

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

**Issued by the
The Township of Evesham**



**Date Issued:
November 1, 2024**

**Responses Due by:
12:00 PM– Friday, November 22, 2024**

**RFP Opening:
12:00 PM – Friday, November 22, 2024
Conference Room B**

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

I. PURPOSE AND INTENT

Through this Request for Proposal & Qualifications (RFP), the Township of Evesham (hereinafter the “Township”) seeks to engage a vendor (position) for the 2025 Township year commencing January 1, 2025 or upon appointment, whichever is later, until December 31, 2025. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq. and Chapter 27 of the Code of the Township of Evesham.

II. PROPOSAL SUBMISSION

The Township requires the proposal be submitted in the following format:

One (1) original, hard copy, plus One (1) copy of the full proposal in PDF File Format on a flash drive, shall be submitted in sealed envelopes and must be marked with the “NAME OF POSITION” and addressed to:

Rebecca Andrews, Acting Township Clerk
Township of Evesham
984 Tuckerton Road
Marlton, New Jersey 08053

The proposal must be **received no later than Friday, November 22, 2024 at 12:00 PM**

Proposals will be publicly opened on Friday, November 22, 2024, at 12:00 PM in Conference Room B of the Municipal Building, 984 Tuckerton Road, Marlton, New Jersey 08053.

Faxed proposals will NOT be accepted.

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

Lavon Phillips
Acting Township Manager
Township of Evesham
984 Tuckerton Road
Marlton, New Jersey 08053

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 Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township 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 Township reserves the right to re-solicit proposals.

III. GENERAL INFORMATION ON THE TOWNSHIP OF EVESHAM

The Township of Evesham operates under a Council-Manager Form of Government pursuant to NJSA 40:69A-83. The Township is approximately 32 square miles, has a population of 46,826, an annual operating budget of \$40 million, approximately 300 employees (175) who are full time, the remainder part-time or seasonal, and the township owns an 18 hole golf course and Country Club (Indian Spring Country Club). The Township Council meets at least once a month as well as special meetings on an as needed basis.

IV. MINIMUM QUALIFICATIONS

See Exhibit A

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 partially or wholly in the Pinelands, have areas of dense suburban development, have areas of non-dense woodlands, have large recreation complexes, contain streams and lakes, contain federally regulated wetlands and have a self-liquidating utility.

In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

- 1) 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.
- 2) A fee proposal for the 2025 Township year. A proposal showing minimum and maximum ranges is not acceptable.
- 3) For professionals billing hourly rates, invoices shall include: (a) matter name, (b) professional's name, (c) hourly rate, (d) the time spent on each particular task or service, (e) total charge for each billing entry, (f) itemized list of any expenses, (g) detailed description of the task or service performed. No block billing is allowed for professionals billing on an hourly basis.

- 4) No billing shall be charged for clerical or secretarial work. Charges for this work shall be covered in the professionals' hourly rate.
- 5) A statement of compliance with Chapter 27 of the Code of the Township of Evesham (sample attached)
- 6) **A copy of professional's New Jersey Business Registration Certificate required by the State of New Jersey for any business planning to contract with any public agency.**
- 7) **A completed professional's W-9 Request for Taxpayer Identification Number and Certification form.**
- 8) An executive summary of not more than two pages, identifying and substantiating why the vendor is best qualified to provide the requested services.
- 9) 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.
- 10) 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.**
- 11) 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 Burlington County area.
- 12) Five references, including three current clients for whom services have been provided for at least three years and two former clients for whom services have been provided within the past seven years. Provide the contact names, titles and phone numbers.
- 13) If the vendor or any principal therein has been engaged as a defendant in any litigation involving a sum of \$100,000 or more and/or has been subject to any professional disciplinary action over the last three years, the bidder must provide a description of the litigation and/or disciplinary action.
- 14) A description of any ongoing investigations and/or litigation matters involving the applicant, its directors, officers and principals and any individuals employed by the applicant that relate to the performance of the vendor in the proposed field of expertise.

- 15) 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 Township.
- 16) Billing for reimbursement for travel expenses by the vendor must be approved in advance by the Township Manager or his/her designee.
- 17) **Executed Disclosure of Investment Activities in Iran form.** (see form provided)
- 18) **Executed Certification of Non-Involvement in Prohibited Activities in Russia or Belarus** (see form provided)

VI. INTERVIEW

The Township Manager 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 Township reserves the right to request clarifying information subsequent to submission of the proposal.

VII. SELECTION PROCESS

All proposals will be reviewed by the Township Manager to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy IV “Minimum Requirements” and V “Mandatory Contents of Proposal” the Township will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- (a) The vendor’s general approach to providing the services required under this RFP.
- (b) The vendor’s documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP
- (c) The qualifications and experience of the vendor’s management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
- (d) The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor’s management, supervisory and other staff proposed.
- (e) Costs and fee schedules.

VIII. SELECTION AND CONTRACT

The Township will select the vendor deemed most advantageous to the Township, 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.

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Exhibit A
Township of Evesham

Request for Proposal & Qualifications for Municipal Professionals

Minimum Qualifications

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

Township of Evesham
Minimum Requirements

Auditor: (Council Appointment)

Multi-disciplined firm experienced 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. Additionally, as a minimum, the applicant shall have ten (10) years' experience as a Township Auditor for municipalities in the State of New Jersey with similarly sized budgets. The applicant must demonstrate a high degree of knowledge of (1) the finance and operation of local government in New Jersey, (2) Department of Community Affairs' Local Finance Bulletins and their plethora of rules and regulations for municipal finance administration, (3) New Jersey State financial statutes including but not limited to:

- NJSA 40A:11 (Local Public Contracts Law)
- NJSA 40A:4 (Local Budget Law)
- NJSA 40A:2 (Local Bond Law)
- NJSA 40A:9-22.1 (Government Ethics Law)

In addition to the above statutes, the applicant must demonstrate in depth knowledge of all other financial matters pertaining to Townships, including budgets, assessments, monitoring reports, investments, audit controls, Annual Financial Statement review, budget preparation, annual audit, etc. and a high degree of knowledge and familiarity with municipal trust funds, developer escrow accounts, utility budgets and dedications by rider. The Township operates a partially self-insured group health and prescription plan that will in turn require inclusion of the Third Party Administrator's claims administration into the scope of the audit. The applicant must also meet all certifications necessary to practice as the State of New Jersey.

The applicant shall provide a fee for preparation of the audit and reviews of the Annual Financial Statement and Annual Debt Statement.

Township Attorney : (Council Appointment)

- A. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, COAH law, NJ employment and personnel issues, and familiarity with titles 40 & 40A of N.J.S.A. The applicant shall have ten (10) years' experience as a municipal Township Attorney for a municipality in the State of New Jersey, three years of which should be in a municipality with a budget in excess of \$20 million and/or over 100 employees.
- B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
- (1) The operation of local governmental units in New Jersey.
 - (2) Acquisition of real-estate (Open Space).
 - (3) Assisting with acquiring and administering grants.
 - (4) Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreements.
 - (5) Experience working in a town located in the Pinelands and interacting with the Pinelands Commission
 - (6) Municipal Land Use Law
 - (7) Extensive knowledge of Local Public Contracts Law.
 - (8) Selling of township real estate and/or property.
 - (9) Experience working in a municipality that is self-insured via a Joint Insurance Fund.
 - (10) Putting together Employment Practices Liability (EPL) policies to protect the Township.
 - (11) Experience in a Council-Manager Form of government is a plus.
 - (12) Knowledgeable in election-law, "pay to play" laws and government ethics laws.

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/Q.

Conflict/Backup Attorney : (Council Appointment)

- A. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, COAH law, NJ employment and personnel issues, and familiarity with titles 40 & 40A of N.J.S.A. The applicant shall have ten (10) years' experience as a municipal Township Attorney for a municipality in the State of New Jersey, three years of which should be in a municipality with a budget in excess of \$20 million and/or over 100 employees.
- B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
- (1) The operation of local governmental units in New Jersey.
 - (2) Acquisition of real-estate (Open Space).
 - (3) Assisting with acquiring and administering grants.
 - (4) Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreements.
 - (5) Experience working in a town located in the Pinelands and interacting with the Pinelands Commission
 - (6) Municipal Land Use Law
 - (7) Extensive knowledge of Local Public Contracts Law.
 - (8) Selling of township real estate and/or property.
 - (9) Experience working in a municipality that is self-insured via a Joint Insurance Fund.
 - (10) Putting together Employment Practices Liability (EPL) policies to protect the Township.
 - (11) Experience in a Council-Manager Form of government is a plus.
 - (12) Knowledgeable in election-law, "pay to play" laws and government ethics laws.

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/Q.

Township Labor Counsel: (Council Appointment)

- A. Firm or attorney specializing in public sector labor relations and whose practice is primarily or solely comprised of representing management. The applicant shall have ten (10) years' experience as a municipal labor attorney for a municipality in the State of New Jersey, 5 years of which should be in a municipality with at least 3 CBAs, at least one of which should be a police or fire union.

- B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
 - 1. Collective Bargaining with major public sector unions (ex: FOP, PBA, AFSCME, CWA, Teamsters) representing management.
 - 2. Interest arbitration with Public Employees Relations Commission (PERC)
 - 3. Grievance arbitration with PERC
 - 4. PERC directed mediation and/or fact finding
 - 5. Formulating management proposals
 - 6. Employer-Employee Relations Act, ADA, FMLA, NJ FMLA

- C. Applicant must list any public sector labor union clients, they are currently representing.

- D. 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/Q.

