

**REQUEST FOR
PROPOSAL/QUALIFICATIONS
FOR
MUNICIPAL PROFESSIONALS**

**Issued by the
Borough of Stone Harbor**



**Advertised in the Press of Atlantic City on
September 9th and September 16th, 2016**

**Responses Due back by:
November 3, 2016
11:00 AM**

BOROUGH OF STONE HARBOR
2016 PROFESSIONAL SERVICES REQUEST FOR PROPOSAL
RFP OPENING DATE: THURSDAY, NOVEMBER 3, 2016 AT 11:00AM

NOTICE TO BIDDERS

The Borough of Stone Harbor is soliciting proposals through a fair and open process in accordance with N.J.S.A 19:44A-20.4 et seq.

The Applicant will designate a specific individual(s) to work with the Borough of Stone Harbor and provide resumes for both the individual and Principals of the Business Entity.

PROJECT DESCRIPTION

Sealed RFP responses will be received by the Borough Clerk on Thursday, November 3, 2016 at 11:00 A.M. local prevailing time in the Council Chambers of the Municipal Building, 9508 Second Avenue, Stone Harbor, NJ 08247, at which time and place responses will be opened for:

BOROUGH 2017 PROFESSIONAL SERVICES

- Municipal Solicitor
- Labor Attorney
- Tax Appeal Attorney
- Municipal Auditor
- Municipal Prosecutor
- Municipal Public Defender
- Zoning Board Solicitor
- Planning Board Solicitor
- Bond Counsel
- COAH Counsel
- Risk Management Consultant
- Planning Consultant
- Health Insurance Consultant/Broker
- Environmental Consulting Engineer
- Municipal Architect

Proposals must be submitted in duplicate, one copy on the proposal forms contained in the bid package and one copy scanned as a PDF file and submitted on a CD or USB Drive.

Proposals must be in a sealed envelope, bearing the name and address of the bidder **and** the name of the project. This information must be on the **outside** of the envelope and addressed to Suzanne Stanford, Borough Clerk. In the following format:

Name and Address of Person or Entity submitting Proposal

RFP Title:

Position Applying for:

If the bid is sent by overnight or express mail, the above designation SHALL also appear on the outside of the courier company envelope.

Any proposal received not complying with these requirements SHALL not be opened and returned to sender marked "Unresponsive".

Qualification documents and instructions to applicants may be obtained via the Borough Website: <http://stoneharbornj.org/> It is the bidder's responsibility to check the website regularly for possible addenda.

Applicants shall comply with the requirements of P.L. 1975, C127, and N.J.A.C. 17:27et seq.

Borough Clerk

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PROPOSAL FORM

The undersigned declares that they have read the included Notice, Instructions, Affidavits and Scope of Services, that they have determined the conditions affecting the proposal are acceptable and agrees, if this proposal is accepted, to furnish and deliver services per their attached schedule of fees.

Please indicate the Professional Service/Title for which you are Submitting:

Professional Service	Please Check
Municipal Solicitor	<input type="checkbox"/>
Labor Attorney	<input type="checkbox"/>
Tax Appeal Attorney	<input type="checkbox"/>
Municipal Auditor	<input type="checkbox"/>
Municipal Prosecutor	<input type="checkbox"/>
Municipal Public Defender	<input type="checkbox"/>
Zoning Board Solicitor	<input type="checkbox"/>
Planning Board Solicitor	<input type="checkbox"/>
Bond Counsel	<input type="checkbox"/>
COAH Counsel	<input type="checkbox"/>
Risk Management Consultant	<input type="checkbox"/>
Planning Consultant	<input type="checkbox"/>
Health Insurance Consultant/Broker	<input type="checkbox"/>
Environmental Consulting Engineer	<input type="checkbox"/>
Municipal Architect	<input type="checkbox"/>

Please provide the name and address of Submitting Firm, Individual or Entity:

NOTE: In responding to these questions you may attach additional sheets as necessary. Please be sure to CLEARLY reference all additional sheets or relevant attachments under the appropriate question or area. Material not clearly referenced will not be considered.

1. Is your firm willing and able to perform the scope of services set forth in the Notice of Solicitation for Professional Services and the Solicitation Package for the above Professional Service / Title? Yes No

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2. If the answer to question 1 is “No”, then please explain any exceptions, clarifications or limitations to the scope of services that your firm is willing and able to provide?

3. Please provide the names and roles of the individuals who will perform the services, descriptions of their education and experience, degrees, licenses and certifications relevant to those services including specific experience with the Client/Owner to whom this submission is being sent (or with similar Client/Owners).

