing of the name, law school and year of

law school graduation of all attorneys that will be providing legal services to the Township pursuant to this proposal;

- J. A listing of all previous public sector entities served by the bidder including dates of service and position(s) held;
- K. The relevant legal experience that qualifies you for the position of Municipal Attorney;
- L. Any other relevant legal or work experience that you would like the Township to Consider in evaluating your qualifications for the position of Municipal Attorney;
- M. A listing of any ethics or disciplinary charges assessed against you and the details surrounding such charges including the disposition.
- N. The name, address and telephone number of three client references that can be contacted by the Township.
- O. Proposed cost of service(s) or activities, not including the hourly rate for attorneys, paralegals and support staff. The proposed cost should include:
 - i. Expenses for postage, faxes, copying and telephone excluded from the hourly rate.
 - ii. Additional services defined beyond the scope of regular services.
- P. Any additional information that you would like the Township to Consider in evaluating your proposal.

2. **Insurance.** The bidders as a member of a profession that is subject to suit for professional malpractice shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability that will be in place to protect the Township of West Caldwell. If appointed, bidder shall furnish a certificate of insurance naming the Township of West Caldwell as an additional insured under such policies.

3. **Law Against Discrimination and Affirmative Action.** The bidder shall file a statement as to compliance with N.J.S.A. 10:5-1 et. seq. (Laws against Discrimination) and P.L. 1975, C. 127 (Affirmative Action).

4. **Copies.** Bidder shall furnish **eight (8) copies** of their proposal.

EVALUATION CRITERIA AND BASIS FOR AWARD OF CONTRACT

The Township shall award all professional service agreements based upon qualifications, merit, references and experience with issues confronting the Township of West Caldwell. The specific evaluation criteria will include:

- 1. Individual and Firm experience and reputation;
- 2. Knowledge of the Township of West Caldwell and the legal services to be provided as Municipal Attorney;
- 3. Availability to accommodate the meeting schedule and required needs of the Mayor & Council and the Township's Administrative Departments; and

4. Other factors the Mayor & Council deem to be in the best interest of the Township of West Caldwell and its taxpayers.

A final award shall be made by Resolution adopted by a majority of the Mayor and Council based upon the proposal made to the Township that has been determined to be **the most advantageous to the Township, price and other factors considered**. All awards are and shall be subject to the availability of funds.

ATTORNEY – PLANNING BOARD & BOARD OF ADJUSTMENT

Available to any person(s) or firm(s) interested in providing professional services (as defined in N.J.S.A. 40A:11-2(6) to the Township of West Caldwell (hereinafter “Town” or “Township”).

1. **Appointment of Attorney.** A Township Planning Board and Board of Adjustment Attorney shall be appointed by the Mayor and Council as provided in local ordinances for a term of one (1) year. The Mayor and Council may appoint an individual or a firm of attorneys. If the bidder is a firm of attorneys, an individual attorney of the firm meeting the minimum qualifications set forth below must be identified as the specific individual who will be assigned to the service. No substitution may be made without the express consent of the Township and/or municipal agency, and then only for unusual or exigent reasons.
2. **Duties and Responsibilities.** The Planning Board and Board of Adjustment Attorney shall perform such duties as are prescribed by general law and local ordinance, and in addition shall, subject to approval by a majority of the Mayor and Council:
 - a. Perform all legal work required by the land use Boards of the Township of West Caldwell, and perform any additional duties required by the Boards.
 - b. Attend all meetings of the Planning Board and Board of Adjustment for the Township of West Caldwell.
 - c. Work closely with the Board Chairpersons and Board Secretary to review all development applications and/or applications for relief submitted to the Planning Board or Board of Adjustment.
 - d. Prepare all resolutions as directed by the land use Boards and prepare opinions and rulings on questions of law that may arise at Board meetings.
 - e. Coordination of all efforts with the appropriate officials of the administration to effectuate the intent and objectives of the municipal Land Use Law of New Jersey (N.J.S.A. 40:55D-1 et. seq.).
 - f. Work closely with the Township Attorney to represent the Township in any litigation and conduct trials, appeals, and other proceedings based upon decisions rendered by the land use Boards.
 - g. Maintain all legal papers, documents, memoranda, reports and other records relating to the legal duties of the Planning Board and Board of Adjustment Attorney. Upon termination of services with the Township the Planning Board and Board of Adjustment Attorney shall forthwith surrender to the Township all such property and shall furnish written consent to substitution of his/her successor in any pending actions or proceedings.
 - h. Provide general advice as directed by the Planning Board or Board of Adjustment.