COAH Attorney : (Council Appointment)

- A. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, COAH law, NJ employment and personnel issues, and familiarity with titles 40 & 40A of N.J.S.A. The applicant shall have ten (10) years' experience as a municipal Township Attorney for a municipality in the State of New Jersey, three years of which should be in a municipality with a budget in excess of \$20 million and/or over 100 employees.
- B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
- (1) The operation of local governmental units in New Jersey.
 - (2) Acquisition of real-estate (Open Space).
 - (3) Assisting with acquiring and administering grants.
 - (4) Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreements.
 - (5) Experience working in a town located in the Pinelands and interacting with the Pinelands Commission
 - (6) Municipal Land Use Law
 - (7) Extensive knowledge of Local Public Contracts Law.
 - (8) Selling of township real estate and/or property.
 - (9) Experience working in a municipality that is self-insured via a Joint Insurance Fund.
 - (10) Putting together Employment Practices Liability (EPL) policies to protect the Township.
 - (11) Experience in a Council-Manager Form of government is a plus.
 - (12) Knowledgeable in election-law, "pay to play" laws and government ethics laws.

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/Q.

Bond Counsel: (Council Appointment)

Law firm experienced in municipal bonding, pooled financing procedures, bond law, 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 seven (7) years' 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, pooled financing with an improvement authority or bridge commission, refinancing of existing bonds and helping the town to structure its debt service so as to minimize impact to the taxpayers. The applicant needs to have experience appearing before the Local Finance Board.

The applicant must also meet all certifications necessary to practice in the State of New Jersey.

Township Engineer : (Township Manager Appointment)

All applicable licenses to perform general engineering in NJ. Applicant must have at least ten (10) years' experience as municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, dams, with engineers who hold licenses in these areas, MLUL experience, planners & landscape engineers on staff, experience in environmental assessments (wetlands, archaeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge of the Pinelands Commission's rules and regulations.

The applicant must demonstrate the ability to:

- a. Prepare, or cause to be prepared, plans, designs and specifications for public works projects and improvement.
- b. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the township.
- c. Provide technical and engineering advice and assistance to the Township Council and Township Manager.
- d. Ability to update the Tax Map as per the Tax Assessor's needs.
- e. Attend all Council meetings as requested by the Township Manager.
- f. Administer and oversee road opening permits on behalf of the Manager.
- g. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Township Manager.
- h. Successful record of applying for and receiving road improvement grants.
- i. Ability to respond to resident concerns when an engineering project impacts their property.
- j. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq/ft).
- k. Experience administering performance bond and maintenance bonds on behalf of the township.
- l. Must demonstrate experience with engineering design, inspection and contract administration of annual municipal road projects totaling more than \$1 million.
- m. Documented experience with design, inspection and contract administration of large and small recreation projects.

Conflict/Backup Engineer: (Township Manager Appointment)

All applicable licenses to perform general engineering in NJ. Applicant must have at least ten (10) years' experience as municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, dams, with engineers who hold licenses in these areas, MLUL experience, planners & landscape engineers on staff, experience in environmental assessments (wetlands, archaeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge of the Pinelands Commission's rules and regulations.

The applicant must demonstrate the ability to:

- a. Prepare, or cause to be prepared, plans, designs and specifications for public works projects and improvement.
- b. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the township.
- c. Provide technical and engineering advice and assistance to the Township Council and Township Manager.
- d. Ability to update the Tax Map as per the Tax Assessor's needs.
- e. Attend all Council meetings as requested by the Township Manager.
- f. Administer and oversee road opening permits on behalf of the Manager.
- g. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Township Manager.
- h. Successful record of applying for and receiving road improvement grants.
- i. Ability to respond to resident concerns when an engineering project impacts their property.
- j. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq/ft).
- k. Experience administering performance bond and maintenance bonds on behalf of the township.
- l. Must demonstrate experience with engineering design, inspection and contract administration of annual municipal road projects totaling more than \$1 million.
- m. Documented experience with design, inspection and contract administration of large and small recreation projects.

Township Recreation & Special Projects Engineer:
(Township Manager Appointment)

Successful vendor must possess all applicable licenses to perform engineering work in NJ. Applicant must have at least ten (10) years of experience in designing and permitting recreational projects for similarly sized municipalities. Firm must be multi-disciplined with special expertise in all facets of recreational engineering to include, but not limited to, recreation design, construction management, drainage, MLUL experience, various related engineering specialties on staff, experience in environmental assessments (wetlands, archaeological, endangered species, hydrologic studies), GIS, materials testing, and extensive knowledge of the Pinelands Commission's rules and regulations. Applicant can also be assigned to perform other special engineering projects when deemed necessary by the Township Manger.

The applicant must demonstrate the ability to:

- a. Prepare, or cause to be prepared, plans, designs and specifications for recreational projects and improvements.
- b. Provide technical and engineering advice and assistance to the Township Council and Township Manager.
- c. Attend Council meetings as requested by the Township Manager.
- d. Prepare, review and approve construction plans and specifications for all recreational capital improvement projects as directed by the Township Manager.
- e. Ability to respond to resident concerns when an engineering project impacts their property.
- f. Experience in engineering inspections of recreational projects (over 20,000 sq/ft).
- g. Experience administering performance bond and maintenance bonds on behalf of the township.
- h. Must demonstrate experience with engineering design, inspection and contract administration of recreational totaling more than \$1 million.
- i. Documented experience with design, inspection and contract administration of large and small recreation projects.

In addition to documenting the above qualifications, the vendor shall submit a comprehensive portfolio of completed recreation projects containing the following information:

- 1) Description of Project
- 2) Location
- 3) Owner
- 4) Date Completed
- 5) Contract Value
- 6) Contact Information for Owner to Evaluate Satisfaction with the Vendor's Work

Township Architect: (Township Manager Appointment)

All applicable licenses to perform general architectural and structural engineering in NJ. Applicant must have at least ten (10) years' experience as an architect and structural engineer with primarily public sector clients. Firm must be multi-disciplined with expertise in architecture, structural engineering, HVAC engineering, electrical engineering and in general all fields of engineering related to building maintenance and design. The architectural firm may partner with engineering firm(s) to provide the expertise in the building engineering functions listed.

The applicant must demonstrate the ability to:

- a. Prepare, or cause to be prepared, plans, designs and specifications for public sector projects and improvement.
- b. Provide architectural and engineering advice and assistance to the Township Council and Township Manager.
- c. Prepare, review and approve construction plans and specifications for projects as directed by the Township Manager.
- d. Experience administering performance bond and maintenance bonds on behalf of the township.
- e. Must demonstrate experience with engineering design, inspection and contract administration of projects.
- f. Documented experience with design, inspection and contract administration of projects.

Evesham Chief Municipal Prosecutor (Council Appointment)

Scope:

Any persons or firms interested in providing professional services (as defined in the New Jersey Statutes, N.J.S.A. 40A:11-5(1)(a)(i)) to the Township of Evesham, for the position of “Municipal Prosecutor”.

In addition to Sections IV and V of this RFP Packet:

1. The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:
 - A. Names and titles of the individuals who will perform the service and/or activity.
 - B. A description of the individuals or firms experience with similar services or projects as requested.
 - C. A list of references and record of success.
 - D. A description of the individual or firms ability to provide the service or complete the activity in a timely fashion or as required by the Township
 - E. A fee schedule for the firm, including any retainer if applicable.
 - F. A statement of compliance with Chapter 27 of the Code of the Township of Evesham.
2. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
3. All awards or waivers will be by resolution acted on by the Township Council at a Township meeting.
4. All awards are subject to availability of funds.
5. This policy will include, but not be limited to, all of the above listed requirements.

Description of Professional Services needed:

Chief Municipal Prosecutor:

To represent State of New Jersey and Township of Evesham over which the Court has jurisdiction.

To provide one Prosecutor for First Appearance sessions scheduled for the second and fourth Wednesday of each month.

To provide two Prosecutors for each regular court session held every Thursday of each month.

To provide access to the Evesham Township Police Department by phone on as needed basis.

Flexibility of schedule for any special trials as may be needed.

Minimum Qualifications:

At least 4 years' experience preferred as Prosecutor or 5 years Municipal Court experience.

Must be admitted to and a member in good standing of the Bar of the State of New Jersey.

Must be familiar with Title 39 and Title 2C matters that generally arise in Municipal Court.

Must also have experience in Municipal Court with municipal ordinance violations.

Evesham Deputy Prosecutor (Council Appointment)

Scope:

Any persons or firms interested in providing professional services (as defined in the New Jersey Statutes, N.J.S.A. 40A:11-5(1)(a)(i)) to the Township of Evesham, for the position of “Municipal Prosecutor”.

In addition to Sections IV and V of this RFP Packet:

1. The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:
 - A. Names and titles of the individuals who will perform the service and/or activity.
 - B. A description of the individuals or firms experience with similar services or projects as requested.
 - C. A list of references and record of success.
 - D. A description of the individual or firms ability to provide the service or complete the activity in a timely fashion or as required by the Township
 - E. A fee schedule for the firm, including any retainer if applicable.
 - F. A statement of compliance with Chapter 27 of the Code of the Township of Evesham.
2. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
3. All awards or waivers will be by resolution acted on by the Township Council at a Township meeting.
4. All awards are subject to availability of funds.
5. This policy will include, but not be limited to, all of the above listed requirements.

Description of Professional Services needed:

Municipal Deputy Prosecutor:

To represent State of New Jersey and Township of Evesham over which the Court has jurisdiction.

To serve as backup Prosecutor for First Appearance sessions scheduled for the second and fourth Wednesday of each month if needed.

To serve as Deputy Prosecutor for regular court sessions held every Thursday of each month if needed.

To provide access to the Evesham Township Police Department by phone on as needed basis.

Flexibility of schedule for any special trials as may be needed.

Minimum Qualifications:

At least 4 years' experience preferred as Prosecutor or 5 years Municipal Court experience.

Must be admitted to and a member in good standing of the Bar of the State of New Jersey.

Must be familiar with Title 39 and Title 2C matters that generally arise in Municipal Court.