4. Please discuss your (the firm’s) record of success in providing the same or similar services to those being requested.

5. Please provide references who can be contacted to substantiate the above noted experience or record of success for the same or similar service.

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6. Please provide a list of your current municipal or public clients as well as past municipal clients.

7. Please describe your (the firm's) ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff, availability and/or ownership of key resources). If appropriate, a description of technical process and equipment available to the organization and used in performing the task(s) within the scope of work may be provided.

8. Please disclose any conflicts of interest you have or reasonably anticipate having with respect to the your firm's past, current or pending representation of clients or entities who are engaged in litigation or disputes with the Borough of Stone Harbor or its associated entities or who are appearing before or making application to its Boards or Agencies. If none, state "none."

9. Please provide a breakdown of costs for service (cost details), including the hourly rates of each of the individuals who will be performing services and a schedule of costs for reimbursable expenses and/or a budgeted amount for reimbursable expenses. If all or any part of the work proposed is to be performed on a lump sum or flat fee (as opposed to an hourly or reimbursable basis) please provide the amount of that lump sum or flat fee as well

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as specifically detailing the full scope of work to be included under the proposed lump sum or flat fee. It is also permissible to provide alternative fee proposals (lump sum or hourly) for the same scope of work, but again, it is very important to clearly delineate what is included.

10. (OPTIONAL) ADDITIONAL MATERIAL. Please discuss any relevant or supplementary materials which may demonstrate your firm’s qualification or capacity to perform the professional services listed or to illustrate why hiring your firm to perform these services would be in the best interest of the Borough.

11. In completing and submitting this form the submitting firm, individual or entity acknowledges that it has received and read the following which were provided with the submission materials:

- The Notice of Solicitation for Professional Services, pertaining to the Professional Title/Service which is the subject of this submission
- The “Title/ Service Description and Minimum Requirements” pertaining to the above Professional Title/Service and any supplemental addendum.
- The “General Instructions, Submission and Selection Criteria”
- The “General Contract Requirements” and Exhibits.

I certify that I am an authorized representative of the firm or business named below and offer on behalf of the firm to provide the professional services set forth herein in accordance with this submission form and the terms of the solicitation and submission materials noted above.

I further certify that the information contained in and attached to this submission is true to the best of my knowledge and belief, with the understanding that it will be relied upon as such by the public entity to which it is being submitted.

_____ Company	_____ Federal I.D. # or Social Security #
_____ Address	
_____ Authorized Agent (Print Name)	_____ Title of Authorized Agent
_____ Telephone Number	_____ Email Address
_____ Fax Number	

Signature

Sworn and subscribed to before me on

this _____ day of
_____, 20____

Signature of Notary

Notary seal

Print Name

**REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP)
FOR MUNICIPAL PROFESSIONALS**

I. PURPOSE AND INTENT

Through this Request for Proposal & Qualifications (RFP), the Borough of Stone Harbor (hereinafter the "Borough") seeks to engage a vendor as (position) for the 2017 Borough year commencing January 1, 2017 or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq.

II. PROPOSAL SUBMISSION

1. Proposals must be submitted in duplicate, one copy on the proposal form contained in bid package and one copy saved as a PDF and submitted on a CD or USB in a sealed envelope bearing name and address of person or entity submitting proposal as well as marked with the RFP Title and the "**NAME OF POSITION**" and addressed to:

Suzanne Stanford, Borough Clerk
Borough of Stone Harbor
9508 Second Avenue
Stone Harbor, New Jersey 08247

2. **The proposal must be received no later than Thursday November 3rd, 2016 at 11:00 AM prevailing time. Faxed proposals will NOT be accepted.**

3. Proposals will be publicly opened on Thursday, November 3, 2016 at 11:30AM in the Council Chambers of the Municipal Building, 9508 Second Avenue, Stone Harbor, New Jersey 08247.

4. **Any inquiry concerning this RFP should be directed in writing to:**

Jill Gougher
Borough Administrator
Borough of Stone Harbor
9508 Second Avenue
Stone Harbor, NJ 08247
gougherj@shnj.org

5. All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Borough will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Borough reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Borough reserves the right to re-solicit proposals.

III. GENERAL INFORMATION ON THE BOROUGH OF STONE HARBOR

1. Stone Harbor is a coastal resort community with an abundance of natural resources, attractive residential neighborhood and a thriving downtown district. As a seasonal resort, the Borough experiences extreme fluctuations in local population from seasonal to non-seasonal months. Stone Harbor is located in Cape May County, the southernmost county in New Jersey, and is approximately 150 miles south of New York City, 80 miles southeast of Philadelphia and 130 miles due east of Washington, D.C.