3. **Minimum Qualifications:** Bidders for the position of Planning Board and Board of Adjustment Attorney must meet the following minimum qualifications:
 - a. Must be an attorney in good standing licensed to practice law in the State of New Jersey.
 - b. Must have appropriate experience practicing law.
 - c. Must be a partner in a qualified New Jersey law firm.
 - d. Must have prior experience working with public sector clients and specifically representing municipal clients in land use matters.
 - e. Must be responsive to telephone calls and inquiries.
 - f. Must be able to handle diverse issues and matters.
4. **Special Counsel.** Whenever it is deemed to be in the best interests of the Township, the Township Attorney may recommend or the Mayor and Council may appoint on their own motion a special counsel or law firm within the limits of available appropriations to assist in the representation of the Township in connection with any issue or capacity as the Mayor and Council may determine or the Township Attorney may recommend. Such appointment is subject to approval of a majority of the Mayor and Council consistent with Township by-laws.
5. **Residence.** The Planning Board and Board of Adjustment Attorney need not be a resident of the Township of West Caldwell.

BIDDER'S RESPONSIBILITY IN RESPONDING TO TOWNSHIP'S REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

In response to this R.F.P. each bidder shall provide at a minimum the following information:

1. **Qualification Information:**
 - a. Full Name;
 - b. Firm Name, Address and Telephone Number;
 - c. Years practicing with Firm;
 - d. Your Legal Specialty;
 - e. Your Firm's Legal Specialties;
 - f. A Listing of all of your post high school education;
 - g. Dates of your licensure in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of the Township.
 - h. A listing of your professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
 - i. The number of attorneys employed (if a professional firm) and/or affiliated with your Firm, and a listing of the name, law school and year of

law school graduation of all attorneys that will be providing legal services to the Township pursuant to this proposal;

- j. A listing of all previous public sector entities served by the bidder including dates of service and position(s) held;
- k. The relevant legal experience that qualifies you for the position of Planning Board and Board of Adjustment Attorney;
- l. Any other relevant legal or work experience that you would like the Township to Consider in evaluating your qualifications for the position of Planning Board and Board of Adjustment Attorney;
- m. A listing of any and all ethics or disciplinary charges assessed against you and/or your Firm and the details surrounding same including the disposition of the charge(s).
- n. The name, address and telephone number of three client references that can be contacted by the Township.
- o. Proposed cost of service(s) or activities, not including the hourly rate for attorneys, paralegals and support staff. The proposed cost should include:
 - i. Expenses for postage, faxes, copying and telephone excluded from the hourly rate.
 - ii. Additional services defined beyond the scope of regular services.
- p. Any additional information that you would like the Township to Consider in evaluating your proposal.

2. **Insurance.** The bidders as a member of a profession that is subject to suit for professional malpractice shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability that will be in place to protect the Township of West Caldwell. If appointed, bidder shall furnish a certificate of insurance naming the Township of West Caldwell as an additional insured under such policies.

3. **Law Against Discrimination and Affirmative Action.** The bidder shall file a statement as to compliance with N.J.S.A. 10:5-1 et. seq. (Laws against Discrimination) and P.L. 1975, C. 127 (Affirmative Action).

4. **Copies.** Bidder shall furnish **eight (8) copies** of their proposal.

EVALUATION CRITERIA AND BASIS FOR AWARD OF CONTRACT

The Township shall award all professional service agreements based upon qualifications, merit, references and experience with issues confronting the Township of West Caldwell. The specific evaluation criteria will include:

- 1. Individual and Firm experience and reputation;
- 2. Knowledge of the Township of West Caldwell and the legal services to be provided as Planning Board and Board of Adjustment Attorney;

3. Availability to accommodate the meeting schedule and required needs of the Planning Board and Board of Adjustment and the Township's Administrative Departments; and
4. Other factors the Mayor & Council deem to be in the best interest of the Township of West Caldwell and its taxpayers.

