

**PUBLIC NOTICE FOR THE SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS
FOR THE BOROUGH OF BEACHWOOD FOR THE PERIOD OF JANUARY 1, 2014
THROUGH DECEMBER 31, 2014**

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the Municipal Clerk of the Borough of Beachwood by **Friday October 18, 2013, at 3:00 p.m. in the** Municipal Complex located at 1600 Pinewald Road, Beachwood New Jersey for the following Professional Services:. Each package must CLEARLY IDENTIFY THE POSITION UNDER SUBMITTAL as follows:

Municipal Attorney
Municipal Auditor
Municipal Bond Counsel
Municipal COAH Attorney
Municipal COAH (Monitoring) Planner
Municipal Engineer
Municipal Planner
Municipal Prosecutor – Alternate Prosecutor
Municipal Public Defender
***Land Use Board Attorney**
***Land Use Board Engineer**
***Land Use Board Planner**

Standardized submission requirements and section criteria are on file and available in the Office of the Municipal Clerk.

Submission information is detailed in this notice. **All submission packets must contain hourly rates and be clearly marked for the Professional Service under consideration. Submittal shall be in Word format and submitted on a computer disc.**

Municipal Services Package will be one (1) Hard copy and Nine (9) disc copies for Municipal Services and

***Land Use Services Package will be one (1) Hard copy and eleven (11) disc copies .**

All Professional Service contractors are required to comply with the requirements of 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-1, et seq. and N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts).

Submissions by corporations and partnerships shall include a completed disclosure of ownership form (N.J.S.A. 52:25-24.2) and a non-collusion affidavit.

The Borough Council reserves the right to reject any and all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Borough. The Borough Council shall award the contract or reject any and all submissions no at their annual re-organization which will be held on January 2nd, 2014. All Professional Proposals not awarded will be kept on file and considered for any special project to be addressed in the 2014 Calendar Year.

Susan A. Minock
Municipal Clerk

**SPECIFICATIONS FOR PROFESSIONALS
BOROUGH OF BEACHWOOD**

**CONTRACT APPOINTMENTS SHALL BE FROM JANUARY 1, 2014
THROUGH DECEMBER 31, 2014**

BOROUGH ATTORNEY

Borough Attorney agrees to perform professional legal services for an annual salary which would include the following required services:

1. Preparation of all resolutions as requested by any elected official or his or her designee.
2. Preparation of Borough ordinances (not exceeding ten (10) pages in length and including research and preparation of such ordinances,
3. Attendance and participation at meetings and conferences, not exceeding a total of eight (8) hours per month with any member or members of the governing body of the Borough or the designee at the attorney's office or within the Borough of Beachwood or at an office within the State of New Jersey, or any federal, state, county or local authority or agency.
4. Telephone conferences, routine correspondence, legal research (including preparation of opinion letter, if requested). review of correspondence, reports, documents, etc" pertaining to Borough business and prepared by persons other than an attorney,
5. Preparation of specifications and contracts not exceeding ten pages in length (and legal research pertaining to the preparation of said documents).
6. Receipt and review of processing of bankruptcy proofs of claims and various bankruptcy court orders and notices.
7. The following services shall be considered non-contract services and attorneys shall be compensated at an hourly rate to be quoted by the attorney for the year under consideration. Any bill or voucher submitted shall have an attached itemization of services rendered and the hours or fractions of hours thereof of the time spent by the attorney in rendering such non-contract services. These non-contract services shall include (1) attendance and participation at conferences or meetings in excess of eight hours per month; conferences or meetings held in the evening shall require a three hour minimum payment but day conferences or meeting shall require no minimums other than the actual time spent by the attorney; (2) litigation involving the Borough or any of its offices or employees in any Court or administrative agency of the State of new Jersey, including preparation of pleadings, interrogatories, discovery proceedings, motions, trials, pre trials and settlement conferences, interviews of parties or witnesses, legal research, preparation of briefs or memorandum of law and all other matters necessary or incidental to such proceedings. These services shall be compensated at the hourly rate submitted by the professional.
8. Tax title liens shall be foreclosed at a rate of \$_____. In case of redemption of a tax lien, the fee shall be \$_____ if the lien is redeemed prior to the filing of the complaint; \$_____ per lien if redeemed as of the filing of the complaint and \$_____ if redeemed after publication of the formal written notice of the complaint. The Borough shall pay for title searches and out of pocket expenses in connection therewith. If the foreclosure actually becomes contested, then the rate shall be \$_____ per hour.
9. Another extraordinary project involving bonding, interim financing and all ordinances, resolutions, correspondence, research and other services necessary and incidental thereto and shall be billed at the rate of \$_____ per hour, exclusive of fees charged by bond

counsel.