The Borough occupies the lower half of Seven Mile Island, a barrier island along the Atlantic Ocean coastline with the Borough of Avalon, located north of Stone Harbor. The early uses of the island were as hunting and fishing area for bands of Native Americans and later as pasture for mainland cattle farmers.

The development of what is now the Borough began in 1891 shortly after the Stone Harbor Improvement Company purchased the area and started fashioning it as a resort. The first building was a hotel and opened for business on July 4, 1892. The early developers wisely laid out and began dredging a series of basins (seven in number today) which are an important asset to the present day Stone harbor.

The area was incorporated on May 12, 1914. Its location has made it a popular vacation resort from its inception and steady progress with preservation of its natural resources has caused the Borough to adopt as its slogan, "The Seashore at Its Best."

The original Borough government was elected in 1914. The first election was held for Mayor, six members of Council, a tax collector, assessor and justice of the peace. Presently, the form of government consists of a Mayor and six Council members. In addition, the Borough has appointed an administrator who supervises the day-to-day operations of the Borough departments and also is responsible for formulating the budget. The Borough is strictly zoned and has a Master Plan and active Planning Board.

There are twenty-six (26) miles of paved streets which are maintained by the borough and the County.

In 1987, the Cape May County Municipal Utilities Authority (CMCMUA) took over sewerage treatment for the "Seven Mile/Middle" region with a new facility, which includes, among other, the Borough and Avalon. The Borough continues to maintain the sewer lines and the CMCMUA operates the sewerage treatment facilities.

The Borough operates its own water system with a water supply that is obtained from artesian wells over 850 feet deep, which are in the famous "Kirkwood Sands." The water supply has been traced as far as the Pocono Mountains.

Trash and garbage collection is provided by the Borough employees twice a week in the summer and once a week in the winter. The Borough is a participant in the County's recycling program.

2) All the following are contained within the Boroughs

- a) CAFRA (Coastal Area Facility Review Act)
- b) Dense Residential Development
- c) Beach and Bay
- d) Large area of wetlands
- e) Parks and Recreation Areas
- f) Marina with Public Boat Ramp
- g) Downtown Shopping District
- h) Bird Sanctuary
- i) Atlantic Coast Flyway Area
- k) Stone Harbor Point Conservation Area

IV. MINIMUM QUALIFICATIONS

Minimum Qualifications differ for each professional specialty; please see Exhibit A for specifics. All applicants, however, need to provide all items contained in Section V.

V. MANDATORY CONTENTS

OF PROPOSAL Definitions

While an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFP.

- **Scope:** Magnitude of the project, and value of the contract
- **Size:** When used in this context refers to such things as: budget, miles of roads, number of employees, acres of recreation areas, size of municipal bonds, population, number of homes.
- **Similar:** Refers to such things as towns that are surrounded by the Beach and bay, have areas of dense residential development, have large recreation areas, conservation areas, federally regulated wetlands and have a downtown Business district.

- 1) In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:
 - a) **Contact Information:** Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
 - b) **A Fee Proposal** for the 2017 year. A proposal showing minimum and maximum ranges is not acceptable.
 - c) **Billing:** The successful applicant shall provide billing on a monthly basis and a redacted bill if requested at no additional charge.
 - d) **An Executive Summary** of not more than two (2) pages, identifying and substantiating why the vendor is qualified to provide the requested services.
 - e) **A Staffing Plan** listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience; years and type of experience; and number of years with the vendor. **NOTE: The Borough will not pay for "in house" conferences or multiple levels of reviews.**
 - f) **A description of the vendor's experience** in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP in similarly-sized municipalities. It is imperative to show experience in similarly-sized towns.
 - g) **The location of the office,** if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with the Cape May County area.
 - h) **Five (5) references** for which similar services have been provided for. Experience with similarly sized municipalities is a plus. Provide the contact names, titles and phone numbers.
 - i) If the vendor or any principal therein has been subject to any **professional disciplinary action** over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action.
 - j) In its proposal, the vendor must identify any existing or potential **conflicts of**

interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.