A final award shall be made by Resolution adopted by a majority of the Mayor and Council based upon the proposal made to the Township that has been determined to be **the most advantageous to the Township, price and other factors considered.** All awards are and shall be subject to the availability of funds.

ENGINEER FOR THE LAND USE BOARDS (ZONING AND PLANNING)

Available to any person(s) or firm(s) interested in providing professional services (as defined in N.J.S.A. 40A:11-2(6) to the Township of West Caldwell (hereinafter "Town" or "Township").

1. **Appointment of Engineer.** An engineer shall be appointed by the Township as provided in local ordinances for a term of one (1) year. The Mayor and Council may appoint an individual or a firm of engineers. The Mayor and Council may appoint an individual or a firm of Engineers. If the bidder is a firm of engineers, an individual engineer of the firm meeting the minimum qualifications set forth below must be identified as the specific individual who will be assigned to the service. No substitution may be made without the express consent of the Township and/or municipal agency, and then only for unusual or exigent reasons. Compensation as agreed upon shall be the basis of payment for services rendered.
2. **Duties and Responsibilities.** Engineer shall perform such duties as are prescribed by general law and local ordinance, and in addition shall:
 - a. Perform all engineering work required by the land use Boards of the Township of West Caldwell and perform any additional duties required by the Boards. Planning services may be requested of the board engineers in addition to engineering services.
 - b. Provide and maintain all surveys, maps, plans, specifications and records with respect to the engineer's duties and functions. Upon termination of services to the boards, all board records shall be surrendered to the appropriate board.
 - c. Review subdivisions and site plans including preparation of written reports setting forth compliance to municipal ordinances and to accepted planning and engineering design practices.
 - d. Provide field observation services of subdivisions and/or site plans to assure compliance with board requirements and approvals.
 - e. Attend all meetings of the Land Use Boards as requested.
 - f. Provide and maintain subdivision plans, site plans, studies and reports related to engineering matters and reviews approved by the land use boards.
 - g. Provide general engineering and planning advice, plans, studies and/or reports and assistance to the boards as requested.
 - h. Coordination of all efforts with the appropriate officials of the administration to effectuate the intent and objectives of the municipal Land Use Law of New Jersey (N.J.S.A. 40:55D-1 et. seq.).
- 3... **Minimum Qualifications:** Bidders for the position of Planning Board and Board of Adjustment Engineer must meet the following minimum qualifications:
 - a. Must be a licensed civil engineer in good standing to practice engineering in the State of New Jersey.

- iii. Expenses for postage, faxes, copying and telephone excluded from the hourly rate.
 - iv. Additional services defined beyond the scope of regular services.
2. **Insurance.** The bidders as a member of a profession that is subject to suit for professional malpractice shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability that will be in place to protect the Township of West Caldwell. If appointed, bidder shall furnish a certificate of insurance naming the Township of West Caldwell as an additional insured under such policies.
3. **Law Against Discrimination and Affirmative Action.** The bidder shall file a statement as to compliance with N.J.S.A. 10:5-1 et. seq. (Laws against Discrimination) and P.L. 1975, C. 127 (Affirmative Action).
4. **Copies.** Bidder shall furnish **eight (8) copies** of their proposal.

EVALUATION CRITERIA AND BASIS FOR AWARD OF CONTRACT

The Township shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Township of West Caldwell. The Specific evaluation criteria will include:

1. Individual and Firm experience and reputation;
2. Knowledge of the Township of West Caldwell and the engineering services to be provided as Planning Board and Board of Adjustment Attorney;
3. Availability to accommodate the meeting schedule and required needs of the required needs of the Planning Board and Board of Adjustment and the Township's Administrative Departments; and
4. Other factors the Mayor & Council deem to be in the best interest of the Township of West Caldwell and its taxpayers.

A final award shall be made by Resolution adopted by a majority of the Mayor and Council based upon the proposal made to the Township that has been determined to be **the most advantageous to the Township, price and other factors considered**. All awards are and shall be subject to the availability of funds.

ATTORNEY – TAX ASSESSMENTS

Available to any person(s) or firm(s) interested in providing professional services (as defined in N.J.S.A. 40A:11-2(6)) to the Township of West Caldwell (hereinafter “Town” or “Township”).