10. Preparation of ordinances and specifications for contracts exceeding ten pages in length (said pages considered to be 8 1/2 x 13 inches double spaced) - \$_____ per hour.

11. Attendance at and participation in labor negotiations, mediation sessions, arbitration hearings and research and conferences related thereto- \$_____ per hour.

Municipal Prosecutor

The Municipal Prosecutor shall be an attorney at law of New Jersey and shall provide all necessary and desirable legal counsel and advice requested for the prosecution of cases before the Municipal Court of the Borough, and shall conduct the prosecution of such cases except such crimes and offenses as it may be the duty county or state officer to prosecute.

Alternate Municipal Prosecutor

The Alternate Municipal Prosecutor shall be an attorney at law of New Jersey. The position of Alternate Municipal Prosecutor is created in the event the Municipal Prosecutor is unable to appear even for part of one court session. The duties for the Alternate Municipal Prosecutor shall be the same as those set forth for the Municipal Prosecutor.

Public Defender

The Public Defender shall be an attorney at law of New Jersey and shall interview all indigent defendants qualifying for assistance as provided under the standards established by the office of the Public Advocate of the State of New Jersey, and shall defend same in the Municipal Court of the Borough and provide such legal advice and counsel to such individuals as may be required in any proceedings before the Municipal Court of the Borough,

COAH Attorney

The COAH Attorney shall be an attorney at law of New Jersey. The COAH Attorney is retained for appearances, negotiations, drafting of pleadings, attendance at strategy meetings , and all other Council on Affordable Housing matters as directed by the Borough.

COAH Planner

The Borough Planner shall be a New Jersey licensed professional planner. The Planner shall prepare all reports as requested by the Borough in regards to COAH.

Borough Auditor

The Borough Auditor shall make the annual audit of the Borough financial records for the year ending December 31st, and serve as Borough Auditor for the calendar year under submission, and perform the duties prescribed by law all in accordance with generally accepted auditing standards and the laws and regulations of the State of New Jersey regarding same. The Borough Auditor shall perform such duties and render such services as may from time to time be requested by the Borough Council, the Chief Financial Officer or the Borough Administrator.

Bond Counsel

The Bond Counsel shall be an attorney at law of New Jersey. Bond Counsel performs and provides legal advice with regard to the following activities; the preparation of Bond Ordinances and the review of the adoption proceedings; the preparation and review of public finance resolutions, the preparation and issuance of Bond Anticipation, Special Emergency, and Tax Anticipation Notes; and the preparation and issuance of General Obligation Bonds. In addition Bond Counsel is responsible for the preparation and/or review of any Preliminary Official Statement and Official Statement of the Borough. Bond Counsel is also responsible for the preparation and/or review of any application to the Local Finance Board, and attendance at any related meetings of the Board.

Borough Planner

The Borough Planner shall be a New Jersey licensed professional planner. The Planner shall prepare all reports as requested by the Borough Council.

Borough Engineer

The Borough Engineer shall be a New Jersey licensed Professional Engineer. The Borough Engineer shall attend meetings of the Borough and provide general engineering advice as requested from time to time. The Borough Engineer shall further oversee and be responsible for capital projects as approved from time to time by the Borough Council.

Land Use Board Attorney

The Planning Board Attorney shall be an attorney at law of New Jersey. The Planning Board Attorney shall attend all regular and special Planning Board meetings, which shall include routine phone calls with staff. The Planning Board Attorney shall prepare and defend all litigation affecting the Planning Board, or any member of it, which is the result of decisions made on applications or in the normal performance of their official duties pursuant to the Municipal Land Use Law. The Planning Board Attorney shall provide legal advice, research and assistance on any other special matters which the Planning Board may require to be addressed by the attorney. The Planning Board Attorney shall draft all legal documents as may be required including preparation of documents, Developers Agreements, and review of deeds, covenants, easements, etc. The Planning Board Attorney shall represent or advise the Planning Board on any matter in which the Planning Board may have a present or future interest.

Land Use Board Planner

The Planner shall be a New Jersey licensed professional planner. The Planner shall prepare all reports as requested by the Land Use Board.