Must also have experience in Municipal Court with municipal ordinance violations.

Evesham Public Defender (Council Appointment)

Scope:

Any persons or firms interested in providing professional services (as defined in the New Jersey Statutes, N.J.S.A. 40A:11-5(1)(a)(i)) to the Township of Evesham, for the position of “Municipal Public Defender”.

In addition to Sections IV and V of this RFP Packet:

1. The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:
 - A. Names and titles of the individuals who will perform the service and/or activity.
 - B. A description of the individuals or firms experience with similar services or projects as requested.
 - C. A list of references and record of success.
 - D. A description of the individual or firms ability to provide the service or complete the activity in a timely fashion or as required by the Township
 - E. A fee schedule for the firm, including any retainer if applicable.
 - F. A statement of compliance with Chapter 27 of the Code of the Township of Evesham.
2. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
3. All awards or waivers will be by resolution acted on by the Township Council at a Township meeting.
4. All awards are subject to availability of funds.
5. This policy will include, but not be limited to, all of the above listed requirements.

Description of Professional Services needed:

Municipal Public Defender:

To represent indigent defendants in proceedings over which the Evesham Municipal Court has jurisdiction. Duties shall include the representation of any defendant charged with an offense in Municipal Court who is indigent as determined by the magistrate, and to handle all phases of the assigned defense, including discovery, pre-trial and post-trial motions and proceedings; and such other duties as imposed by statute, rule, regulation, ordinance, the rules of professional conduct, court orders or directives and the like.

Minimum Qualifications:

At least 2 years' experience preferred as Public Defender or in related experience in Municipal Court; must be admitted to and a member in good standing of the Bar of the State of New Jersey

Evesham Conflict Public Defender (Council Appointment)

Scope:

Any persons or firms interested in providing professional services (as defined in the New Jersey Statutes, N.J.S.A. 40A:11-5(1)(a)(i)) to the Township of Evesham, for the position of “Municipal Public Defender”.

In addition to Sections IV and V of this RFP Packet:

1. The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:
 - A. Names and titles of the individuals who will perform the service and/or activity.
 - B. A description of the individuals or firms experience with similar services or projects as requested.
 - C. A list of references and record of success.
 - D. A description of the individual or firms ability to provide the service or complete the activity in a timely fashion or as required by the Township
 - E. A fee schedule for the firm, including any retainer if applicable.
 - F. A statement of compliance with Chapter 27 of the Code of the Township of Evesham.
2. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
3. All awards or waivers will be by resolution acted on by the Township Council at a Township meeting.
4. All awards are subject to availability of funds.
5. This policy will include, but not be limited to, all of the above listed requirements.

Description of Professional Services needed:

Municipal Conflict Public Defender:

To represent indigent defendants in proceedings over which the Evesham Municipal Court has jurisdiction. Duties shall include the representation of any defendant charged with an offense in Municipal Court who is indigent as determined by the magistrate, and to handle all phases of the assigned defense, including discovery, pre-trial and post-trial motions and proceedings; and such other duties as imposed by statute, rule, regulation, ordinance, the rules of professional conduct, court orders or directives and the like.

Minimum Qualifications:

At least 2 years of experience preferred as Public Defender or in related experience in Municipal Court; must be admitted to and a member in good standing of the Bar of the State of New Jersey

Financial Advisor –Debt Issuance/Compliance:
(Council Appointment)

Multi-disciplinary firm experienced in municipal bonding procedures, bond law, appearing before the Local Finance Board, arbitrage, and municipal budgeting. The Financial Advisor shall have a minimum of five (5) years' experience in debt issuance in the State of New Jersey. The firm or its principals shall have demonstrated that it has participated in a minimum of 25 debt issuance engagements as financial advisor for local governments in New Jersey through listing the name of the local government, type of debt and amount.

The applicant shall provide evidence through the use of resumes, narratives and other documentation that it can perform the hereafter described scope of services. The applicant shall also provide at least five (5) professional references attesting to its performance relating to the issuance of debt. The applicant shall also provide a schedule describing hourly rates and fee methodology to be used in pricing various bond issues.

Scope:

The Township of Evesham is seeking a financial advisor to provide professional services related to the issuance of debt. Financial advisor shall provide the following scope of services:

1. Analyze Township's capital financing needs and recommend most cost-effective method of debt issuance.
2. Review outstanding bond issues for refunding opportunities to allow the Township to realize cost savings in debt service costs.
3. Coordinate bond ratings for Township debt issuances.
4. Recommend financing structure which includes repayment term, structure and redemption provisions.
5. Advise on state and federal regulations regarding the issuance of tax exempt or other forms of debt.
6. Provide projected and final debt service payment schedules, savings calculations and arbitrage yield calculations arising from Township debt issuance.
7. Coordinate applications to the local finance board and attend meetings.
8. Assist in the preparation of the preliminary and final official statement in connection with the sale of debt.

9. Coordinate sale of debt through the use of online or other means of pricing as appropriate.
10. Assist in preparing presentations to the governing body in matters regarding debt service.
11. Advise in regard to the most appropriate and advantageous method of sale (competitive, negotiated, private placement)
12. Serve as dissemination agent and provide any additional consulting services for the Township to comply with continuing disclosure requirements pursuant to U.S. Security and Exchange Commission regulations and all other state and federal rules for debt issuance. Duties shall include reviewing financial operating information prepared by the auditor for compliance with the Township's continuing disclosure reporting requirements, making required submittals and all other necessary coordination.
13. Provide all other services as may reasonably be expected from a financial advisor to municipal governments

Financial Advisor –Financial Consulting:
(Council Appointment)

Multi-disciplinary firm experienced in municipal budgeting, forecasting and long-term financial planning. The Financial Advisor shall have a minimum of five (5) years' experience in municipal finances in the State of New Jersey. The firm or its principals shall have demonstrated that it has participated in a minimum of 25 engagements as financial advisor for local governments in New Jersey through listing the name of the local government and services performed.

The applicant shall provide evidence through the use of resumes, narratives and other documentation that it can perform the hereafter described scope of services. The applicant shall also provide at least five (5) professional references attesting to its performance relating to municipal finance analysis. The applicant shall also provide a schedule describing hourly rates and fee methodology to be used in pricing various financial models (if applicable).

Scope:

The Township of Evesham is seeking a financial advisor to provide professional services related to long-term forecasting and various ad hoc financial modeling. Financial advisor shall provide the following scope of services:

1. Provide analytical and support services for financial planning efforts. This includes, but is not limited to, a review of the Township's long range capital budgets, debt offerings, tax impact analysis and others.
2. Assist in locating and obtaining alternative revenue sources along with projections of said sources.
3. Deliver responsible cost savings opportunities through detailed financial analysis of current Township operations.
4. Provide necessary benchmarking analysis to comparable New Jersey municipalities.
5. Assist with the preparation of presentation of financial strategy to Township Council.
6. Provide all other services as may reasonably be expected from a financial advisor to municipal governments.

THIRD PARTY ADMINISTRATOR SERVICES
(HEALTH AND PRESCRIPTION INSURANCE SERVICES)
(COUNCIL APPOINTMENT)

A. Scope of Services

The firm shall document in detail the firm's ability to provide the following range of services to administer a partial self- insurance plan for a group of approximately 190 covered employees:

- A. Plan Design
- B. Plan Documents
- C. Enrollment Services
- D. COBRA Administration
- E. Eligibility Verification
- F. Forms (Enrollment/Identification Cards/Etc)
- G. Claims Administration
- H. Customer Service
- I. Case Management
- J. Coordination of Benefits
- K. Stop Loss Insurance (Claims Reporting and other Coordination)
- L. Subrogation – Third Party Liability
- M. Management Reports-Claims History
- N. Financial Status Reports
- O. Internal Controls
- P. Utilization Review Services
- Q. Cost Controls
- R. Wellness Programs
- S. Other Services as Needed by the Township

The firm is required to provide a clear delineation of the self-insurance functions to be performed by the third party administrator and the functions to be performed by the Township staff.

Insurance Broker-Health (Council Appointment)

INSTRUCTIONS FOR PROPOSALS

The Township will award a contract pursuant to N.J.S.A. 40A: 11-1 and NJAC 5:34-1.1. The Township reserves the right, however, to reject any and all proposals as deemed in the best interest of the Township. 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 Township will exercise its right to review, revise, and approve written and other communication materials.

The length of term of the initial contract shall commence upon award of the contract and shall expire December 31, 2022. The Township 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.

Submission of Proposal

Proposals must be written in concise and clear language. The Broker acknowledges and affirms, by submission of a proposal that he/she agrees to be bound by the terms and conditions of the request for proposal. Any departures, exceptions, deviations, or inclusions to the terms of this specification will not be considered. Proposals shall remain firm for a period of ninety (90) days after the date specified for the receipt of proposals.

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 Township's behalf for the renewal of policies/endorsements. The Broker will maintain open communication with the Township about trends of the market and impacts anticipated on the financial budget of the Township as requested or as dictated by critical market activity.

The broker shall agree to provide full and free access to records maintained with respect to the insured, as well as any other books records, and information reasonably related to the scope of services provided by the broker to the Township.

The broker will provide to the Township, on an annual basis, a schedule detailing the coverages placed through the firm. Allocation of premium will be provided to the Township as required. Additional schedules will be provided to the Township as required.

The following documents are required for submission with the proposal:

- Statement of Ownership
- Non-collusion Affidavit

Affirmative Action Statement

Broker Response Form

A list of carriers represented.

Statement of Compliance with Chapter 27 of the Code of the Township of Evesham.

Successful broker shall provide within one week of award, evidence of affirmative action compliance by 1) copy of letter of federal approval, 2) certificate of Employee Information Report, or 3) completed for AA-302 Employee Information Report.