1. **Appointment of Attorney.** An Attorney shall be appointed by the Mayor and Council to handle Tax Appeals as provided in local ordinances for a term of one (1) year. The Mayor and Council may appoint an individual or a firm of attorneys. If the bidder is a firm of attorneys, an individual attorney of the firm meeting the minimum qualifications set forth below must be identified as the specific individual who will be assigned to the service. No substitution may be made without the express consent of the Township and/or municipal agency, and then only for unusual or exigent reasons.
2. **Duties and Responsibilities.** The Township Tax Attorney shall perform such duties as are prescribed by general law and local ordinance, and in addition shall, subject to approval by a majority of the Mayor and Council:
 - a. Perform all legal work required by the Tax Assessor to support and defend local tax assessments.
 - b. Work closely with the Tax Assessor to review and evaluate all challenged tax assessments.
 - c. Work closely with the Township Attorney to represent the Township in any litigation and conduct trials, appeals, and other proceedings based upon decisions rendered by the Tax Assessor.
 - d. Maintain all legal papers, documents, memoranda, reports and other records relating to the legal duties of the Township Tax Attorney. Upon termination of services with the Township the Tax Attorney shall forthwith surrender to the Township all such property and shall furnish written consent to substitution of his/her successor in any pending actions or proceedings.
 - e. Provide general advice as directed by the Tax Assessor or Mayor and Council.
3. **Minimum Qualifications:** Bidders for the position of Planning Board and Board of Adjustment Attorney must meet the following minimum qualifications:
 - a. Must be an attorney in good standing licensed to practice law in the State of New Jersey. Must be a CPA in good standing licensed to practice accounting in the State of New Jersey.
 - b. Must have appropriate experience practicing law.
 - c. Must have prior experience working with public sector clients and specifically representing municipal clients in tax appeal matters.
 - e. Must be responsive to telephone calls and inquiries.
 - f. Must be able to handle diverse issues and matters.

4. **Special Counsel.** Whenever it is deemed to be in the best interests of the Township, the Township Attorney may recommend or the Mayor and Council may appoint on their own motion a special counsel or law firm within the limits of available appropriations to assist in the representation of the Township in connection with any issue or capacity as the Mayor and Council may determine or the Township Attorney may recommend. Such appointment is subject to approval of a majority of the Mayor and Council consistent with Township by-laws.
5. **Residence.** The Tax Attorney need not be a resident of the Township of West Caldwell.

BIDDER'S RESPONSIBILITY IN RESPONDING TO TOWNSHIP'S REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

In response to this R.F.P. each bidder shall provide at a minimum the following information:

1. Qualification Information:

- a. Full Name;
- b. Firm Name, Address and Telephone Number;
- c. Years practicing with Firm;
- d. Your Legal Specialty;
- e. Your Firm's Legal Specialties;
- f. A Listing of all of your post high school education;
- g. Dates of your licensure in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of the Township.
- h. A listing of your professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
- i. The number of attorneys employed (if a professional firm) and/or affiliated with your Firm, and a listing of the name, law school and year of law school graduation of all attorneys that will be providing legal services to the Township pursuant to this proposal;
- j. A listing of all previous public sector entities served by the bidder including dates of service and position(s) held;
- k. The relevant legal experience that qualifies you for the position of Tax Attorney;
- l. Any other relevant legal or work experience that you would like the Township to Consider in evaluating your qualifications for the position of Tax Attorney;
- m. A listing of any and all ethics or disciplinary charges assessed against you and/or your Firm and the details surrounding same including the disposition of the charge(s).
- n. The name, address and telephone number of three client references that can be contacted by the Township.

- o. Proposed cost of service(s) or activities, not including the hourly rate for attorneys, paralegals and support staff. The proposed cost should include:
 - i. Expenses for postage, faxes, copying and telephone excluded from the hourly rate.
 - ii. Additional services defined beyond the scope of regular services.
 - p. Any additional information that you would like the Township to Consider in evaluating your proposal.
2. **Insurance.** The bidders as a member of a profession that is subject to suit for professional malpractice shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability that will be in place to protect the Township of West Caldwell. If appointed, bidder shall furnish a certificate of insurance naming the Township of West Caldwell as an additional insured under such policies.
3. **Law Against Discrimination and Affirmative Action.** The bidder shall file a statement as to compliance with N.J.S.A. 10:5-1 et. seq. (Laws against Discrimination) and P.L. 1975, C. 127 (Affirmative Action).
4. **Copies.** Bidder shall furnish **eight (8) copies** of their proposal.