***Eleven (11) copies of each package must be included for Land Use Board Services. And can be submitted on a computer disc, with one (1) Hard copy and eleven (11) disc copies**

Land Use Board Engineer

The Engineer shall be a New Jersey licensed professional engineer. The Planning Board Engineer shall perform such duties as specified in New Jersey State Law and the Municipal Codes and Regulations and shall include, but not be limited to, attend all regular and special Planning Board meetings, which shall include routine phone calls with staff, review and report on all development and site plan applications and perform any additional non-escrow work such as ordinance review as requested by the Planning Board.

***Eleven (11) copies of each package must be included for Land Use Board Services. And can be submitted on a computer disc, with one (1) Hard copy and eleven (11) disc copies**

Borough of Beachwood
Borough Attorney
Request for Professional Services
Requirements

The attorney/law firm must have the following:

At least 10 years experience as a lawyer
Experience in labor and contract negotiations
Litigation and appeal experience
Real estate and land use law experience
Contract law experience
Legal defense experience
Satisfy all other requirements as set forth by New Jersey state law and Borough of Beachwood Municipal Ordinance

Clearly label package as to position under submission:

Package to include:

Resume of attorney and staff attorneys that would be providing legal services.
Brief narrative of abilities
3 references
Cost per hour for attorney, paralegals and support staff
Cost per meeting attendance.
Itemized list of all other fees and charges
Statement as to whether any of the principals of the firm or the firm itself has been convicted of a crime within the last 5 years
Statement as to whether any of the principals of the firm or the firm itself has received a target letter from a grand jury
Certification as to the truth of the above two statements

9 copies must be submitted can be on disc (9 with one hard copy) .

Borough of Beachwood
Municipal Prosecutor
Request for Professional Services
Requirements

The attorney must have the following:

At least 5 years experience as a lawyer
At least 2 years experience as prosecutor
Satisfy all other requirements as set forth by New Jersey state law and Borough of Beachwood Municipal Ordinance

Clearly label package as to position under submission:

Package to include:

Resume of attorney and staff attorneys that would be providing legal services.
Brief narrative of abilities
3 references
Cost per hour or session for attorney
Itemized list of all other fees and charges
Statement as to whether any of the principals of the firm or the firm itself has been convicted of a crime within the last 5 years
Statement as to whether any of the principals of the firm or the firm itself has received a target letter from a grand jury
Certification as to the truth of the above two statements

9 copies must be submitted can be on disc (9 with one hard copy) .

Borough of Beachwood

Public Defender
Request for Professional Services
Requirements

The attorney must have the following:

At least 5 years experience as a lawyer
At least 2 years experience as public defender
Satisfy all other requirements as set forth by New Jersey state law and Borough of Beachwood Municipal Ordinance

Clearly label package as to position under submission:

Package to include:

Resume of attorney and staff attorneys that would be providing legal services.
Brief narrative of abilities
3 references
Cost per hour or session for attorney
Itemized list of all other fees and charges
Statement as to whether any of the principals of the firm or the firm itself has been convicted of a crime within the last 5 years
Statement as to whether any of the principals of the firm or the firm itself has received a target letter from a grand jury
Certification as to the truth of the above two statements

9 copies must be submitted can be on disc (9 with one hard copy) .

Borough of Beachwood
Bond Counsel

Request for Professional Services

Requirements

The attorney must have the following:

At least 10 years experience as a lawyer

At least 5 years experience as bond counsel

Satisfy all other requirements as set forth by New Jersey state law and Borough of Beachwood Municipal Ordinance

Clearly label package as to position under submission:

Package to include:

Resume of attorney and staff attorneys that would be providing legal services.

Brief narrative of abilities

3 references

Cost per hour

Itemized list of all other fees and charges

Statement as to whether any of the principals of the firm or the firm itself has been convicted of a crime within the last 5 years

Statement as to whether any of the principals of the firm or the firm itself has received a target letter from a grand jury

Certification as to the truth of the above two statements

9 copies must be submitted can be on disc (9 with one hard copy) .

Borough of Beachwood
Borough Engineer
Request for Professional Services
Requirements

The engineer/engineering firm must meet the following requirements:

At least ten (10) years experience in municipal engineering.
Licensed as a Professional Engineer and Professional Planner.
Certified Municipal Engineer.
Experience in public bidding and contract administration.
Experience in Land Use Planning and Law.
Knowledge of Municipal Grant Programs.
Knowledge of local, county state and federal regulations.
Experience with Ocean County, NJDOT and NJDEP
Experienced Planning Staff, Master Plan preparation experience, experience with Counsel on Affordable Housing.
Satisfy all other requirements as set forth by New Jersey state law and Borough of Beachwood Municipal Ordinance

Clearly label package as to position under submission:

Proposal package to include:

Previous experience in municipality.
Additional services available.
Location of office serving municipality.
Resume of Engineers providing services.
Brief narrative of abilities
3 references
Cost per hour for Engineer and staff
Cost per meeting attendance.
Itemized list of all other fees and charges
Statement as to whether any of the principals of the firm or the firm itself has been convicted of a crime within the last 5 years
Statement as to whether any of the principals of the firm of the firm itself has received a target letter from a grand jury
Certification as to the truth of the above two statements

9 copies must be submitted can be on disc (9 with one hard copy) .