Evaluation of and Award of Proposals

The Township Manager will review and evaluate proposals submitted for recommendation of brokers to be considered by the Township. Proposals will be evaluated primarily on the basis of responses to questions 1 through 25 in the “Broker Response Format” Section and the general criteria outlined in the “Evaluation, Review and Selection Process” Section.

The Township, or selected representatives of the Township, will conduct interviews with finalists selected for purpose of reviewing the broker’s proposal, credentials, performances, and references. Interviews will be scheduled for evening sessions. Interviews will be conducted such that the Broker will be provided with a 15 minute period to provide introductions and offer highlights of elements of their firm or services which will be followed by a period of no less than 15 minutes during which the Township may direct questions to the Broker. If proposals require additional clarification or supplementary information for evaluation, brokers must submit requested information in a timely manner for the interview process. Proposals should be submitted to include the most complete and favorable terms from an underwriting standpoint which are capable of being recommended to the Township for interview.

The Township reserves the right to make on-sight visitations to assess the capabilities of Brokers and to contact references provided in the proposal.

Scope of Services

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 negotiated coverages. Insure the timely issuance of policies and endorsements to the Township.

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 recommendations to the Township.
4. Assisting the Township employees in setting claims or grievances relating to health benefits issues. Assist the Township 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 Township's personnel in processing of enrollments, terminations, changes, COBRA notification processes and applications, and other forms for administration and claims.
6. Providing the Township administration with reasonable preliminary renewal figures during the budget process.
7. Attend on request Township meetings, Finance and Insurance Committee meetings, budget meetings, and union negotiation meetings, whenever necessary.
8. Assist the Township's Human Resources Office with required employee presentations.
9. The Respondents ultimately selected through this RFP will be responsible for assisting Evesham Township with all aspects of its health insurance consulting/brokerage services and for the management of all aspects of the Township's health and welfare insurance programs; this includes but not limited to Medical, Prescription, Dental and Vision programs, including but not limited to:
 - A. Identifying issues and exposures and negotiating on Evesham Township's behalf with insurance carriers; keeping Evesham Township informed of significant developments affecting its insurance coverage. The Respondent selected as Evesham Township's broker of record ("Broker") shall be authorized to represent and assist Evesham Township in discussions and transactions with all insurance carriers, provided that the Broker shall not place any insurance on behalf of Evesham Township unless so authorized in writing by Evesham Township.
 - B. Following up with insurance carriers for timely issuance of policies and endorsements placing coverage delivery binders to Evesham Township prior to the expiration of the current policies.
 - C. Reviewing policies and endorsements for accuracy and conformity to specifications and negotiated coverages.

- D. Providing coverage summaries to Evesham Township for all new coverages and updates on changes to existing coverages.
- E. Forwarding Evesham Township's claims to the insurance carrier. The Broker shall monitor the claim status and assist Evesham Township in obtaining timely resolution of the submitted claim.
- F. Reviewing all correspondence referred by Evesham Township, and preparation of correspondence on behalf of Evesham Township, if requested.
- G. The Broker will be required to perform the following services:
 - Assistance with the development of and planning of long range health insurance strategies
 - Recommendations and negotiations to procure health insurance coverage, prescription coverage, including assisting the Finance Department in the preparation of Requests for Proposals
 - Assist in managing of all aspects of the Township's health insurance program
 - Analysis of proposals in connection with health insurance procurement, including, but not limited to, recommending selection criteria, marketplaces and assisting in an advisory capacity the evaluation of same.
 - Participation in on-going meetings with Township personnel regarding insurance strategies and day to day operations of the Township's health insurance needs
 - Assistance in the development of alternative strategies to reduce risk to assets and resources; consultation as to the probable impact of strategies elected by the Township.
 - Assist the Township as a resource during collective bargaining sessions
 - Facilitate employee group sessions at open enrollments and/or when changes are introduced
 - Create employee communication pieces as necessary/requested by the Township of Evesham
 - Monitor/ensure carrier compliance with plans, commitments, and facilitate carrier relationship with Township of Evesham
 - Market programs periodically
- H. All annual rate renewal reports shall include the following:
 - Executive Summary – include key findings and recommendations; (recommendations can include, in addition to rate actions, the removal plans or corrective actions, the issuance of a request for proposal, new benefit recommendations or deletions of old benefits, revised programs, etc), and historical highlights (overall historical trends in membership, reserves, trends, etc.)

- Enrollment history and trends
 - Analysis of Health Care trends: methodology for prediction of trend
 - Financial Projections – determination of past period to project need for renewal
 - Development of Rate Renewal – as part of the analysis, for medical, prescription and dental plans analysis will include identification of plan costs and utilization trends and how those trends parallel or vary from known general experience for other carriers Statewide.
 - Presentation of Premium Rates
 - Township claims experience will be provided to the Contractor on a quarterly basis by the Plan Administrator for the Medical and Prescription Drug Plan. Claims experience provided shall be analyzed upon receipt by the Contractor and any concerns that the Contractor may have relating thereto shall be immediately reported to the Contract Manager.
 - During the spring of each year, the administrator for each plan will provide the Contractor with a written projection of costs and proposed rate renewal for the following calendar year. For each Plan noted, the Contractor will independently develop rate renewal projections based upon the Contractor’s review of the Township’s experience, cost and utilization trends.
- I. Assistance in the Preparation of Written Materials
- Upon the written request of the Township, the Broker shall provide expert assistance in the writing of technical brochures or technical sections of the Township handbooks, language for rule revisions in the NJ Administrative Code and other written materials.
- J. Design of New Programs or Benefits
- Upon the written request of the Township, the Broker shall provide expert assistance, underwriting/actuarial services, advice in the design of new benefits, and will independently recommend new programs.
- K. Evaluation of Proposed or Enacted Legislation
- The Broker is expected to immediately advise the Township of pending or enacted Federal legislation affecting the Township. Upon the written request of the Township, the Broker shall advise of the financial/administrative impact of State or Federal legislation on the Township and assist in the implementation of changes made necessary by such legislation.
- L. Analysis of Covered Service Area Expansion
- For the purposes of providing an adequate choice of plans for the Township’s retirees and employees working in other states, the Broker, upon written request of the Township, shall analyze service

areas of current plans and provide recommendations regarding design and expansion of plans into other states.

Broker Response Format

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 Township’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 Township of Evesham. 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 Township 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 Township of Evesham’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 150-300 covered employees. List the lines of coverage you service for each reference. At least one of the representations will

have resulted in a program change in the health insurance carriers within a municipal organization.

11. Provide a list of three current or former private clients in Burlington County with a contact name, title, and telephone number.
12. Provide a sample of the information which would be provided to the Township 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 Township of Evesham, such as hours of availability, extent of clinical and insurance expertise and number of employees rendering this service.
14. How will the firm routinely serve the Township 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 Township's administration and/or the Township'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 Township administration the results. Outline the calendar for the process to be followed.
17. Describe the support and resource services that will be available to the Township for the collective bargaining negotiations process. Kindly include a sample of cost containment information which you have used previously.
18. Describe how your firm will review plan documents for compliance with applicable laws and contracted agreements. Describe how the firm will support the Township personnel in comprehending and implementing compliance and processes for HIPAA.
19. Describe your firm's commitment to the responsibility for representing accurately the scope of coverages being made available by the carriers recommended and selected in the quoting process.

20. Does your firm have proprietary access to any programs such as Health Insurance Fund (HIF) or Trust Arrangement that could conceivably compromise your ability to objectively serve the Township's needs?
21. Please cite which, if any, public employer groups in Burlington County you have willingly moved into a program, like the NJ State Health Benefits Plan, that pays no commission simply because it represented the best option for the client.
22. Respondents shall provide the following:
- List all immediate relatives of Principal(s) of Respondents who are Township employees or elected officials of the Township. For purposes of the above, immediate relative means a spouse, parent, stepparent, brother, sister, child, 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.

Bid Proposal Fees

23. It is anticipated the broker will be paid for all services based on a fixed annual fee (Option 1). However, the proposal should include a fee schedule based on both a flat fee and a commission basis (Option 2).

Option 1: Specify broker's fixed annual fee. This may be a flat fee or a combination of a retainer and/or specific services billed through hourly rates. The Township does not provide payment for or reimbursement for travel time and expenses.

- Under Option 1, the broker must also disclose all anticipated (low and high range) commissions, contingencies, overrides or other added compensation as a result of either having obtaining coverage with a specific carrier or general agent on behalf of the Township of Evesham. The Township shall determine the disposition of said commission or compensation.

Option 2: The Township has the option to compensate broker on a commission basis. If so, explain how, in spite of having financial incentives to place coverage through certain carriers, you would be capable of objectively serving the Township's needs.

24. Identify the fees, if any, that would be assessed to administer third party administrative services for COBRA, HRA, FSP, Dependent Care, and Retiree Billing. Include an outline of your firm's role in the administration of COBRA notifications, enrollments, and billing processes.

25. Outline the resources that your firm includes to provide "risk management" within the delivery of the Township's health insurance program. Cite the specific services that would be included and the fee, if any, associated with their implementation. For example, the Township currently receives and hopes to continue to offer the following to its employees.

- Approximately 16 hours per month of on-site wellness coaching that includes seminars, one-on-one wellness coaching, follow-up research and materials, blood pressure and other wellness indicator screenings and record keeping.
- Health advocate services to intercede on employees behalf when warranted by unique and unexpected circumstances.

AFFORDABLE HOUSING ADMINISTRATIVE AGENT

The Affordable Housing Administrative Agent will be responsible for the administration of affordable housing units within the municipality as set forth in more detail below and in accordance with the Fair Housing Act, N.J.S.A. 52:27D-301, et seq., the Uniform Housing Affordability Controls, N.J.A.C. 5:80-26.1 et seq., and all applicable Affordable Housing Regulations promulgated by the Council on Affordable Housing (or its successor) and New Jersey Department of Community Affairs. The Administrative Agent must be duly certified in accordance with all applicable Affordable Housing Regulations. The successful candidate must enter into a contract, as prepared by the Township of Evesham, consistent with this Request for Proposals (“RFP”) and the proposal submitted. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq. and Chapter 27 of the Code of the Township of Evesham.