- k) Individuals/Firms appointed to provide a Professional Service will be required to supply, at the time of contract execution, the following:
 - a) A Certificate of Insurance issued by an insurance carrier authorized to do business in the State of New Jersey reflecting the amount of professional liability insurance in effect during the contract period and naming the Borough as an additional insured.
 - b) Copy of your Affirmative Action Certificate.
 - c) A copy of your New Jersey Business Registration Certification
 - d) The Vendor must submit a completed **“Contractor Certification and Disclosure of Political Contributions” form** with its proposal. Failure to submit this completed form will cause the Vendor’s proposal to be disqualified without evaluation. **See Exhibit “B”**

VI. INTERVIEW

- 1. **The Borough Council (or if designated the Borough Administrator) reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Borough reserves the right to request clarifying information subsequent to submission of the proposal.**

VII. CRITERIA BY WHICH REQUESTS FOR PROPOSALS AND QUALIFICATIONS SHALL BE EVALUATED:

- 1. The Borough of Stone Harbor hereby discloses in writing that all of the submissions in response to the Requests for Proposals and Qualifications submitted through the fair and open process described above, will be evaluated by the Borough Council of the Borough of Stone Harbor and awarded or rejected on the basis of the following criteria.
 - A. Proposals will be evaluated by the Borough Council of the Borough of Stone Harbor on the basis of the most advantageous, price and other factors considered. The evaluation will consider:
 - 1. Experience and Reputation in the field
 - 2. Knowledge of the Borough of Stone Harbor and the subject matter to be addressed under the contract
 - 3. Availability to accommodate any required meeting of the agency
 - 4. Compensation proposal
 - 5. Other factors if demonstrated to be in the best interest of the Borough of Stone Harbor

- B. The following criteria, found under the competitive contracting rules at N.J.A.C. 5:34-4-2, if determined to be of assistance, may also be considered by the Borough Council. These criteria are not intended to be limiting or all-inclusive and they may be adapted or supplemented in order to meet the Borough Council's needs. No criteria will unfairly or illegally discriminate or exclude otherwise capable vendors.

I. Technical Criteria:

- a. Proposed methodology:
- i. Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?
 - ii. Is the vendor's proposal complete and responsive to the specific RFP Requirements?
 - iii. Has the past performance of the vendor's proposed methodology been documented?
 - iv. Does the Vendor's proposal use innovative technology and techniques?
 - v. Are sound environmental practices such as recycling, energy efficiency, and waste reduction used?

II. Management Criteria:

- a. Project Management:
- i. How well does the proposed scheduling timeline meet the agency's needs?
 - ii. Is there a project management plan?
- b. History and Experience in performing the work:
- i. Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?
 - ii. Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?
 - iii. Does the vendor document industry and program experience?
 - iv. Does the vendor have a record of moral integrity?
- c. Availability of personnel, facilities, equipment and other resources:
- i. To what extent does the vendor rely on in-house resources vs. contracted resources?
 - ii. Are the availability of in-house and contract resources documented?
- d. Qualification and Experience of Personnel:
- i. Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?
 - ii. Does the vendor make use of capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
 - iii. Does the vendor demonstrate cultural sensitivity in hiring and training staff?

III. Cost Criteria:

- a. Cost of goods to be provided or services to be performed:
 - i. Relative cost: How does the cost compare to other similar proposals?
 - ii. Full Explanation: Is the price and its component charges, fees, etc., adequately explained or documented?
- b. Assurance of performance:
 - i. If required, are suitable bonds, warranties, or guarantees provided?
 - ii. Does the proposal include quality control and assurance programs?
- c. Vendor's Financial stability and strength:
 - i. Does the vendor have sufficient financial resources to meet its obligations?

VIII. SELECTION AND CONTRACT

- 1) **The Borough will select the vendor deemed most advantageous to the Borough, price and other factors considered.** The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

Exhibit A

Borough of Stone Harbor Request for Proposal & Qualifications for Municipal Professionals

Minimum Qualifications

Applicant vendors **must** establish that they meet the following minimum qualifications:

Borough of Stone Harbor Minimum Requirements

Auditor:

Multi-disciplined firm experienced SEC and reporting obligations in municipal auditing procedures, bond law, appearing before the Local Finance Board, arbitrage, municipal budgeting and purchasing. The applicant must meet and possess all certifications necessary to practice as a Municipal Auditor in the State of New Jersey including but not limited to RMA certification. Additionally, as a minimum, the firm shall have five (5) years experience as a Municipal Auditor for municipalities in the State of New Jersey with similarly sized budgets. Applicant or staff member may be required to attend Borough Council Meetings or committee meetings from time to time at direction of the Borough Administrator. The applicant must demonstrate a high degree of knowledge of the following:

- a) The finance and operation of local government in New Jersey; and
- b) Department of Community Affairs' Local Finance Notices and their rules and regulations for municipal finance administration; and
- c) New Jersey State financial statutes, including but not limited to:
 - i) NJSA 40A:11 Local Public Contracts Law
 - ii) NJSA 40A:4 Local Budget Law
 - iii) NJSA 40A:2 Local Bond Law
 - iv) NJSA 40A:9-22.1 Government Ethics Law
 - v) NJSA 47:1A Open Public Records Law
 - vi) NJSA 40A:5 Local Fiscal Affairs Law
- d) All other financial matters pertaining to Boroughs, including budgets, assessments, monitoring reports, investments, audit controls, year-end accounting, Annual Financial Statements, budget preparation, annual audit, supplemental debt statements, etc. and a high degree of knowledge and familiarity with municipal trust funds, developer escrow accounts, utility budgets and dedications by rider. The applicant must also meet all certifications necessary to practice in the State of New Jersey.

Borough Attorney:

- 1) Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, COAH law and familiarity with Titles 40 & 40A of N.J.S.A. The applicant shall have five (5) years' experience as a municipal Borough Attorney for a municipality in the State of New Jersey, three (3) years of which should be in a similarly-sized coastal municipality.
- 2) The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
 - a) The operation of local governmental units in New Jersey
 - b) Acquisition and/or divesting of real estate, including but not limited to Open Space, easements, vacating roads,
 - c) Assisting with acquiring and administering grants
 - d) Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreements
 - e) Experience working in a town located in a similarly-sized coastal municipality.
 - f) Municipal Land Use Law
 - g) Extensive knowledge of Local Public Contracts Law
 - h) Experience working in a municipality that is self-insured via a Joint Insurance Fund
 - i) Knowledge of Employment Practices Liability (EPL) policies
 - j) Knowledgeable in Election Law, "Pay to Play" Laws and Government Ethics Laws
 - k) Preparation of Resolutions and Ordinances for Council adoption.
- 3) The applicant must be licensed to practice law in the State of New Jersey and be a member of the New Jersey Bar in good standing.
- 4) Include a list of any other professional qualifications, experience and/or credentials you feel are relevant, including any person/professional in your firm who is expected to work on this contract.

Environmental Consulting Engineer and/or Alternate:

- 1) All applicable licenses to perform general engineering in New Jersey. Applicant must have at least five (5) years experience as municipal engineer in a similarly-sized coastal municipality. Firm must be multi- disciplined with expertise in Beach replenishment, Back Bay dredging with engineers who hold licenses in these areas, MLUL experience, planners & landscape engineers on staff, experience in environmental assessments (wetlands, archaeological, endangered species, and hydrologic studies), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge of the CAFRA rules and regulations.

- 2) The applicant must demonstrate the ability to:
 - a) Prepare, or cause to be prepared, plans, designs and specifications for Beach and Bay projects and improvements

 - b) Provide and maintain surveys, maps, plans, specifications and control records with respect to any Beach and Bay projects in the Borough, including GIS considerations

 - c) Provide technical and engineering advice and assistance to the Borough Council and Borough Administrator

 - d) Attend Borough Council meetings as requested by the Borough Administrator

 - e) Attend Sub-Committee meetings as requested by the Borough Administrator

 - f) Ability to respond to resident concerns when an engineering project impacts their property

Borough Labor Counsel:

- 1) Firm or attorney specializing in public sector labor relations and whose practice is primarily or solely comprised of representing public sector management. The applicant shall have five (5) years experience as a municipal labor attorney for a municipality in the State of New Jersey, five (5) years of which should be in a municipality with at least three (3) CBAs, at least one of which should be a police or fire union.
- 2) The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
 - a) Collective Bargaining with major public sector unions (ex: FOP, PBA, AFSCME, CWA, Teamsters, GWU) representing management
 - b) Interest arbitration with Public Employees Relations Commission (PERC)
 - c) Grievance arbitration with PERC
 - d) PERC directed mediation and/or fact finding
 - e) Formulating management proposals
 - f) Employer-Employee Relations Act, ADA, FMLA, NJ FMLA
- 3) Applicant must list any public sector labor union clients, they are currently representing.
- 4) The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFP/RFQ.

Bond Counsel:

- 1) Law Firm experienced in municipal bonding, pooled financing procedures, bond law, SEC regulations and reporting and arbitrage. The applicant must meet and possess all certifications necessary to practice as a bond counsel in the State of New Jersey. Additionally, as a minimum, the applicant shall have ten (10) years of experience as a bond counsel for municipalities in the State of New Jersey with similarly-sized bonds. The applicant must demonstrate a high degree of knowledge and experience with municipal bonds of at least five million dollars (\$5,000,000.00), refinancing of existing bonds and helping the town to structure debt service so as to minimize impact to taxpayers. The applicant needs to have experience appearing before the Local Finance Board.
- 2) The applicant must also meet all certifications necessary to practice in the State of New Jersey.

