

**BOROUGH OF MOUNT EPHRAIM
REQUESTS FOR QUALIFICATIONS—ADDENDUM NO. 2, FOR
PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44A11-1 ET.SEQ.**

PUBLIC NOTICE

The Borough of Mount Ephraim is soliciting statements of qualification from applicants for appointment to the following professional positions: Municipal Attorney, Labor Attorney, Municipal Auditor, Bond Counsel, **Land Use Board Attorney**, Land Use Board Engineer, Consulting Engineer, Risk Manager/Insurance Broker and Financial Advisor. 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 3:00pm, **April 3, 2024**. Each applicant is required to submit **three bound copies and one unbound copy** of their proposal. Packages are to be submitted by regular mail, UPS or FedEx or can be hand-delivered to the Mt. Ephraim Municipal Building at 121 S. Black Horse Pike, Mt. Ephraim, NJ. 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. This appointment shall be for the calendar year of 2024 and shall be subject to the execution of an appropriate contract. For any incumbent Professionals who are re-appointed, the contract will be retroactive to January 1, 2024, and end December 31, 2024. For any new professionals who are appointed, the contract will be for eight months and will begin May 1, 2024, and end December 31, 2024. Contracts may be extended, if necessary, upon mutual agreement by both parties in writing. To obtain the detailed criteria, visit the borough website at www.mountephrain-nj.com or you may request same via e-mail to boroclerk@mountephrain-nj.com.

REQUIREMENTS FOR PROFESSIONAL INFORMATION AND QUALIFICATIONS

1. Name of Respondent.
2. Address of principal place of business and all other offices and phone/fax numbers. Please note specifically which professional will be assigned to work with the Borough and provide their email address.
3. Description of Respondent's education, experience, qualifications, number of years with the Respondent and a description of their experience with municipalities.
4. Three (3) municipal government references.
5. Respondent's ability to provide services in a timely fashion.
6. Cost details including hourly rates of individuals who will provide services to the Borough.
7. Evidence of compliance with New Jersey affirmative action requirements (e.g. Certificate of Employee Information Report).
8. Copy of New Jersey Business Registration Certificate.
9. Copy of any required professional federal and/or state licenses to perform the required activities.
10. Copy of current certificate of insurance evidencing professional liability insurance, with limits of not less than **One Million Dollars (\$1,000,000.00) each claim/\$2,000,000.00** annual aggregate.

Following pages outline the specific criteria sought for this professional appointment.

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 seven (7) 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 five (5) 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 and 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.
7. Compliance with N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate; and with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq., requiring compliance with Equal Employment Opportunity and Affirmative Action Laws and proof of compliance therewith.
8. If awarded a contract for this professional service, execution of the borough-provided contract that clearly spells out the Statement of Work and duties and responsibilities of the Municipal Attorney. Said contract is attached as Exhibit A to this Request for Qualifications.

LABOR ATTORNEY

GENERAL CRITERIA: The Borough of Mt Ephraim desires to appoint a labor attorney who will be the Chief Negotiator for the Borough with the Borough's collective bargaining units as determined by the Borough Commissioners. Applicants should demonstrate knowledge of general New Jersey municipal law and New Jersey labor 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 seven (7) 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 five (5) years of experience in labor law 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 legal services required by the Borough including, but not limited to, legal research, preparation of contracts, and other legal documents.
6. Must provide hourly billing rates of employees possibly assigned to service the Borough of Mt Ephraim.
7. Compliance with N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate; and with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq., requiring compliance with Equal Employment Opportunity and Affirmative Action Laws and proof of compliance therewith.
8. If awarded a contract for this professional service, execution of the borough-provided contract that clearly spells out the Statement of Work and duties and responsibilities of the Labor Attorney. Said contract is attached as Exhibit B to this Request for Qualifications.

MUNICIPAL AUDITOR

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.

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.
6. Must all past and present municipal clients.
7. Must provide hourly billing rates for employees possibly assigned to service the Borough of Mt Ephraim.

LAND USE 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 of 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 list all past and present municipal clients.
7. Must provide hourly billing rates of 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. Experience providing financial advisor services to municipalities relating to continuing disclosure requirements on outstanding and future bonds and other securities.
2. Experience providing services to municipalities that enables compliance with federal requirements regarding the issuance of necessary information while issuing new debt and any obligations of the borough to continue to provide information while debt remains outstanding together with any other services necessary to ensure the borough's compliance with all federal requirements.
3. Recommendation of structure for the transaction and alternatives to minimize overall debt service costs.
4. Assist in reviewing and preparing, as applicable, relevant bond documents, including, but not limited to, official statements.
5. Assisting in preparations, discussions and meetings with rating agencies.
6. Identifying financing opportunities available to the Borough.
7. Managing the marketing of the sale, as well as the sale/pricing process.
8. Providing pre and post-closing analysis of debt issuances.
9. Providing such financial advisory and continuing disclosure services as requested by the Borough.

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.

LAND USE 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 of 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.