The Township of Evesham has an existing inventory of for-sale and for-rent affordable housing units and additional units that are either under construction or in the pipeline. The Township desires to contract with an Administrative Agent that will be organized and responsive, and that will communicate well with the Township and owners of affordable units.

A. SCOPE OF WORK

Responsibilities of the Administrative Agent

The Administrative Agent shall perform the duties and responsibilities of an administrative agent as set forth in the Uniform Housing Affordability Controls, N.J.A.C. 5:80-26.1 et seq., including, but not limited to, the following:

1. Affirmative Marketing
 - (a) Assisting the Township with the preparation of an updated Affirmative Marketing Plan consistent with the provisions of N.J.A.C. 5:80-26.15;
 - (b) Conducting an outreach process to insure affirmative marketing of affordable housing units in accordance with the Affirmative Marketing Plan of the Township of Evesham and the provisions of N.J.A.C. 5:80-26.15;
 - (c) Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as offered or approved by COAH or the DCA; and
 - (d) Providing counseling or contracting to provide counseling services to low and moderate income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.

2. Household Certification

- (a) Soliciting, scheduling, conducting and following up on interviews with interested households;
- (b) Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low- or moderate-income unit;
- (c) Providing written notification to each applicant as to the determination of eligibility or non-eligibility;
- (d) Requiring that all certified applicants for restricted units execute a certificate in the form, of either the ownership or rental certificates set forth in Appendices J and K of N.J.A.C. 5:80-26.1 et seq.;
- (e) Creating and maintaining a referral list of eligible applicant households living in the housing region and eligible applicant households with members working in the housing region where the units are located; and
- (f) Employing a random selection process as provided in the Affirmative Marketing Plan of the Township of Evesham when referring households for certification to affordable units.

3. Affordability Controls

- (a) Furnishing to attorneys or closing agents forms of deed restrictions and mortgages for recording at the time of conveyance of title of each restricted unit;
- (b) Creating and maintaining a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded mortgage and note, as appropriate;
- (c) Ensuring that the removal of the deed restrictions and cancellation of the mortgage note are effectuated and properly filed with the appropriate county's register of deeds or County Clerk's office after the termination of the affordability controls for each restricted unit;
- (d) Communicating with lenders regarding foreclosures; and
- (e) Ensuring the issuance of Continuing Certificates of Occupancy or certifications pursuant to N.J.A.C. 5:80-26.10.

4. Resale and Rental

- (a) Instituting and maintaining an effective means of communicating information between owners and the Administrative Agent regarding the availability of restricted units for resale or rental; and
- (b) Instituting and maintaining an effective means of communicating information to low- and moderate-income households regarding the availability of restricted units for resale or re-rental.

5. Processing Requests from Unit Owners

- (a) Reviewing and approving requests from owners of restricted units who wish to take out home equity loans or refinancing during the term of their ownership;
- (b) Reviewing and approving requests to increase sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms and bathrooms and the cost of central air conditioning systems;
- (c) Notifying the Municipality of an owner's intent to sell a restricted unit; and
- (d) Processing requests and making determinations on requests by owners of restricted units for hardship waivers.

6. Enforcement

- (a) Securing annually from the Township a listing of all affordable housing units for which tax bills are mailed to absentee owners, and notifying all such owners that they must either move back to their unit or sell it;
- (b) Securing from all developers and sponsors of restricted units, at the earliest point of contact in the processing of the project or development, written acknowledgement of the requirement that no restricted unit can be offered, or in any other way committed, to any person, other than a household duly certified to the unit by the Administrative Agent;
- (c) The posting annually in all rental properties, a notice as to the maximum permitted rent together with the telephone number of the Administrative Agent where complaints of excess rent can be made;
- (d) Sending annual mailings to all owners of affordable dwelling units, reminding them of the notices and requirements outlined in N.J.A.C. 5:80-26.18(d)4;
- (e) Establishing a program for diverting unlawful rent payments to the municipality's affordable housing trust fund or other appropriate municipal fund approved by the DCA;
- (f) Creating and publishing a written operating manual, as approved by COAH, setting forth procedures for administering such affordability controls;
- (g) Providing annual reports to COAH as required; and
- (h) Such other responsibilities as may be necessary to carry out the role and responsibilities of Administrative Agent as defined by COAH and the Uniform Housing Affordability Controls, N.J.A.C. 5:80-26.1 et seq.

7. Implementation of Affordable Housing Programs.

- (a) Down Payment Assistance Program. Coordinate with Township staff to initiate implementation of a Down Payment Assistance Program for qualified buyers of affordable housing as set forth in the approved Affordable Housing Trust Fund Spending Plan.
- (b) Market to Affordable Program. Work with Township staff to create and implement a Market to Affordable Housing Program as set forth in the

Township's Fair Share Plan and in the approved Affordable Housing Trust Fund Spending Plan, as funding permits.

- (c) Extension of Expiring Controls. Work with Township staff and owners of Affordable housing units to extend expiring affordability controls as set forth in the Township's Fair Share Plan and in the approved Affordable Housing Trust Fund Spending Plan.

B. QUALIFICATIONS FOR ADMINISTRATIVE AGENT

1. The Administrative Agent must provide documentation which demonstrates the successful completion of the Council on Affordable Housing's education program for Administrative Agents and compliance with all continuing education requirements;
2. The Administrative Agent must provide evidence of a history of successful management of restricted affordable housing units on behalf of municipalities in accordance with the Fair Housing Act, N.J.S.A. 52:27D-301 et seq., the Uniform Housing Affordability Controls, N.J.A.C. 5:80-26.1 et seq., and all applicable Affordable Housing Regulations promulgated by the Council on Affordable Housing and Department of Community Affairs;
3. The Administrative Agent must provide documentation demonstrating that their purposes include the provision of housing services and housing counseling and the promotion of the principles underlying the Federal Fair Housing laws and that they have knowledge of and familiarity with the New Jersey Fair Housing Act, N.J.S.A. 52:27D-301 et seq., and its implementing rules.
4. The Administrative Agent must not have a pecuniary interest in the affordable housing units to be administered or demonstrate that if such pecuniary interest exists that the Administrative Agent will not allow the pecuniary interest to compromise in any way the administration of the affordable housing units;
5. The Administrative Agent must demonstrate their capacity to undertake the duties of an administrative agent; and
6. The Administrative Agent must commit to attend continuing education opportunities on affordability controls and compliance monitoring.

Affordable Housing Planning Consultant

- A. Planning firm with an understanding of the history of affordable housing in New Jersey with at least five (5) years experience with Affordable Housing Planning and related laws and regulations, and Municipal Land Use, with at least three of those years being from a similarly sized municipality. Experience must include attending and participating at Township Council meetings and Planning and/or Zoning Board meetings to advise the Governing Body and the Boards on conformance with all applicable regulations and compliance mechanisms.

- B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
 - b. Knowledge of NJ Affordable Housing Law
 - c. Preparing Master Plan Elements.
 - d. Preparing Affordable Housing Plans (Housing Element and Fair Share Plan)
 - e. Familiar with Council on Affordable Housing (COAH) programs and compliance mechanisms.
 - f. Ability to prepare ordinances and other documents needed to implement the Fair Share Plan.
 - g. Experience working in a town located in the Pinelands and interacting with the Pinelands Commission
 - h. Drafting and Implementing Affordable Housing Trust Fund Spending Plans.
 - i. Ability to attend Public Meetings and make presentations.
 - j. Represent the Township as an expert witness on Affordable Housing matters and ability to attend court hearings.
 - k. Ability to work with municipal officials, regulatory agencies/courts and developers to ensure the viability of inclusionary and 100% affordable developments.

The applicant must be a NJ licensed Planner. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFP/Q.

TAX APPRAISER

Minimum Requirements

- Experience and reputation in the field.
- Experience with or specific knowledge of the Township of Evesham as it pertains to the contract.
- Qualifications of the individuals who will perform the required services, and their respective participation.
- Experience of the individuals as it relates to the particular expertise required to perform the contract.
- Ability of the firm to perform the services on a timely basis, including staffing and familiarity with the subject matter.
- Availability to accommodate any required meetings of the Township.
- References.
- Any other factors to be demonstrated to be in the best interest of the Township of Evesham.
- This contract will be awarded for twelve (12) months.

SCOPE OF SERVICES

Subject to refinement through discussion with the firm selected to carry out the study, following are the Township's expectations.

- A. Ability to properly value commercial properties while being familiar with Burlington County.
- B. Experience as an expert witness for State Tax Court Appeals.
- C. A minimum of five years' experience in providing commercial appraisals for municipalities.

GRANT WRITING AND CONSULTANT SERVICES

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

Minimum Requirements

- Experience and reputation in the field.
- Experience with or specific knowledge of the Township of Evesham as it pertains to the contract.
- Qualifications of the individuals who will perform the required services, and their respective participation.
- Experience of the individuals as it relates to the particular expertise required to perform the contract.
- Ability of the firm to perform the services on a timely basis, including staffing and familiarity with the subject matter.
- Availability to accommodate any required meetings of the Township.
- References.
- Any other factors to be demonstrated to be in the best interest of the Township of Evesham.
- This contract will be awarded for twelve (12) months.

SCOPE OF SERVICES

Subject to refinement through discussion with the firm selected to carry out the study, following are the Township's expectations.

- A. Initial evaluation of the Township's current funding procurement efforts; including meeting with all necessary personnel to determine funding goals.
- B. Notification of all available and potential governmental and non-governmental funding opportunities.