EVALUATION CRITERIA AND BASIS FOR AWARD OF CONTRACT

The Township shall award all professional service agreements based upon qualifications, merit, references and experience with issues confronting the Township of West Caldwell. The specific evaluation criteria will include:

1. Individual and Firm experience and reputation;
2. Knowledge of the Township of West Caldwell and the legal services to be provided as Tax Attorney;
3. Availability to accommodate the meeting schedule and required needs of the Mayor and Council and the Township's Administrative Departments; and
4. Other factors the Mayor & Council deem to be in the best interest of the Township of West Caldwell and its taxpayers.

A final award shall be made by Resolution adopted by a majority of the Mayor and Council based upon the proposal made to the Township that has been determined to be **the most advantageous to the Township, price and other factors considered.** All awards are and shall be subject to the availability of funds.

BIDDER'S RESPONSIBILITY IN RESPONDING TO TOWNSHIP'S REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

The bidder shall in response to this R.F.P. provide at a minimum the following information:

1. Qualification requirements to compete for the needed service or activity as set forth in the "Duties and Responsibilities" of the position defined in the Township's R.F.P. Qualifications, at a minimum, shall include requirements defined as follows:
 - A. Full Name and Business Address.
 - B. Dates of licensure in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of the Township.
 - C. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
 - D. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Township. A description of each individual's qualifications, including education, licensure and years of professional experience.
 - E. A listing of all previous public sector entities served by the bidder including dates of service and position(s) held.
 - F. Proposed cost of the service(s) or activities. The proposed cost should include:
 - i. Audit Report-Current Fund, Trust, Dog License
 - ii. Audit Report-Water Utility
 - iii. Audit Report-Pool Utility
 - iv. Audit Report-Public Assistance
 - v. Verification forms
 - vi. Prepare Annual Debt Statements, Annual Financial Statement and State Budget Document
 - vii. Review of Disclosure Information for Official Statement
 - viii. Additional services defined beyond the scope of regular services as well as hourly rates for any services outside of the scope of those proposed to be included in a fixed price proposal.
 - G. **Insurance.** The bidders as a member of a profession that is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability that will be in place to protect the Township of West Caldwell. If appointed, bidder shall furnish a certificate of insurance naming the Township of West Caldwell as an additional insured under such policies.
 - H. **Law Against Discrimination and Affirmative Action.** The bidder shall file a statement as to compliance with N.J.S.A. 10:5-1 et. seq. (Laws against Discrimination) and P.L. 1975, C. 127 (Affirmative Action).
 - I. Bidder shall furnish **eight (8) copies** of their proposal.

Basis for Award of Agreement for Professional Services

The Township shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Township of West Caldwell. A final award shall be made by Resolution adopted by a majority of the Mayor and Council based upon the proposal made to the Borough that has been determined to be **the most advantageous to the Township, price and other factors considered**. All awards are and shall be subject to the availability of funds.

TOWNSHIP AUDITOR

Available to any person(s) or firm(s) interested in providing professional services (as defined in N.J.S.A. 40A:11-2(6)) to the Township of West Caldwell (hereinafter "Township").

