

PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY ESTABLISHED
QUALIFICATION CRITERIA

**NOTICE
WILLINGBORO TOWNSHIP
REQUEST FOR QUALIFICATIONS (RFQ)**

The Township of Willingboro solicits statements of qualification of 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. A copy of the Request for Qualifications will be posted at the Township's website at www.willingboro.gov or <https://www.willingboronj.gov/departments/township-clerk-2/rfp-bids>. You may also contact the Acting Township Clerk to obtain a copy of the Request for Qualifications at 609-877-2200 X1028. Responses must be received in the Office of the Township Clerk, Willingboro Township Municipal Complex, One Rev. Dr. M. L. King, Jr. Drive, Willingboro, NJ 08046, no later than 3:00 PM January 13, 2023. All responses shall be opened and announced publicly, immediately thereafter by the Township Clerk. Responses will be reviewed by the governing body and all appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be effective January 1, 2023 through December 31, 2023.

Township Auditor
Planning Board Planner

The Township assumes no responsibility for delays that result in proposals being delivered later than the scheduled time listed above.

Brenda Bligen, MBA
Acting Township Clerk

TOWNSHIP AUDITOR

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

- **Please note:** Invoices and the Township's voucher for legal fees and costs will be submitted on a monthly basis to Township Manager. Invoices and Township vouchers shall be submitted no later than the Tenth day of the preceding month. The Township will pay billings upon the Township Manager's approval of the Attorney's invoice and corresponding voucher.

MANDATORY MINIMUM REQUIREMENTS:

1. The firm must employ 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 firm must employ a registered municipal accountant licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment.
3. Must have a minimum of ten (10) years experience in providing auditing services to municipalities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients.
6. Must list all past and present municipal clients.

INSURANCE REQUIREMENTS

Prior to commencing work under contract, the successful firm shall furnish the Township of Willingboro with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the Township of Willingboro must provide the coverage. Firms must give the Township of Willingboro a sixty (60) day notice of cancellation, non-renewal, or change in insurance coverage. The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

PROFESSIONAL LIABILITY INSURANCE

Minimum of \$1,000,000.00 errors and omissions per occurrence to be amended based upon the specific work and values involved.

WORKERS COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE

- Statutory coverage for New Jersey
- \$100,000.00 Employer's Liability

GENERAL LIABILITY INSURANCE

Minimum of \$1,000,000.00 per occurrence to be amended based upon the specific work and values involved. The Township of Willingboro shall be named as additional insured with respect to general liability.

AUTOMOBILE LIABILITY INSURANCE

Minimum of \$ 1,000,000.00 per occurrence / \$1,000,000.00 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

INDEMNIFICATION

The selected firm(s) shall defend, indemnify, and hold harmless the Township of Willingboro, its officers, agents, and employees from any and all claims and costs of any nature. Whether for personal injury, property damage, or other liability arising out of or in any way connects with the firm's acts or omissions under this agreement.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Proposer: _____

PART 1

Pursuant to Public Law 2012, c. 25(N.J.S.A. 52-32:55, et seq.) and N.J.S.A. 40A:11-2.1 any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person.

Or entity, nor any of its parents, subsidiaries, or affiliates (any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity), is identified on the department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at: <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>

Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Township finds a person or entity to be in violation of law, it shall take action as may be appropriate and provided by law, rule or contract, including but not limited to seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. If the bidder submits a false certification, the Township shall report the name of the bidder to the New Jersey Attorney General, who shall determine whether to bring a civil action against the person or entity in accordance with N.J.S.A. 52:32-59.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012 c. 25, that neither the bidder listed above nor any of the bidder's Parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate, and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2

You must provide a detailed, accurate, and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries, or affiliates, engaging in the Investment activities in Iran outlined above by completing the box below.

Name: _____ Relationship to Proposer: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation date: _____

Proposer Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and *state* that *the* foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Township is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township in writing of any changes to the answers or Information contained herein.