- C. Research, preparation, submission of grant applications including all follow up and requisite legislative support for all funding requests.
- D. Meet with all appropriate legislative and government officials on the Township's behalf pertaining to any grant and funding services.
- E. Any other services the Township may require including but not limited to attendance at a Township Council meeting.
- F. Provide informational updates to the Township Manager on the status of pending grant applications and new funding source opportunities.
- G. A minimum of five years' experience providing these services to municipalities.
- H. The contract term shall be for (12) twelve months.

TOWNSHIP PLANNING CONSULTANT

Minimum Requirements

POSITION SUMMARY:

- A. Responsibilities include the administration of the Evesham Township Land Use Legislation and other duties as stated in the Code of the Township of Evesham. Knowledge of redevelopment and related laws and regulations, and Municipal Land Use, with at least three of those years being from a similarly sized municipality. Experience must include attending and participating at Township Council meetings and Planning and/or Zoning Board meetings to advise the Governing Body and the Boards on conformance with all applicable regulations and compliance mechanisms. Knowledge of Affordable Housing Laws a plus.

- B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
 - a. NJ MLUL
 - b. Master Plan Updates.
 - c. Drafting or amending land use ordinances
 - d. Familiar with Affordable Housing requirements and laws
 - e. Experience working in a town located in the Pinelands and interacting with the Pinelands Commission
 - f. Experience with towns approaching build out
 - g. Plan Review
 - h. Zoning conformance, positive and negative criteria for a variance and calculation of appropriate development fees.
 - i. Knowledge of NJ Affordable Housing Law.
 - j. Knowledge of Redevelopment Law.
 - k. Preparing Master Plan Elements.
 - l. Preparing Determination of Need and Redevelopment Plans.
 - m. Ability to prepare ordinances and other documents needed to implement the Redevelopment Plan.
 - n. Ability to attend Public Meetings and make presentations.

POSITION QUALIFICATIONS:

Required: Licensed Professional Planner; member of AICP or ability to obtain.

TOWNSHIP SPECIAL PROJECTS PLANNING CONSULTANT

Minimum Requirements

POSITION SUMMARY:

- A. Responsibilities include the administration of the Evesham Township Land Use Legislation and other duties as stated in the Code of the Township of Evesham. Knowledge of local redevelopment and housing law, and related laws and regulations, and Municipal Land Use Law with proven experience in market value and land use needs analysis, economic development, ratable forecasting and balanced economic strategic land use planning, with at least three of those years being from a similarly sized municipality. Experience must include attending and participating at Township Council meetings and Planning Board meetings to advise the Governing Body and the Boards on conformance with all applicable regulations and compliance mechanisms. Knowledge of Affordable Housing Laws a plus and a proven track record of having worked with the tax assessor office.
- B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
 - a. NJ MLUL
 - b. Municipal Master Plan Updates
 - c. Drafting or amending land use ordinances
 - d. Experience with towns approaching build out
 - e. NJ Affordable Housing Law
 - f. NJ Local Redevelopment & Housing Law. Preparing Determination of Need and Redevelopment Plans.
 - g. Tax law and finance that impact land development projects
 - h. Ability to prepare ordinances and other documents needed to implement a Redevelopment Plan.
 - i. Feasibility Studies (land use, economic development, traffic, and infrastructure, etc.)
 - j. Ability to attend Public Meetings and make presentations.

POSITION QUALIFICATIONS:

Required: New Jersey Licensed Professional Planner (P.P.)
Certification from the American Institute of Certified Planners (AICP)

REAL ESTATE PROPERTY AUCTIONEER

Minimum Requirements

All Professionals must submit documentation within their proposal to demonstrate that they meet all of the following minimum requirements:

- A. Professional must have a minimum of five (5) years' experience providing auctioneer services.
- B. Professional has at least three (3) years' experience providing said services to a government entity.
- C. Professional must be a licensed New Jersey Real Estate Broker.
- D. Professional must have graduated from Auctioneers School.
- E. Professional must be a member in good standing with the New Jersey State Society of Auctioneers.

SCOPE OF SERVICES

Chosen Auctioneer shall provide the following services to the Township of Evesham in connection with the listing and auctioning of the properties the TOWNSHIP OF EVESHAM desires to sell during the term of the Agreement:

- A. Assist the TOWNSHIP OF EVESHAM in identifying properties to auction.
- B. Advertise the Auction in media deemed most effectual and appropriate by said Auctioneer.
- C. Furnish a qualified Auctioneer.
- D. Post and circulate promotional material on the properties promoting the Auction. All expenses for promotional materials and/or advertisements, etc., are to be included within the proposed fees. No additional expenses will be paid to the vendor.
- E. Take any and all other action reasonably calculated in conformance with TOWNSHIP OF EVESHAM procurement policy to effectuate an advantageous sale of the properties in accordance with the terms of this Agreement.
- F. Auctioneer must be a New Jersey Licensed Real Estate Broker

G. Terms of Sale of Properties

1. The terms and conditions of sale will be more particularly set forth in a Contract of Sale, prepared by the TOWNSHIP OF EVESHAM's counsel, which documents shall be distributed by the Auctioneer to prospective purchasers prior to the Auction.
2. The Contract of Sale shall notify prospective purchasers that the three (3) day attorney review period will not apply to this transaction.
3. TOWNSHIP OF EVESHAM reserves the right to accept or reject any/or all bids. TOWNSHIP OF EVESHAM will give notice of acceptance or rejection of bid no later than 15 days following the auction. Any reserve price established by the TOWNSHIP OF EVESHAM will be non-published and be held confidential between the TOWNSHIP OF EVESHAM and Auctioneer until the conclusion of the Auction.
4. The Auctioneer, a New Jersey licensed real estate broker, shall hold all deposit money. In case of forfeiture by a prospective purchaser of any earnest money payment upon the above described properties, said deposit money shall be divided equally between the parties hereto, one-half to the TOWNSHIP OF EVESHAM and one half to the Auctioneer, except Auctioneer's portion shall not exceed the regular commission due.
5. The closing of title shall take place within forty-five (45) days of TOWNSHIP OF EVESHAM's acceptance of the bid.

SUBMISSION REQUIREMENTS

In addition to Section V. Mandatory Contents of Proposal, the applicant shall in response to the Township's RFP, at a minimum, include the following information:

1. Copies of current professional licensure and certifications, including Professional Real Estate License.
2. Identification of proposed subcontractors and description of services to be provided.
3. List the percentage of property sale proceeds to be paid or retained for services provided.

CERTIFIED LEAD BASE PAINT INSPECTOR

Scope of Services

The Township is seeking the services of a New Jersey state certified lead-based paint inspector to provide lead inspection services consistent with the requirements of P.L. 2021, c. 182 & NJSA 5:28A and Township Code 59 (on-site surface-by-surface, room-by-room inspection of the interior and exterior of the home using XRF equipment) as defined in MDCH Lead Hazard Remediation Rule 14 (R 325.9914). The successful firm/inspector will enter a non-exclusive, 12 month agreement with the Township for inspection services when needed. The firm chosen must perform the work, the use of subcontractors is specifically prohibited under the contract awarded.

Quotation Content

Sample Result Reports. Attach two examples of Lead Based Paint Inspection Reports and the Lead Safe Certificate that would be issued consistent with NJDCA requirements.

Describe your firm’s ability and certifications to provide services.

Include your hours and days of operations.

Describe your commitment to provide expedited services upon request.

How many of your current employees are capable of providing the requested services?

Fee Schedule.

1. Provide a comprehensive breakdown of the inspection services provided and associated fee schedules. Including but not limited to initial inspections and re-

GENERAL REQUIREMENTS: AT A MINIMUM, THE RESPONDING FIRM OR ENTITY:

1. Must demonstrate proficiency, knowledge and experience in the above areas and that it/he/she is qualified and/or licensed to perform and provide all services set forth within the body of this Request for Qualifications/Request for Proposals as defined. The firm chosen must perform the work, the use of subcontractors is specifically prohibited under the contract awarded.

INSURANCE REQUIREMENTS:

Worker’s Compensation Insurance

Workers Compensation Insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6.

Automotive Liability Insurance

Automotive liability insurance covering the contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 for any one

occurrence and \$2,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

Professional Liability Insurance

Professional liability insurance covering contractor for claims arising from its representation of the municipality with limits of not less than \$1,000,000 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force and effect during the life of the contract.

WORK PRODUCT/DELIVERABLES:

All work products of the Contractor which result from this contract are the exclusive property of the Township.

Animal Control Officer

Minimum Requirements

MANDATORY CONTENTS OF PROPOSAL

In addition to demonstrating an ability to meet all minimum qualifications, the firm must also include and address the following:

- 1) 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.
- 2) A fee proposal, be specific, indicating yearly/monthly contract fee and an itemized fee schedule indicating specific fees for pickups and delivery of animals or specimens, and related services.
- 3) Outline your experience with servicing municipalities of similar size and characteristics and indicate the number of municipalities currently contracted with. Provide three (3) written references from municipalities for which similar animal control services have been provided. Provide the contact names, titles and phone numbers.
- 4) A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the credentials of the individuals. 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 and include proof of appropriate licenses and certifications as required by New Jersey State law and local ordinance.
- 5) Ability to meet statutory requirements regarding animal transport and include the estimated response time.
- 6) The officer must provide a State of New Jersey Business Registration Certificate with this bid submission or prior to contract award.
- 7) 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 Township.

SELECTION PROCESS

All proposals will be reviewed by the Township Clerk to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy the minimum requirements, the Township will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- (a) The vendor's general approach to providing the services required under this RFP.
- (b) The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.