Risk Management Consultant (RMC):

- 1) Firm or agent specializing in public sector Joint Insurance Funds and who has at least five (5) years' experience as an insurance risk consultant and with Municipal Joint Insurance Fund that represents municipalities as an RMC. Experience in municipalities of a similar scope and size is preferred.
- 2) The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
 - a) Loss Control
 - b) Risk Management
 - c) Claims Review
 - d) Attendance at JIF Meetings
 - e) Safety Programs
 - f) Identifying insurable exposures
 - g) Certificates of Insurance
 - h) Claims processing and assistance
- 3) Applicant shall submit quarterly bill/reports to the Borough Administrator delineating duties performed, projects worked on and any other efforts on behalf of Borough of Stone Harbor.
- 4) Applicant must list any other public sector JIF clients they are currently representing as RMC.
- 5) The Municipality authorizes the Fund to pay its Consultant as compensation for services rendered an amount percentage (%) of the Municipality's annual assessment as promulgated by the Fund. Said fee shall be paid within 30 days of payment of the member's assessment.
- 6) Twenty-four hour availability for access by the Borough Administration and governing body.
- 7) Attend at least 80% of the Borough's Safety Committee meetings, discuss and provide education on safety topics, and listen to departmental issues.
- 8) Review the Borough's loss history for at least the five (5) previous years and chart the types and numbers of claims, amounts reserved and paid, obtain status of pending claims and develop a plan of action for resolving open claims. Use such information to recommend steps to limit or eliminate risk of loss to the Borough.

- 9) Review the Borough's employee, safety and security manuals. Assess risks and exposures and make recommendations for amendments to such manuals and other steps that may be taken by the Borough to limit or eliminate risk and liability to the Borough.

Planning Board and Zoning Board Engineer and/or Alternates:

Licensed in the State of New Jersey, must have experience in Municipal Land Use pertaining to Major and Minor Site Plan applications and Major and Minor Subdivision applications. Familiar with New Jersey and CAFRA Regulations. Must have at least 5 years experience in representing Land Use Boards in the State of New Jersey.

Planning Board and Zoning Board Solicitors and/or Alternates:

Licensed Attorney in the State of New Jersey. Planning and Zoning Board Solicitor must have at least 5 years experience in representing Land Use Boards (i.e. Planning and/or Zoning). Must have experience in preparing Decisions and Resolutions of Approval or Denial. Familiar with New Jersey and CAFRA Regulations.

Municipal Prosecutor and/or Alternate Township Prosecutor:

Licensed Attorney in the State of New Jersey. Must have at least 3 years experience representing a municipal agency. Ability to present matters in Municipal Court. Familiar with motor vehicle and criminal statutes. Must be available as scheduled by the Municipal Court.

Public Defender:

Licensed Attorney in the State of New Jersey. Must have at least 3 years experience representing/defending members of the public in Municipal Court. Familiar with motor vehicle and criminal statutes. Must be available as scheduled by the Municipal Court.

Tax Appeal Attorney:

Licensed Attorney in the State of New Jersey. Must have at least 5 years experience in tax appeals (residential and commercial) at both the County Board of Taxation and the New Jersey Tax Court. Experience within a Coastal Community preferred.

Municipal Architect:

The Borough of Stone Harbor may from time to time appoint an architect to provide general services relative to architect projects as determined by the Township municipalities of New Jersey. Any experience or knowledge of matters directly affecting architectural work in the Borough of Stone Harbor should be addressed.

1. Must have minimum of five (5) years experience in municipal architectural work in the State of New Jersey.
2. Must maintain a bona fide principal office in the state of New Jersey.

Health Insurance Brokerage Services:

All Brokers submitting proposals shall be currently licensed and authorized by the State of New Jersey, Department of Insurance, to do business in the State of New Jersey and must have a favorable record. The length of term of the initial contract shall commence upon award of the contract and shall expire on December 31, 2017. The Borough reserves the right to extend the contract. The successful broker shall comply with all local, state and federal directives, orders, regulations or laws as applicable to this agreement.