Borough of Beachwood
Land Use Attorney
Request for Professional Services
Requirements

The attorney/law firm must have the following:

- At least 10 years experience as a lawyer
- Experience in labor and contract negotiations
- Litigation and appeal experience
- Real estate and land use law experience
- Contract law experience
- Legal defense experience
- Satisfy all other requirements as set forth by New Jersey state law and Borough of Beachwood Municipal Ordinance

Clearly label package as to position under submission:

Package to include:

- Resume of attorney and staff attorneys that would be providing legal services.
- Brief narrative of abilities
- 3 references
- Cost per hour for attorney, paralegals and support staff
- Cost per meeting attendance.
- Itemized list of all other fees and charges
- Statement as to whether any of the principals of the firm or the firm itself has been convicted of a crime within the last 5 years
- Statement as to whether any of the principals of the firm or the firm itself has received a target letter from a grand jury
- Certification as to the truth of the above two statements

***Eleven (11) copies of each package must be included for Land Use Board Services. And can be submitted on a computer disc, with one (1) Hard copy and eleven (11) disc copies**

Borough of Beachwood
Land Use Engineer
Request for Professional Services
Requirements

The engineer/engineering firm must meet the following requirements:

At least ten (10) years experience in municipal engineering.
Licensed as a Professional Engineer and Professional Planner.
Certified Municipal Engineer.
Experience in public bidding and contract administration.
Experience in Land Use Planning and Law.
Knowledge of Municipal Grant Programs.
Knowledge of local, county state and federal regulations.
Experience with Ocean County, NJDOT and NJDEP
Experienced Planning Staff, Master Plan preparation experience.
Satisfy all other requirements as set forth by New Jersey state law and Borough of Beachwood Municipal Ordinance

Clearly label package as to position under submission:

Proposal package to include:

Previous experience in municipality.
Additional services available.
Location of office serving municipality.
Resume of Engineers providing services.
Brief narrative of abilities
3 references
Cost per hour for Engineer and staff
Cost per meeting attendance.
Itemized list of all other fees and charges
Statement as to whether any of the principals of the firm or the firm itself has been convicted of a crime within the last 5 years
Statement as to whether any of the principals of the firm of the firm itself has received a target letter from a grand jury
Certification as to the truth of the above two statements

***Eleven (11) copies of each package must be included for Land Use Board Services. And can be submitted on a computer disc, with one (1) Hard copy and eleven (11) disc copies**

Borough of Beachwood
Borough Auditor
Request for Professional Services
Requirements

The auditor/firm must have the following:

At least 5 years experience in public sector accounting
A working knowledge of utility budgets, bond financing
Satisfy all other requirements as set forth by New Jersey state law and Borough of Beachwood Municipal Ordinance

Clearly label package as to position under submission:

Package to include:

Resume of attorney and staff attorneys that would be providing legal services, including membership in professional associations
Peer Review
Description of software using during budget and audit process.
Brief narrative of abilities
3 references
Cost per audit and budget preparation
Itemized list of all other fees and charges
Statement as to whether any of the principals of the firm or the firm itself has been convicted of a crime within the last 5 years
Statement as to whether any of the principals of the firm of the firm itself has received a target letter from a grand jury
Certification as to the truth of the above two statements

9 copies must be submitted can be on disc (9 with one hard copy) .

Borough of Beachwood

Request for Professional Services

**Positions: Special Projects Architect - Counsel, Conflict Judge, Conflict Prosecutor, Conflict Public Defender
COAH Attorney and COAH Planner**

Requirements

The candidate must have the following:

Satisfy all requirements of the position

Satisfy all other requirements as set forth by New Jersey state law and Borough of Beachwood Municipal Ordinance

Clearly label package as to position under submission:

Package to include:

Resume of candidate and all those providing services.

Brief narrative of abilities

3 references

Billing rate for services

Itemized list of all other fees and charges

Statement as to whether any of the principals of the firm or the firm itself has been convicted of a crime within the last 5 years

Statement as to whether any of the principals of the firm or the firm itself has received a target letter from a grand jury

Certification as to the truth of the above two statements

9 copies must be submitted can be on disc (9 with one hard copy) .