ANIMAL CONTROL OFFICER:

1. The applicant must demonstrate the ability to perform animal control services per the Township Code and ability to perform any other tasks related to collecting misplaced and/or abandoned animals, twenty-four (24) hours / seven (7) days per week, and the ability to deliver them to the Burlington County Animal Shelter for housing. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience.
2. Possession of all applicable licenses to perform specified animal control services as required by New Jersey State law and local ordinance and provide proof thereof.
3. Provide an animal control vehicle for transportation of all animal types in and for any/all circumstances through the course of performing duties of Animal Control Officer. Said vehicle shall meet the requirements of N.J.A.C. 8:23A-1.12. In addition have all equipment necessary to pick up or trap wild and/or domestic animals when needed.
4. Provision of humane traps, with no charge to Township of same, to offer residents for a (deposit/rental) fee, for the trapping and removal of feral cats.
5. A twenty-four (24) hour contact number with a return call in thirty (30) minutes or less, and provide a replacement when not available.
6. Transportation of suspect animals or specimens for rabies testing if required. Report all bites and exposures of rabies as required by N.J.S.A. 26:4-78 et seq., to the New Jersey State Department of Health and if necessary provide transportation of rabies specimens to the New Jersey State Department of Health Laboratory.
7. Removal of dead animals (deer excluded) at the request of Township Officials.
8. Take into custody and impound or cause to be taken into custody and impounded and thereafter destroyed and disposed of any chicken per township code §65-5
9. Required court appearances.
10. Provide detailed monthly report of services and fees.
11. Officer will provide a list of past and present public entities represented.

EVALUATION, REVIEW AND SELECTION PROCESS

1. RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. The Township will either award the contract within the applicable time period or reject all proposals.
2. The Township may extend the decision to award or reject all proposals beyond the sixty (60) calendar days when the proposals of any respondents who consent thereto may, at the request of the Township, be held for consideration for such longer period as may be agreed.
3. The Township reserves the right to reject any or all proposals, or to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the Township that such respondent is properly qualified to carry out the obligations of the RFQ and to complete the work contemplated therein. The Township reserves the right to waive any minor informality in the RFP.
4. An evaluation team will review all proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract.
5. The criteria considered in the evaluation of each proposal is as follows:
 - A. Proposal conforms to format provided.
 - B. Resume and qualifications of professional.
 - C. Qualifications of team.
 - D. References and record of success in similar sized municipal organizations.
 - E. Ability to respond to the Scope of Services previously outlined.
 - F. Competitiveness of Fee Proposal.
6. Non-compliance with significant instructions will be grounds for disqualification of proposals.

**Statement of Compliance with Chapter 27
of the Code of the Township of Evesham**

The undersigned being authorized and knowledgeable of the circumstances,
does pursuant to Chapter 27 hereby swear under penalty of perjury that

(firm name)

is in compliance with the aforesaid Chapter 27 of the Code of the Township of Evesham.

I further acknowledge our continuing duty to report any violations of said ordinance during the term of our contract.

Signature

Name and Title

Date



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

B. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

C. That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

*(Attach Additional
Sheets If Necessary.)*

_____ Signature of Vendor's Authorized Representative	_____ Date
_____ Print Name and Title of Vendor's Authorized Representative	_____ Vendor's FEIN
_____ Vendor's Name	_____ Vendor's Phone Number
_____ Vendor's Address (Street Address)	_____ Vendor's Fax Number
_____ Vendor's Address (City/State/Zip Code)	_____ Vendor's Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

[] I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

[] I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities
Duration of Engagement
Anticipated Cessation Date

*Attach Additional Sheets If Necessary.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

Chapter 27

PROFESSIONAL SERVICES CONTRACTS

ARTICLE I

Award of Professional Services Contracts

- § 27-1. Purpose and intent.
- § 27-2. Process for award of professional services contracts.
- § 27-3. Review of RFPs/RFQs by Departmental Review Committee.
- § 27-4. Emergency exceptions.

ARTICLE II

Political Contributions by Professional Business Entities; Transfer of Contributions

- § 27-5. Statement of Township policy.
- § 27-6. Definitions.
- § 27-7. Prohibition on awarding public contracts to certain contributors.

- § 27-8. Contributions made prior to effective date.
- § 27-9. Acknowledgement statement by Township of Evesham municipal candidates or municipal officeholders.
- § 27-10. Contribution statement by professional business entity.
- § 27-11. Return of excess contributions.
- § 27-12. No wheeling.
- § 27-13. Violations and penalties.
- § 27-13.1. Filing with Secretary of State.

ARTICLE III

Contract Award Exemptions

- § 27-14. Professional contracts under \$17,500.
- § 27-15. Contracting powers in declared emergencies.

[HISTORY: Adopted by the Township Council of the Township of Evesham as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Joint bidding and purchasing — See Ch. 13.

ARTICLE I

Award of Professional Services Contracts [Adopted 6-21-2005 by Ord. No. 8-6-2005]

§ 27-1. Purpose and intent.

It is the purpose of this article that, notwithstanding that professional services contracts and certain other contracts for goods and services are exempt from the competitive bidding requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., the Township Council deems it appropriate, and consistent with the provisions of recently enacted New Jersey legislation, now codified at N.J.S.A. 19:44A-20.1 et seq., to henceforth award such contracts through a competitive, quality-based, fair and open process.

§ 27-2. Process for award of professional services contracts.

The Township of Evesham, or any agency or instrumentality thereof, shall not enter into a contract, including a professional services contract, or such other contract which is exempt from public bidding requirements, having an anticipated value in excess of \$10,000 as determined by the municipality, agency or instrumentality, with a business entity, except a contract that is awarded pursuant to a fair and open process if, during the preceding one-year period, that business entity has made a contribution that is reportable by the recipient under N.J.S.A. 19:44A-1 et seq., to any municipal committee of a political party in that municipality if a member of that political party is serving in an elective public office of that municipality when the contract is awarded or to any candidate committee of any person serving in an elected public office of that municipality when the contract is awarded. The fair and open process shall be quality-based and shall be as follows:

- A. Professional services maybe awarded by virtue of a publicly advertised request for qualifications ("RFQ") and/or request for proposals ("RFP") which will be issued as one document for those appointments which are made on an annual basis, such as, but not limited to, the positions of Township Attorney, Township Engineer, Township Planner, Planning Board Attorney, Planning Board Engineer, and such similar statutory and/or ordinance public positions.
- B. For said positions, no contract shall be awarded, unless and until the positions are:
 - (1) Publicly advertised in newspapers in sufficient time to give notice in advance of the solicitation for the contracts;
 - (2) Awarded under a process that provides for public solicitation of proposals and qualifications;
 - (3) Awarded and disclosed under criteria established in writing by the Township of Evesham prior to the solicitation of proposals or qualifications; and
 - (4) Publicly announced when awarded; and as to those RFQs and RFPs which prove to be unsuccessful, the Municipal Clerk shall retain a copy of same on file for a period of not less than 60 days.
- C. For contracts which arise on an occasional basis, such as appraisals needed for the acquisition of farmland and/or open space, as well as title searches, surveying, and similar work associated with same; and comparable assignments, such planning services needed for Master Plan updates, appraisals, special counsel, special project engineer contracts, etc., professional services contracts may be awarded without following the foregoing provisions, so long as:
 - (1) The anticipated value does not exceed the threshold of \$17,500 set forth above; and **[Amended 3-18-2014 by Ord. No. 4-3-2014¹]**
 - (2) The Township Manager makes every effort to solicit at least two proposals for said work.

¹ Editor's Note: This ordinance also stated that the threshold value was amended in accordance with N.J.S.A. 19:44A-1 et seq., the Campaign Contributions and Expenditures Reporting Act (CCERA).

§ 27-3. Review of RFPs/RFQs by Departmental Review Committee.

A Departmental Review Committee shall be established by the Township Manager, consisting of not less than two persons, to prepare, process and evaluate any RFQ and/or RFP issued pursuant to the professional services contracting procedures set forth above. Each Departmental Review Committee must prepare, prior to a request for proposals, a written cost estimate in order to allow for proper evaluation of the fee aspect of proposals. Moreover, said Committee shall evaluate the respective qualifications and/or proposals, taking into consideration the designated qualifications and/or performance criteria, experience, reputation of vendor, quoted fee and other relevant factors in making a recommendation of award to the Township Manager and Township Council; and the Township Manager may, in his/her sole discretion, conduct negotiations with qualified vendors after receipt of proposals, in order to achieve the best possible contract terms and conditions for the Township and its taxpayers. No Contract shall be awarded, however, unless same is authorized by resolution duly adopted in public session by the Township Council.

§ 27-4. Emergency exceptions.

Notwithstanding the foregoing, the Township Council recognizes that the New Jersey Legislature has provided for the occurrence of certain emergencies, and further recognizes that, therefore, the procedure outlined above might not be capable of being achieved in the event of an emergency or similar time constraints. Thus, should a situation arise, and time does not permit resort to this procedure, and the immediate performance of services is necessary, then an award for same may be made in accordance with the provisions of the Local Public Contracts Law relating to emergency contracts, and such rules and regulations as may be promulgated, from time to time, by the Township Council with regard to same. No such emergency contracts, however, may be awarded without submission to the Township Clerk of a certification establishing a basis for the deviation from the procedures outlined herein.

ARTICLE II

**Political Contributions by Professional Business Entities; Transfer of Contributions
[Adopted 12-21-2010 by Ord. No. 32-12-2010²]**

§ 27-5. Statement of Township policy.

The Township of Evesham reaffirms the policy of the Township to set maximum dollar amounts that professional business entities may contribute politically, beyond which they become ineligible to receive a public professional service contract from the Township of Evesham, as well as the Township's policy to prohibit professional business entities which are performing or being paid under existing contracts with the Township from making political contributions in amounts that exceed the Township's limits on political contributions by professionals. The Township also hereby establishes a policy prohibiting the transfer or

² **Editor's Note: This ordinance also superseded former Art. 11, Political Contributions by Entities Seeking Public Services Contracts, adopted 9-11-2007 by Ord. No. 20-9-2007, and provided that it be enforced in addition to the "Fair and Open" provisions in Ch. 27.**

"wheeling" of political contributions by professionals to candidates or municipal political committees who are not affiliated with the Township of Evesham.