For coverages written, timeliness is essential and the selected broker shall agree to place coverage and issue binders prior to each policy's respective expiration. Policies and/or endorsements are expected to be provided as soon as practicable after inception or renewal of the respective contract. The selected broker will negotiate on the Borough's behalf for the renewal of policies/endorsements. The Broker will maintain open communication with the Borough about trends of the market and impacts anticipated on the financial budget of the Borough as requested or as dictated by market activity

The following documents are required for submission with the proposal:

1. Broker Response Form;
2. A list of carriers represented;
3. Affirmative Action Statement;
4. Insurance for professional liability coverage with limits as to liability acceptable to the City of Brigantine;
5. Financial Disclosure Statement pursuant to N.J.S.A. 40A:9-22(1) et seq.;
6. Affirmative Action Statement pursuant to N.J.S.A. 10:5-1 et seq.;
7. New Jersey Business Registration Certificate; and
8. Any other standard bid documents appended to this proposal to be completed by Respondent.

The scope of services to be included in the proposals must include the following:

1. Negotiating annual renewal of coverages from carriers for Hospital, Medical-Surgical, Major Medical, Prescription Drug and Dental coverage. Seek competitive quotes from other health benefit carriers and provide advice and recommendations for consideration. Preparation of all necessary bid specifications, evaluation of bids, coverage and premium analysis, and recommendation of carrier.
2. Review policies and endorsements for accuracy and conformance with the negotiated coverages. Insure the timely issuance of policies and endorsements to the Borough.
3. Analyze and review all health benefit carrier proposed settlements, claims history, group utilization, reserves, claims processing, and other plan costs and expenses to provide information and recommendation to the Borough.

4. Assisting the Borough employees in setting claims or grievances relating to health benefit issues. Assist the Borough with health benefit plan administration and provide advice and guidance on new laws, regulations and procedures in the area of health benefit administration.
5. Assisting the Borough's personnel in processing of enrollments, terminations, changes, COBRA notification processes and applications, and other forms for administration and claims.
6. Providing the Borough administration with reasonable preliminary renewal figures during the budget process.
7. Attend on request Borough meetings, budget meetings, and union negotiation meetings, whenever necessary.
8. Assist the Borough's Personnel Office with required employee presentations.
9. The Respondents ultimately selected through this RFP will be responsible for assisting the Borough with all aspects of its health insurance consulting/brokerage services and for the administration and management of all aspects of the Borough's health and welfare insurance programs; this includes but is not limited to Medical, Prescription, Dental and Vision programs.

The following items are to be clearly addressed in the proposal responses for broker services for health insurance. If an item is not applicable to your proposals, clearly indicate "not applicable" for the item and the reason it is not applicable.

1. Name of firm.
2. Location of the office that would service our account.
3. A narrative statement (no more than 1 page) of the Respondent's understanding of the Borough's needs and goals.
4. How many years has the firm been dealing in the New Jersey public employer arena?
5. What percentage of your firm's current clients are public employers?
6. Describe the proposed management of the account as detailed as possible, (use bullet listing) including the identification of the account executive directly responsible for the overall management of the account. The industry-specific experience and functions of the account executive are to be clearly outlined along with the roles and identification of support personnel for the account.
7. Identify the other employees who will be assigned to service the account of the Borough of Stone Harbor. Highlight their experience in the service area they will provide, along with resumes.
8. Outline the program the account team will implement in working with Borough administration and staff to provide transition in new and/or existing programs, to communicate the scope of benefits program with employees. Outline the administrative support and organization included by the broker services team for carrier changes. Outline how a change of carriers, if warranted, would be disseminated to employees, including the means to convey the implication of the changes in their personal benefits.
9. Describe your experience and relationship with the Borough of Stone Harbor's

- existing health, dental and prescription program carriers.
10. Provide three (3) current public employer client references in New Jersey with covered employees in the range of 50 to 100 covered employees. List the lines of coverage you service for each reference.
 11. Provide a list of three current or former private clients in Atlantic and/or Cape May County, if any, with a contact name, title and telephone number.
 12. Provide a sample of the information which would be provided to the Borough detailing the outcome of your renewal negotiation efforts, ongoing service efforts and analysis of competitive markets.
 13. Specify in detail the claims administration services and covered employee support that will be provided to the Borough of Stone Harbor, such as hours of availability, extent of clinical and insurance expertise and number of employees rendering this service.
 14. Specify how the firm will routinely serve the Borough and its administration in the annual and intermittent enrollment processes, written communications, employee meetings, employee information updates, employer responsibilities updates, benefits usages and limitations, etc.
 15. Does your firm provide a toll free number and/or internet access and support? What access will be made available to administrators and to employees? Outline the response process and timeframe for addressing needs and/or concerns of the Borough's administration and/or the Borough's employees.
 16. Describe the firms' methods for development of specifications to obtain competitive health insurance policy quotes and the means of communicating with the Borough administration the results.
 17. Describe the support and resource services that will be available to the Borough for collective bargaining negotiation process.
 18. Describe how your firm will review plan documents for compliance with applicable laws and contracted agreements. Describe how the firm will support the Borough personnel in comprehending and implementing compliance and process for HIPAA.
 19. Describe how your firm's commitment to the responsibility for representing accurately the scope of coverage being made available by the carriers recommended and selected in the quoting process.
 20. Please cite which, if any, public employer groups in Cape May County you have willingly moved into a program, like NJ State Health Benefits Plan, that pays no commission simply because it represented the best option for the client.
 21. Respondents shall provide the following:
 - List all immediate relatives of Principle(s) of Respondent who are Borough employees or elected officials of the Borough. For purposes of the above, immediate relative means a spouse, parent, stepparent, brother, sister, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.
 - List any, if company or any employee(s) of Respondent's company are barred from working with any major insurance carriers within the State of New Jersey.
 - Qualifications of all significant subcontractors used in connection with the servicing of this account.