1. **Appointment of Auditor.** A Township Auditor shall be appointed by the Mayor and Council as provided in local ordinances for a term of one (1) year. The Mayor and Council may appoint an individual or a firm of auditors. The member(s) of the firm or the individual shall be a licensed R.M.A. licensed by the State of New Jersey. Compensation as agreed upon shall be the basis of payment for services rendered.
2. **Duties and Responsibilities.** Auditor shall perform such duties as are prescribed by general law and local ordinance, and in addition shall, subject to approval by a majority of the Mayor and Council
 - a. Prepare or cause to prepare annual financial statements, audits, annual debt statements and state budget document.
 - b. Provide technical and financial advice and assistance to town officials as needed.
 - c. Maintain all papers, documents, memoranda, reports and other materials relating to the financial records of the town as property of the Township. Upon termination of services with the Township the Auditor shall forthwith surrender to the Township all such property.
 - d. Assist the Mayor and Council, the CFO and Bond Counsel in the preparation and decisions to issue instruments of indebtedness be they bonds or notes and assist in the process of issuing or selling such instruments.
 - e. Attend all meetings of the Mayor and Council as requested.
 - f. Provide planning and general advice as requested by the Mayor and Council, the Administrator or the CFO.
3. **Preparation of Reports and Studies.** When directed, the Auditor shall provide the services necessary to prepare and provide detailed reports as requested concerning matters referred to the Auditor.
4. **Judicial and Quasi-Judicial Proceedings.** When directed or when subpoenaed in connection with Municipal business to appear and testify, the Auditor shall provide the services necessary to prepare for giving testimony and shall provide such testimony as required.
5. **Miscellaneous Services.** The Auditor may provide professional Financial services not otherwise classified herein when such services are requested by the Mayor and Council or the Administrator, including but not limited to preparation of grant applications; review of outside technical consultants; or any other services requested.

**COMPUTER SYSTEMS & SOFTWARE APPLICATIONS & MAINTENANCE-
SPECIALIZED**

Available to any person(s) or firm(s) interested in providing professional services related to computer software applications and maintenance which satisfies the general municipal accounting requirements of the Township of West Caldwell (hereinafter "Town" or "Township"), as well as technical support.

1. **Purpose.** To solicit bids from vendors qualified to manage and perform maintenance on our current computer software applications, as well as operational assistance. Contracts awarded through this RFP will be primarily for the use of the Township Finance Department and ancillary departments as needed.
2. **Duties and Responsibilities.** Vendor shall perform such duties to manage and maintain the current software package in use at the Township, including:
 - a. Real Estate Tax Accounting:
 1. Tax Billing w/Bar Code-including estimated 3rd qtr bills, advice copies, duplicate bills and added assessments
 2. Processing of payments-including mail, "walk-up", payment files from mortgage companies via the Internet and automatic debit - including a monthly "Cash Book"
 3. Revenue Controls
 4. Miscellaneous debits and credits
 5. Maintenance modules for all major files
 6. Reports-a minimum of 55 reports including "Tax Roll" , "Delinquency Reports" ,"Tax Sale Lists", notices, Cash Analysis and Levy Reconciliation
 7. Special Assessments Billing
 8. Tax Sale module-combined Tax & Utility
 9. Tax Searches prepared
 10. Archiving yearly account information & Year End routines
 - b. Utility Accounting:
 1. Water & Sewer billing w/bar code including Automatic Reading Interface
 2. Cash Receipts – including automatic debit
 3. Revenue Controls
 4. Maintenance modules for all major records files
 5. Reports-minimum of 35 reports including "Billing" and "Cash Receipts" journals, delinquency lists, labels, cash analysis
 6. Archiving yearly account information & Year End routines.
 7. AMR Read System
 - c. Dog Licenses:
 1. Issuing yearly license applications
 2. Cash receipts
 3. Revenue Controls
 4. Maintenance programs for all major files
 5. Reports and notices
 6. Archiving yearly account information

7. Year End
- d. Pool:
 1. Annual Family Membership Registration.
 2. Cash Receipts – including automatic debit
 3. Badge controls and waiting lists
 4. Maintenance.
 5. Reports, labels and notices
 6. Archiving yearly account information
 7. Year End
- e. Fixed Assets:
 1. Asset file create
 2. Maintenance for asset file
 3. Inventory reports
- f. Budgetary Accounting: (Flexible Chart of Accounts)
 1. Develop Budget (as per FCOA) & Vendor Records for all Funds.
 2. Prepare and process Purchase Orders
 3. Prepare and process Vouchers and Checks
 4. Maintenance for all major files
 5. Reports-minimum of 25
 6. Archiving yearly account information
 7. Year End and preparation of 1099's
 8. Budget preparation worksheets
- g. Online Cash Receipts – includes Tax, Utility, Pool, Dog and all other miscellaneous charges.
- h. ACH Processing – includes Tax, Utility and Pools.
- i. Provide technical advice and assistance to office personnel as needed.