I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township and the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (print): _____ Signature: _____

Title: _____

Date: _____

PLANNING BOARD PLANNER

GENERAL CRITERIA

The Township of Willingboro Planning Board (“Planning Board”) is seeking sealed proposals for its Planner. The Planner will be responsible for providing general planning services to the Planning Board. Applicants should demonstrate knowledge and experience with respect to all aspects of general planning services and land use regulations required by a municipal entity. Any experience or knowledge of matters that directly affect the Willingboro Planning Board should be addressed.

- **Please note:** Invoices and the Township’s voucher for legal fees and costs will be submitted on a monthly basis to Township Manager. Invoices and Township vouchers shall be submitted no later than the Tenth day of the preceding month. The Township will pay billings upon the Township Clerk's approval of the Attorney’s invoice and corresponding voucher.

All proposals are to be returned to Clerk’s Office, Willingboro Township, 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, NJ 08046. Proposals sent by mail shall be addressed as indicated above and shall be clearly marked on the envelope: “RFP - Planning Board Planner”. The Planning Board will be the sole discretionary body for consideration or rejection of the proposals. This contract shall be awarded based on most advantageous price and other factors including but not limited to experience, education and special accreditations. This service is exempt from formal bidding in accordance with N.J.S.A. 40A:11-5(a).

All appointments to provide professional services shall be in the name of an individual authorized or licensed to practice said profession or service. The name of a company or firm may follow the name of the individual.

MANDATORY MINIMUM REQUIREMENTS

1. Must be certified to provide planning services to a municipality in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing planning 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 Planning Board 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 Willingboro to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of Municipal Master Plans.
7. Must list past and present municipalities and/or Planning and Zoning Boards served as Consulting Engineer.

8. Proof that that respondent is authorized or licensed to practice the particular profession to which the respondent is appointed.
9. Proof of a Certificate of Good Standing when applicable.
10. Proof of the New Jersey Business Registration Certificate.
11. Rate schedule in accordance with proposal and award.

PROPOSAL EVALUATION

- Proposals will be evaluated by the Planning Board based upon the following criteria:
- Experience and Reputation in the field
- Education and/or special accreditations in the field
- Availability of sufficient personnel and other resources to provide the service
- Compensation proposal
- Other factors which may be in the best interest of the Planning Board

TERM OF CONTRACT

The term of this contract shall be one year from the date of appointment or until a successor is appointed. Continuation of the terms of this contract beyond the fiscal year is contingent upon availability of funds in the following year's budget. This contract is being issued pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq.

INSURANCE REQUIREMENTS

Prior to commencing work under contract, the successful firm shall furnish the Planning Board with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the Planning Board must provide the coverage. Firms must give the Planning Board a sixty (60) day notice of cancellation, non-renewal, or change in insurance coverage. The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

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AUTOMOBILE LIABILITY INSURANCE

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INDEMNIFICATION

The selected firm(s) shall defend, indemnify, and hold harmless the Planning Board, its officers, agents, and employees from any and all claims and costs of any nature. Whether for personal injury, property damage, or other liability arising out of or in any way connects with the firm's acts or omissions under this agreement.

PAY TO PLAY REQUIREMENTS

Entities submitting a proposal are required to comply with N.J.S.A. 19:44A-20.26 (P.L. 2005, c.271, s2). If bidder is a corporation or partnership, there must accompany its bid, a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10%) percent, or more of its stock, of any class, or of all individual partners in the partnership who own a ten (10%) percent or greater interest therein. If one or more stockholders or partnership, the stockholders holding ten (10%) percent or more of that corporation's stock, or the individual partner owning ten (10%) percent, or greater interest in that partnership, must be set forth as aforesaid.

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Proposer: _____

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Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Planning Board finds a person or entity to be in violation of law, it shall take action as may be appropriate and provided by law, rule or contract, including but not limited to seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. If the bidder submits a false certification, the Planning Board shall report the name of the bidder to the New Jersey Attorney General, who shall determine whether to bring a civil action against the person or entity in accordance with N.J.S.A. 52:32-59.

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OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate, and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2

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Name: _____ Relationship to Proposer: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation date: _____

Proposer Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and *state* that *the* foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or

entity. I acknowledge that the Planning Board is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Planning Board to notify the Planning Board in writing of any changes to the answers or Information contained herein.

I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Planning Board and the Planning Board at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (print): _____ Signature: _____

Title: _____

Date: _____