

**BOROUGH OF MOUNT EPHRAIM  
REQUESTS FOR QUALIFICATIONS FOR  
PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY  
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44A-1 ET.SEQ.**

The Borough of Mount Ephraim solicits statements of qualification for applicants for appointment to the below listed professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the Office of the Borough Clerk of the Borough of Mount Ephraim, 121 S. Black Horse Pike, Mount Ephraim, NJ, 08059 no later than 3:00 PM, Friday, April 20, 2018. Each applicant is required to submit one copy of their proposal. All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or her representative. Responses will be reviewed by the governing body. All appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the fiscal year of May, 2018, to May, 2019, and subject to the execution of an appropriate contract. To obtain the detailed criteria, visit the borough website at [www.mountephrain-nj.com](http://www.mountephrain-nj.com) or you may request same via e-mail to [boroclerk@mountephrain-nj.com](mailto:boroclerk@mountephrain-nj.com).

**MUNICIPAL ATTORNEY**

**GENERAL CRITERIA:** The Borough of Mt Ephraim desires to appoint a municipal attorney who will be the chief, general legal officer of the Borough. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey redevelopment law and municipal contract law. Any experience or knowledge of matters directly affecting the Borough of Mt Ephraim should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of seven (7) years of experience in general representation of municipal governments or municipal authorities.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.
6. Must provide hourly billing rates of employees possibly assigned to service the Borough of Mt Ephraim.

## **MUNICIPAL AUDITORS**

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

### **MANDATORY MINIMUM REQUIREMENTS:**

1. The firm must employ a minimum of two (2) certified public accountants who have 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 minimum of two (2) registered municipal accountants 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.
7. Must provide hourly billing rates for employees possibly assigned to service the Borough of Mt Ephraim.

## **CONSULTING ENGINEERS**

**GENERAL CRITERIA:** The Borough of Mt Ephraim desires to appoint a firm to provide consulting engineering services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Mt Ephraim should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing consulting 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.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Mt Ephraim including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction Clerks.
5. Must maintain a principal office location in close proximity to the Borough of Mt Ephraim so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least ten (10) years of municipal experience.
8. Must list past and present municipalities served as Consulting Engineer.
9. Must provide hourly billing rates for employees possibly assigned to service the Borough of Mt Ephraim.

## **BOND COUNSEL**

**GENERAL CRITERIA:** The Borough of Mt Ephraim desires to appoint an attorney or firm who will be the primary legal representative of the Borough in all matters relating to the issuance of public debt instruments, including bonds and bond anticipation notes of the Borough. The Applicant should have knowledge of municipal bond and finance law. Any experience or knowledge of matters directly affecting the Borough of Mt Ephraim should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of seven (7) years experience representing municipal entities in connection with the approval of Bond Ordinances and the issuance of municipal bonds and/or notes.
3. Must list past and present municipal or government authorities represented as Bond Counsel.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff that is available to provide all legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
7. Must provide hourly billing rates of employees possibly assigned to service the Borough of Mt Ephraim.

## **PLANNING BOARD ATTORNEY**

**GENERAL CRITERIA:** The Borough of Mount Ephraim Planning Board desires to appoint a Planning Board attorney who will be the chief, general legal officer of the Planning Board. Applications should demonstrate knowledge of general New Jersey Zoning Board Land Use Law and New Jersey redevelopment law. Any experience or knowledge of matters directly affecting the Borough of Mt. Ephraim Planning Board should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of seven (7) years experience in the general representation of municipal governments, municipal authorities, or municipal agencies.
3. Must list past and present municipal or government authorities, or agencies represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient Planning Board staff available to provide all general legal services required by the Planning Board including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.
6. Must provide hourly billing rates of employees possibly assigned to service the Borough of Mount Ephraim Planning Board.

## **PLANNING BOARD CONSULTING ENGINEERS**

**GENERAL CRITERIA:** The Borough of Mount Ephraim Planning Board desires to appoint a firm to provide consulting engineering services to the Borough of Mount Ephraim Planning Board. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Mount Ephraim Planning Board should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing consulting services to municipalities or municipal authorities.
3. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Mount Ephraim Planning Board including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction Clerks.
4. Must maintain a principal office location in close proximity to the Borough of Mount Ephraim so as to be able to respond to emergent matters promptly.
5. Must have project managers with at least ten (10) years of municipal experience.
6. Must list past and present municipalities or municipal authorities served as Consulting Engineer.
7. Must provide hourly billing rates for employees possibly assigned to service the Borough of Mount Ephraim Planning Board.

## **RISK MANAGER/INSURANCE BROKER**

**GENERAL CRITERIA:** The Borough of Mount Ephraim desires to appoint an insurance risk manager/broker of record responsible for the negotiation and placement of various insurance products required by the Borough of Mount Ephraim including, but not limited to, general liability insurance, general property insurance, errors and omissions insurance, fleet motor vehicle insurance and others. Applicant must demonstrate extensive knowledge of all insurance products required by municipal entities and available product lines. Any experience or knowledge of matters directly affecting the Borough of Mount Ephraim should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed as a New Jersey insurance broker for a minimum of ten (10) years.
2. Must have a minimum of ten (10) years experience representing New Jersey municipal governments as an insurance broker.
3. Must handle all insurance products required by the Borough of Mount Ephraim.
4. Must have access to various competitive insurance lines.
5. Must have available risk management consultant services as requested by the Borough.
6. Must be able to provide consulting services relative to self-insurance programs and other alternative insurance options.
7. Must list past and present municipal entities served as Insurance Broker.

## **FINANCIAL ADVISOR**

**GENERAL CRITERIA:** The Borough of Mt Ephraim desires to appoint a municipal financial advisor to provide financial services as needed in conjunction with the issuance of general obligation bonds and related reporting compliance. The services shall consist of, but shall not be limited to, the following on an as-needed basis:

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Recommendation of structure for the transaction and alternatives to minimize overall debt service costs.
2. Assisting in reviewing and preparing, as applicable, relevant bond documents, including, but not limited to, official statements.
3. Assisting in preparations, discussions and meetings with rating agencies.
4. Identifying financing opportunities available to the Borough.
5. Managing the marketing of the sale, as well as the sale/pricing process.
6. Providing pre and post-closing analysis of debt issuances.
7. Providing such financial advisory and continuing disclosure services as requested by the Borough.