BOROUGH OF BEACHWOOD

Schedule "A"

FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL SERVICES

(Pursuant to N.J.S.A. 19:44A-20.5 et. seq. and in conformance with the **Municipal Ordinance #2005-26** which was approved by the Governing Body of the Borough of Beachwood December 21st, 2005, and attached herein)

The **standardized submission requirements** shall include:

- (i) Names and roles of individual(s) who will be assigned to perform the tasks and a description of their professional experience with Borough of Beachwood and/or experience with other municipalities and project similar to the matter being advertised.
- (ii) Professional licenses and/or certifications held by the individual(s) to be assigned to the work required.
- (iii) Educational background and experience of the individual(s) to be assigned to the work required.
- (iv) List of Professional References and Records of Success, including addresses and telephone contact number.
- (v) Description of the support staff available to the individual(s) to be assigned.
- (vi) Cost details, including the hourly rates of **ALL** individuals who will, or potentially could, perform services, all other 'charges' for extra services not included in the hourly rates, and, where appropriate, total cost of "not to exceed" amount.

The **selection criteria** to be used in awarding contracts shall include, but not be limited to:

- (i) Qualifications of all individuals who will perform the tasks and the amounts of their respective participation.
- (ii) Experience and reputation in the field.
- (iii) Ability to perform the task(s) in a timely fashion, including staffing and familiarity with the subject matter.
- (iv) Availability of the Professional Service entity personnel, facilities and other resources.
- (v) Professional Service entity financial stability and strength.
- (vi) Cost consideration including, but not limited to, standardized submission requirements, historical costs for similar contracts, expertise involved.
- (vii) Responsiveness to the Public Notice and Specifications; Submission demonstrates a clear understanding of the scope of work related objectives.
- (viii) Compliance with the submission documents.

Standardized Submission Requirements & Selection Criteria (con't.)

Pursuant to **N.J.S.A. 30A:11-3(b)**, ..."contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection (1) of section 5 of P.L. 1971, c.198 (**N.J.S.A. 40A:11-5**) may be awarded for a period not exceeding twelve (12) consecutive months".

This solicitation is for the length , effective from date of award by resolution of Borough Council **through to completion.**

The award of this contract is based upon funds being encumbered and contingent upon the availability of funds in the appropriate municipal budget.

Professional services entities responding to this solicitation shall submit one (1) original hard copy and 9 disc copies by October 19, 2012

**BOROUGH OF BEACHWOOD
NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY :
: ss.
COUNTY OF _____ :

I, _____ of the Municipality of _____
in the County of _____ and the State of _____,
of full age, being duly sworn according to law on my oath depose and say that:

I am _____
Title _____

of the firm of _____
the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Borough of Beachwood relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said project.

Subscribed and sworn to before me

this _____ day of _____, _____

Notary Public, State of _____

My Commission expires _____

Signature

By (Type or Print Name)

BOROUGH OF BEACHWOOD

**STATEMENT OF INDIVIDUAL(S) OWNING 10% OR MORE
OF STOCK OR INTEREST IN THE BIDDER'S BUSINESS ENTITY**

In accordance with N.J.S.A.52:25-24.2, no corporation, partnership, limited partner ship, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, there is submitted to the Borough of Beachwood, a statement setting forth the names and addresses of all stockholders who own ten (10%) percent or more of stock, of any class or of all individual partners who own a ten (10%) or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning ten (10%) or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. This form shall be submitted with the bid whether or not a stockholder or partner owns less than ten (10%) of the business submitting the bid.

Date: _____

LEGAL NAME OF BIDDER:

Check which business entity the bidder is:

- Corporation
- Limited Liability Corporation
- Subchapter S Corporation
- Partnership
- Limited Partnership
- Limited Liability Partnership
- Sole Proprietorship

Complete if the bidder is one of the 3 types of Corporations:

Date Incorporated: _____

Where Incorporated: _____

**NOTE: If no Stockholder or partner owns 10%
or more of the business submitting the
bid, please sign and date this form.**

SIGNATURE / DATE

BUSINESS ADDRESS

STREET ADDRESS / CITY / STATE / ZIP CODE

TELEPHONE NUMBER / FAX NUMBER

Listed below are the names and addresses of all stockholders or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest therein.

NAME	ADDRESS
NAME	ADDRESS
NAME	ADDRESS
NAME	ADDRESS
NAME	ADDRESS
NAME	ADDRESS