EXHIBIT B - BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR ALTERNATIVE AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
Borough of Stone Harbor

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that

_____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding January 1, 2016 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Borough of Stone Harbor as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Judy Davies-Dunhour	Suzanne Walters
Mantura Gallagher	
Joan Kramar	
Karen Lane	
Barry Mastrangelo	
Joselyn Rich	

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

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

Name of Stock or Shareholder	Home Address

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____ Signed: _____

Title: _____ Print

Name: _____ Date: _____

Subscribed and sworn before me this ____ day
of

_____, 2____.

(Affiant)

(Print name & title of affiant) (Corporate

**BUSINESS ENTITY DISCLOSURE
CERTIFICATION FOR NON-FAIR AND
OPEN CONTRACTS Required Pursuant
To N.J.S.A. 19:44A-20.8
Borough of Stone Harbor**

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L.
2005, c.51)**

19:44A-20.6 Certain contributions deemed as contributions by business entity.

When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

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**The New Jersey Campaign Contributions & Expenditures Reporting Act (N.J.S.A.**

**19:44A-1 et seq.) 19:44A-3 Definitions.**

The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

The term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or

school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

**NOTICE TO BIDDERS  
BOROUGH OF STONE HARBOR  
NOTICE OF ADDENDUM NO. 1**

**REQUEST FOR PROPOSAL/QUALIFICATIONS  
FOR MUNICIPAL PROFESSIONALS**

**Issued by the  
Borough of Stone Harbor**



**Originally Advertised in the Press of Atlantic City on  
September 9<sup>th</sup> and September 16<sup>th</sup>, 2016**

**Responses Due back by:  
November 3, 2016  
11:00 AM**

Addendum No. 1 has been issued for the bid for 2017 Professional Services and is posted on the Borough Website. The original bid package for the above referenced project is amended as noted.

Concerning Bid Specifications:

Exhibit A Minimum Qualifications:

Item 1 added:

**Planning Consultant:**

Licensed professional planner in the State of New Jersey for a period not less than five (5) years with experience in providing planning services to New Jersey Municipalities, planning or zoning boards, and/or other New Jersey public entities. Work shall consist of providing consulting

Planning Services with respect to the implementation of suggested revisions to the Borough Zoning Regulations and consulting on an as-needed basis regarding proposed redevelopment or development projects. Services shall include, but not limited to the investigation of various areas as identified in the Periodic Master Plan and the preparation of appropriate planning reports regarding same. In addition, the Planner will provide review recommendations and reports related to proposed development and redevelopment projects and assist the Borough in revising development regulations. May be required to attend Council or Planning Board meetings and other informal meetings to discuss or review and discuss matters on behalf of the Borough under direction from the Borough Council, Borough Planning Board or Borough Administrator.

Item 2 Deleted:

**Risk Management Consultant:**

This professional service has been removed from the Request for proposal. We have one more year on current contract.

Item 3 Clarification:

**Question on Municipal Architect:**

If selected as the successful respondent for Municipal Architect for 2017, would Architect be able to continue providing professional services for privately-owned projects within the Borough while serving as the Borough's Municipal Architect? Or would a conflict of interest prevent Architect from providing professional services for privately-owned projects within the Borough?

**Answer on Municipal Architect:**

Since the Municipal Architect would only be designing Borough projects and not reviewing other private projects there would be no conflict of interest for Architect to provide services for privately-owned projects within the Borough.

**THIS ADDENDUM/CLARIFICATION SHALL BE RETURNED SIGNED WITH ALL BIDS.**

**I ACKNOWLEDGE RECEIPT OF THIS ADDENDUM.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

