

**Borough of Garwood
County of Union**

**Public Notice for the Solicitation of Professional Service Contracts
for the period of January 1, 2017 to December 31, 2017**

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the Borough Administrator/Clerk, or designated representative, for the Borough of Garwood, County of Union, State of New Jersey on Thursday, December 1, 2016, at 11:00 a.m., prevailing time, in the Council Chambers, Borough of Garwood, 403 South Avenue, Garwood, NJ, 07027, then publicly opened and read aloud for the following:

- Professional Legal Services – Municipal Attorney
- Professional Legal Services – Labor Attorney
- Professional Legal Services – Tax Appeals Attorney
- Professional Municipal Engineering Services – Contractual Engineering
- Municipal Court Prosecutor
- Municipal Court Public Defender
- Professional Legal Services for Planning/Zoning Board – Board Attorney
- Professional Planning/Engineering Services – Board Planner/Engineer

Proposals must be submitted in sealed envelopes bearing the name and address of the proposer and the position applying for on the outside of the envelope and be addressed to the Office of the Borough Administrator/Clerk, Christina M. Ariemma, RMC, 403 South Avenue, Garwood, NJ, 07027. Proposals must be received no later than 11:00 a.m., on Thursday, December 1, 2016.

Requirements for positions may be obtained on the Borough website at www.garwood.org or at the Office of the Borough Administrator/Clerk, Municipal Building, 403 South Avenue, Garwood, NJ, between 9:00 a.m. and 4:00 p.m., Monday through Friday. Or by e-mail request to c-ariemma@garwood.org, or you may call 908-789-0710 to request the information by mail.

Submission must include a completed **CONTRIBUTIONS STATEMENT**, which is provided with the requirements or by visiting www.garwood.org. Failure to include the Contributions Statement is grounds for rejection.

Proposers for certain positions may be interviewed by the Mayor and Council or the Planning/Zoning Board, prior to award.

Proposers must submit **One (1) original plus eight (8) copies for Municipal Attorney, Labor Attorney, Tax Appeals Attorney, Engineering Services, Municipal Court Prosecutor and Municipal Court Public Defender.**

Proposers must submit **One (1) original plus fifteen (15) copies for Planning/Zoning Board Attorney, and Planner/Engineering Services.**

All professional service contracts are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contracts), N.J.S.A. 10:5-31 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. 52:2524.2) and shall include a completed Non-Collusion Affidavit.

The Mayor and Council and the Planning/Zoning Board of the Borough of Garwood reserve the right to reject any and all submissions due to any defects or waive informalities and accept any submission that in their judgment will be in the best interest of the Borough. The Mayor and Council and the Planning/Zoning Board shall award the contract or reject all submissions no later than 60 days from receipt of same.

Procedure for Soliciting Professional Services for 2017

- These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.
- Notice has been placed on the Borough website on November 9, 2016.
- The submission deadline for proposals is Thursday, December 1, 2016 at 11:00 a.m.
- Copies of the requirements are available below and copies of current contracts are available from the Borough Administrator/Clerk's Office, but must be requested no later than November 18, 2016.
- Applicant to submit any professional licenses held by them in the State of New Jersey, or any other State, including a "Certificate of Good Standing," or other documents evidencing that the license is not presently suspended or revoked.

Garwood Borough
Municipal Attorney
Request for Professional Services
Requirements

The attorney/law firm must have the following:

- Proposer must have a minimum of seven (7) years of experience in the practice of Municipal Law, a minimum of five (5) years serving as municipal attorney, pursuant to N.J.S.A. 40A:9-139 in one or more municipalities of this state and must have successfully completed Diplomat in New Jersey Municipal Law Courses; and
- Experience in labor and contract negotiations;
- Litigation and appeal experience;
- Real estate and land use law experience;
- Contract law experience;
- Legal defense experience;
- Tax appeal defense experience;
- Knowledge and experience in the County of Union;
- Satisfy all other requirements as set forth by New Jersey state law and the Code of the Borough of Garwood

Package to include:

- Resume of attorney and staff attorneys that would be providing legal services.
 - Brief narrative of abilities
 - Copies of all certificates, degrees and any other training certifications
 - 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
 - The Borough of Garwood does not reimburse for travel cost
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Garwood Borough
Labor Attorney
Request for Professional Services
Requirements

The attorney/law firm must have the following:

- Proposer must have a minimum of five (5) years of experience in the practice of Municipal Law, specifically labor law, pursuant to N.J.S.A. 40A:9-139 in one or more municipalities of this state and must have successfully completed Diplomat in New Jersey Municipal Law Courses; and
- Experience in labor law and contract negotiations;
- Litigation and appeal experience;
- Knowledge and experience with PERC;
- Contract law experience;
- Legal defense experience;
- Satisfy all other requirements as set forth by New Jersey state law and the Code of the Borough of Garwood

Package to include:

- Resume of attorney and staff attorneys that would be providing legal services.
 - Brief narrative of abilities
 - Copies of all certificates, degrees and any other training certifications
 - 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
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Garwood Borough
Tax Appeals Attorney
Request for Professional Services
Requirements

The attorney/law firm must have the following:

- Proposer must have a minimum of five (5) years of experience in the practice of Municipal Law, specifically tax appeal defense, pursuant to N.J.S.A. 40A:9-139 in one or more municipalities of this state and must have successfully completed Diplomate in New Jersey Municipal Law Courses; and
- Real Estate and land use law;
- Litigation and appeal experience;
- Tax appeals commercial/residential experience;
- Legal defense experience;
- Knowledge and experience in the County of Union;
- Satisfy all other requirements as set forth by New Jersey state law and the Code of the Borough of Garwood

Package to include:

- Resume of attorney and staff attorneys that would be providing legal services.
 - Brief narrative of abilities
 - Copies of all certificates, degrees and any other training certifications
 - 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
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Garwood Borough
Municipal Engineering Contractual Services
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 Collection System Operator.
- 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 Union County, NJDOT and NJDEP
- Experience in the County of Union minimum five (5) years;
- Satisfy all other requirements as set forth by New Jersey state law and the Code of the Borough of Garwood

Proposal package to include:

- Previous experience in municipality.
 - Additional services available.
 - Location of office serving municipality.
 - Resume of Engineers providing services.
 - Copies of all certificates, degrees and any other training certifications
 - 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 or the firm itself has received a target letter from a grand jury
 - Certification as to the truth of the above two statements
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Garwood Borough
Municipal Court 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
- Experience in the County of Union minimum five (5) years;
- Satisfy all other requirements as set forth by New Jersey state law and the Code of the Borough of Garwood

Package to include:

- Resume of attorney and staff attorneys that would be providing legal services.
 - Brief narrative of abilities
 - 3 references
 - Copies of all certificates, degrees and any other training certifications
 - 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 of the firm itself has received a target letter from a grand jury
 - Certification as to the truth of the above two statements
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Garwood Borough
Municipal Court Public Defender
Request for Professional Services
Requirements

The attorney must have the following:

- At least 5 years experience as a lawyer
- Substantial criminal defense experience either in the public or private sector
- Experience in the County of Union minimum five (5) years;
- Satisfy all other requirements as set forth by New Jersey state law and the Code of the Borough of Garwood

Package to include:

- Resume of attorney and staff attorneys that would be providing legal services.
 - Brief narrative of abilities
 - Copies of all certificates, degrees and any other training certifications
 - 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
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Garwood Borough
Planning/Zoning Board Attorney
Request for Professional Services
Requirements

The attorney/law firm must have the following:

- Proposer shall have a minimum of five (5) years of experience in the practice of Planning/Zoning, specifically Municipal Land Use Law (MLUL), Local Redevelopment and Housing Law (LRHL), Coalition on Affordable Housing (COAH) and be familiar with the Master Plan and Chapter 106 of the Code of the Borough of Garwood;
- Experience in the County of Union minimum five (5) years;
- Satisfy all other requirements as set forth by New Jersey state law and the Code of the Borough of Garwood

Package to include:

- Resume of attorney and staff attorneys that would be providing legal services
 - Copies of all certificates, degrees and any other training certifications
 - 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
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Garwood Borough
Professional Planner/Engineer for the Planning Board
Request for Professional Services
Requirements

The Professional Planner/Engineer must have the following:

- At least five (5) years' experience in Municipal land Use, with at least three of those years being from a similarly sized municipality
- A high degree of knowledge, experience and ability with the following:
 - NJ MLUL
 - Master Plan Updates
 - Drafting or amending land use ordinances for PB consideration
 - Familiar with Council of Affordable Housing (COAH) programs and Regional Contribution Agreements Plan Review Zoning conformance, positive and negative criteria for a variance and calculation of appropriate development fees
- Licensed as a professional planner by the State of NJ for a minimum of five (5) years
- Recognized by the American Institute of Certified Planners (AICP)
- Experience in preparation of planning of municipal master plan and enacting ordinances
- Experience of governmental entities in the field of planning for a minimum of five (5) years
- Knowledge of the Borough and its operations
- Experience in the County of Union minimum five (5) years;
- Satisfy all other requirements as set forth by New Jersey state law and the Code of the Borough of Garwood

Package to include:

- Resume of the Professional Planner
 - Brief narrative of abilities, including grant writing capabilities and list of planning grants received for clients.
 - 3 references
 - Copies of all certificates, degrees and any other training certifications
 - Cost per hour for all services provided
 - Itemized list of all other fees and charges
 - Applicant to submit any professional licenses held by them in the State of New Jersey, or any other State, including a "Certificate of Good Standing," or other documents evidencing that the license is not presently suspended or revoked.
 - 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
 - The Borough of Garwood does not reimburse for travel cost
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