Systems a-e, g & h programmed in Visual Cadol and translated to C++, Windows compatible.
 System f programmed in "Progress", 4 GL, Windows based.

3. **Miscellaneous Services.** The Vendor may provide professional services not otherwise classified herein when such services are requested by the Administration or Finance Department, including but not limited to preparation of hardware quotes, installations and programming updates; or any other services requested.

BIDDER'S RESPONSIBILITY IN RESPONDING TO TOWNSHIP'S REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

The bidder shall in response to this R.F.P. provide at a minimum the following information:

1. Qualification requirements to compete for the needed service or activity as set forth in the "Duties and Responsibilities" of the position defined in the Township's R.F.P.

Qualifications, at a minimum, shall include requirements defined as follows:

- A. Full Name and Business Address.
- B. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
- C. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Township. A description of each individual's qualifications, including education, licensure and years of professional experience.
- D. A listing of all previous public sector entities served by the bidder including dates of service and position(s) held.
- E. Proposed cost of the service(s) or activities. The proposed cost should include the following and must include fixed costs for annual maintenance and support of software and hardware as well as hourly rates for various other technical services that may be required and/or offered that are outside of the scope of defined yearly services.

- i. Maintenance of all systems as indicated in Section 2, Duties and Responsibilities

- ii. Internet Communications

1. Send/Receive Tax Data from/to Banks

2. Internet over server network

3. Internet over server network per additional user

- iii. Server Maintenance

1. Professional Server

2. PC as Server

3. Terminal Server Connections per user (8)

- iv. Network/Serial/Parallel/USB Connections Maintenance

1. PCs (7)

2. Printers (5)

- v. Windows Maintenance per PC (6)

- vi. Hardware Maintenance

1. PCs (6)

2. Printers (5)

3. Wands and BarCode Devices(1)

4. Neptune System(1)

- vii. Additional services defined beyond the scope of regular services.

- F. **Law Against Discrimination and Affirmative Action.** The bidder shall file a statement as to compliance with N.J.S.A. 10:5-1 et. seq. (Laws against Discrimination) and P.L. 1975, C. 127 (Affirmative Action).

- G. Bidder shall furnish **eight (8) copies** of their proposal.

Basis for Award of Agreement for Professional Services

The Township shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Township of West Caldwell. A final award shall be made by Resolution adopted by a majority of the Mayor and Council based upon the proposal made to the Township that has been determined to be **the most advantageous to the Township, price and other factors considered**. All awards are and shall be subject to the availability of funds.

COMPUTER SYSTEMS & SOFTWARE APPLICATIONS & MAINTENANCE -
GENERAL

Available to any person(s) or firm(s) interested in providing professional services related to information technology services which satisfies the general requirements of the Township of West Caldwell (hereinafter "Town" or "Township").

1. **Purpose.** To solicit bids from vendors qualified to manage and perform information technology services including:
 - a. Systems Consulting
 - b. Systems Integration
 - c. Application Development
 - d. Application Development Maintenance
 - e. Maintenance on our current computer software applications, as well as operational assistance.
 - f. Maintenance and supply of hardware and computer peripherals.

Contracts awarded through this RFP will be primarily for the use of the Township Administrative Offices, including Construction, Engineering, Finance, Police, Public Works and Recreation Department. It does not include the specialized software used by our Tax and Finance operations.

2. **Duties and Responsibilities.** Vendor shall perform such duties to develop, manage and maintain the current networks and systems in use at the Township, including:
 - a. Information Systems Consulting:
 1. Analyze request for service.
 2. Evaluate present business processes, existing systems and associated environment and work with other network administrators whose network(s) communicate with the host network.
 1. Current networks in operation in the Township:
 1. General network – encompasses all Administrative Departments housed at town hall
 2. Finance network – all Finance Department PC's communicate through Finance Server to the General network
 3. Public Works/Recreation Network – remote access to Finance server in Public Works
 4. Police Department
 3. Develop system requirements document.
 4. Provide alternatives analysis for proposed system solutions.
 5. Prepare project proposal including objectives, benefits, costs, resource requirements, preliminary schedule.
 6. Participate in quality reviews of task deliverables.
 7. The conducting of disaster recovery and business resumption planning.
 1. Identify vital business processes and applications
 2. Defining critical technology and resources, as well as developing, testing and implementing plans for prompt recovery of vital resources.
 3. Recovery strategies should span host systems and client/server networks.

- b. Systems Integration:
 1. Migration of host-mainframe applications to a client/server architecture.
 2. Networking workgroup packaged software and integrating it with existing applications to build an effective work flow management system.
 3. Integration of contemporary technologies with either current systems environment or a new system environment. For example:
 1. Data Warehousing
 2. Client-Server Technology
 3. Electronic Data Interchange
 4. Electronic Mail
 4. The following databases are in use within the Township:
 1. Nutshell
 2. Access
 5. The following operating systems are in use within the Township:
 1. MS-Windows XP
 2. Windows Professional 2000
 - c. Applications Development – Based on expected development of new applications, vendor may be required to provided services in any of the following areas:
 1. Multimedia systems operating in a client/server environment
 2. Design and development of applications for a variety of server implementations, such as: symmetric multiprocessing and personal computer based systems
 3. Porting, open systems and Windows applications conversions
 4. Use of client/server and host application development tools; middleware and connectivity tools.
 - d. Maintenance:
 1. Meeting with Administration to establish priorities for system change.
 2. Identifying system problems and opportunities for system enhancements
 3. Analyzing performance and recommending measures to improve performance.
 4. Fixing system problems and implementing system enhancements and improved performance enablers.
 5. Maintaining agreed upon system performance levels.
 6. Updating the application to conform to updated operating system requirements.
 7. Performing data conversions.
 8. Updating documentation as required.
 9. Complete identified system modifications/enhancements/repairs in a timely fashion.
 10. Thoroughly unit and system test all modifications to the system.
 11. Maintain the necessary hardware to support the testing and development activity.
 12. Must have the ability to interface with Township systems as needed to perform work.
 - e. Provide technical advice and assistance to office personnel as needed.
3. **Miscellaneous Services.** The Vendor may provide professional services not otherwise classified herein when such services are requested by the Township Administration, including but not limited to preparation of hardware quotes, installations and programming updates; or any other services requested.

BIDDER'S RESPONSIBILITY IN RESPONDING TO TOWNSHIP'S REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

The bidder shall in response to this R.F.P. provide at a minimum the following information:

1. Qualification requirements to compete for the needed service or activity as set forth in the "Duties and Responsibilities" of the position defined in the Township's R.F.P. Qualifications, at a minimum, shall include requirements defined as follows:
 - A. Full Name and Business Address.
 - B. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
 - C. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Township. A description of each individual's qualifications, including education, licensure and years of professional experience.
 - D. A listing of all previous public sector entities served by the bidder including dates of service and position(s) held.
 - E. Indicate if you are an authorized representative for any major hardware supplier and if you are authorized to perform in warranty services for that hardware.
 - F. Proposed cost of the service(s) or activities. The proposed cost should include the following and may be provided as a standard hourly rate for all services. Vendor should indicate if travel time to and from our site is proposed to be billed or if only time at our site is proposed to be billed. If travel time is proposed, it shall be a defined time stated in the Proposal.
 - i. Development and maintenance of all systems as indicated in Section 2, Duties and Responsibilities
 - ii. Internet Communications
 1. Internet over server network
 2. Internet over server network per additional user
 - iii. Server Maintenance
 1. Professional Server
 2. PC as Server
 - iv. Network/Serial/Parallel/USB Connections Maintenance
 1. PCs
 2. Printers
 - v. Windows Maintenance per PC
 - vi. Hardware Maintenance
 1. PCs
 2. Printers
 - vii. Additional services defined beyond the scope of regular services.
 - G. **Law Against Discrimination and Affirmative Action.** The bidder shall file a statement as to compliance with N.J.S.A. 10:5-1 et. seq. (Laws against Discrimination) and P.L. 1975, C. 127 (Affirmative Action).
 - H. Bidder shall furnish **eight (8) copies** of their proposal.

Basis for Award of Agreement for Professional Services

The Township shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Township of West Caldwell. A final award shall be made by Resolution adopted by a majority of the Mayor and Council based upon the proposal made to the Township that has been determined to be **the most advantageous to the Township, price and other factors considered.** All awards are and shall be subject to the availability of funds. The Township may award more than one contract for these services.