§ 27-6. Definitions.

For purposes of this article, the terms used herein shall be given the broadest possible meaning in order to effectuate the policy objectives stated and adopted. Certain specific terms used shall have the following meanings:

CONTRIBUTING — The act of giving money or providing in-kind contributions to aid a municipal political candidate or any of the political committees or political entities otherwise referenced in this article.

CONTRIBUTING POLITICALLY — Shall have the same meaning as "contributing."

CONTRIBUTIONS — Shall be given the same meaning and use generally utilized by the Election Law Enforcement Commission of the State of New Jersey under the statutes and regulations governing that agency. The term shall include but not be limited to payments or donations of money and in-kind contributions.

PAC or PACS — The terms "PAC" or "PACs" are abbreviations for "political action committee" or "political action committees," respectively. The terms refer to organizations that regularly engage in, or whose primary purpose is, the support of municipal elections and/or municipal parties in excess of the thresholds specified in this article. The foregoing shall be limited to organizations and entities which support or oppose Evesham Township candidates for Mayor or Township Council, or which engage in political activities in support or opposition to candidates for Evesham Township Mayor or Evesham Township Council.

POLITICAL CONTRIBUTIONS — Has the same definition as "contributions," hereinabove.

PROFESSIONAL BUSINESS ENTITIES — A "professional business entity" seeking a public contract means individuals and firms engaged in the rendering of legal services, engineering services, survey work, architectural services, planning services, design services, financial consulting and other consulting work, auditing, accounting, appraisal services, insurance services and banking. If a professional business entity is an individual, the definition includes the individual and the individual's spouse, if any, and any child living at home. "Professional business entities" also include firms, corporations, professional corporations, partnerships, business organizations, and/or business associations who provide professional services, where those professional services are exempt from public bidding for public contracts pursuant to the Local Public Contracts Law.³ As it relates to corporations, business trusts, partnerships, and subsidiaries directly controlled by a business entity, the definition of a business entity includes all principals who own 10% or more of the equity in the corporation or business trust, and includes all partners and officers in the aggregate employed by the entity and by any subsidiaries directly controlled by the business entity.

3. Editor's Note: See N.J.S.A. 40A:11-1 et seq.

§ 27-7. Prohibition on awarding public contracts to certain contributors.

The following prohibitions are imposed upon those individuals or entities seeking professional, banking or insurance contracts with the Township of Evesham:

- A. Notwithstanding the provisions of any other law to the contrary, Evesham Township, its purchasing agents, boards, commissions or committees or agencies or those of its independent authorities, as the case may be, shall not enter into a professional services contract having an anticipated value in excess of \$17,500, as determined in advance and certified in writing by the municipality, agency or instrumentality, with a business entity, except a contract that is awarded pursuant to a fair and open process, if, during the preceding one-year period, that business entity has made a contribution to any campaign committee of any Township of Evesham candidate or candidates or holder of public office having the ultimate responsibility for awarding of the contract or to any Evesham political party committee or to any municipal political action committee as defined in § 27-6 in excess of the threshold specified in Subsection D. **[Amended 3-18-2014 by Ord. No. 4-3-2014]**
- B. No professional business entity that has entered into a contract having an anticipated value in excess of \$17,500 with Evesham Township, its purchasing agents, boards, commissions or committees or agencies or those of its independent authorities, as the case may be, except a contract that is awarded pursuant to a fair and open process, shall make a contribution to any campaign committee of any Township of Evesham candidate or candidates or holder of public office having the ultimate responsibility for awarding of the contract, or to any Evesham political party committee or to any municipal political action committee as defined in § 27-6 in excess of the threshold specified in Subsection D during the term of that contract. **[Amended 3-18-2014 by Ord. No. 4-3-2014]**
- C. For purposes of this article, a "professional business entity" seeking a public contract means an individual including the individual's spouse, if any, and any child living at home; person; firm; corporation; professional corporation; partnership; organization; or association. The definition of a business entity includes all principals who own 10% or more of the equity in the corporation or business trust, partners, and officers in the aggregate employed by the entity as well as any subsidiaries directly controlled by the business entity.
- D. Any "professional business entity" under this section may contribute a maximum of \$2,600 per election for any purpose to each candidate for Mayor and Council. Said entity may also contribute \$7,200 annually to each Evesham Township political party committee and to any political action committees, as defined in this chapter, without violating Subsections A and B of this section. The figures identified herein shall mirror the contribution limits established by Title 19 of the Revised Statutes as may be amended from time to time by the state. When and if the state adjusts contribution limit figures, Evesham limits shall automatically adjust to remain consistent and legally compliant. **[Amended 3-18-2014 by Ord. No. 4-3-2014]**
- E. For purposes of this section, the office that is considered to have ultimate responsibility for the award of the contract shall be the Township Council of the Township of Evesham, if the contract requires approval or appropriation from the Council.

§ 27-8. Contributions made prior to effective date.

No contribution of money or any other thing of value, including in-kind contributions, made by a professional business entity to any municipal candidate for Mayor or Council, or municipal party committee or PAC referenced in this article shall be deemed a violation of this section, nor shall an agreement for property, goods, or services, of any kind whatsoever, be disqualified thereby, if that contribution was made by the professional business entity prior to the effective date of this section.

§ 27-9. Acknowledgement statement by Township of Evesham municipal candidates or municipal officeholders.

All Township of Evesham municipal candidates or municipal officeholders shall sign an acknowledgement statement at the time of submission of candidacy petitions to the Township of Evesham Clerk that they have received a copy of the Township of Evesham's Ordinance for Public Contracting ("Pay-to-Play") Reform.

§ 27-10. Contribution statement by professional business entity.

- A. Prior to awarding any contract or agreement to procure services, including banking or insurance coverage services, with any professional business entity, the Township or any of its purchasing agents or agencies or boards, commissions or committees, as the case may be, shall receive a certification from the professional business entity made that the bidder or offer or has not made a contribution in violation of § 27-5 of this article;
- B. The professional business entity shall have a continuing duty to report any violations of this article that may occur during the negotiation or duration of a contract. The certification required under this subsection shall be made prior to entry into the contract or agreement with the Township and shall be in addition to any other certifications that may be required by any other provision of law.

§ 27-11. Return of excess contributions.

A professional business entity or Township candidate or officeholder or municipal or county party committee or PAC referenced in this article may cure a violation of § 27-5 of this article; if, within 30 days after the general election, the professional business entity notifies the Township Council in writing and seeks and receives reimbursement of a contribution from the Township candidate or municipal political party or PAC referenced in this article.

§ 27-12. No wheeling.

A candidate for Mayor or Council shall not make a contribution to any other candidate committee or municipal party committee not affiliated with the Township of Evesham; nor shall any such candidate accept a contribution from any other candidate committee or municipal party committee not affiliated with the Township of Evesham.

§ 27-13. Violations and penalties.

- A. It shall be a breach of the terms of the Evesham Township professional service agreement for a business entity to:
- (1) Make or solicit a contribution in violation of this article;
 - (2) Knowingly conceal or misrepresent a contribution given or received;
 - (3) Make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;
 - (4) Make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee of any candidate or holder of the public office of Evesham Township;
 - (5) Engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by the business entity itself, would subject that entity to the restrictions of this article;
 - (6) Fund contributions made by third parties, including consultants, attorneys, family members, and employees;
 - (7) Engage in any exchange of contributions to circumvent the intent of this article; or
 - (8) Directly or indirectly, through or by any other person or means, do any act which would subject that entity to the restrictions of this article.
- B. Furthermore, any professional business entity who knowingly and willfully violates Subsection A(2) to (8) shall be disqualified from eligibility for future Evesham Township contracts for a period of five calendar years from the date of the violation.

§ 27-13.1. Filing with Secretary of State.

This article shall be filed by the Township Clerk with the Secretary of State in compliance with N.J. S .A. 40A:11-51(c).

ARTICLE III

Contract Award Exemptions

[Adopted 10-9-2007 by Ord. No. 23-10-2007]

§ 27-14. Professional contracts under \$17,500. [Amended 3-18-2014 by Ord. No. 4-3-2014]

- A. The Township of Evesham does hereby ratify and clarify that any contract having a price or consideration at or under the threshold of \$17,500 shall continue to be exempt from the fair and open award provisions of Evesham Code Chapter 27.
- B. Notwithstanding any provisions of Ordinance No. 20-9-2007 or Chapter 27 of the Code of the Township of Evesham to the contrary, upon request of the Township Manager and

his or her filing of a certification of reasonable investigation as required below, a contract having a price or consideration at or under the threshold of \$17,500 may be awarded by the Township Council to any professional business entity if such professional business entity has not otherwise received an aggregate or cumulative amount of contracts from the Township of Evesham in the calendar year of the award exceeding \$17,500. The Township Manager of the Township of Evesham shall recommend such an award to the Township Council only after investigating the availability of professional business entities to do the work which are or would be in compliance with the "pay to play" restrictions contained in Ordinance No. 20-9-2007 and only upon determining that compliance with the "pay to play" restrictions would increase the cost or interfere with the delivery of quality services. The Township Manager shall certify his or her findings to the Township Council in a written document filed with the Township Clerk. Such document shall be available for public inspection and copying.

§ 27-15. Contracting powers in declared emergencies.

The provisions of Evesham Code § 27-4, which allow for the exemption from fair and open contract award procedures in the case of a declared emergency, shall apply with equal force to the "pay to play" restrictions contained in Ordinance No. 20-9-2007.⁴ In the case of a lawfully declared emergency, the Township may award contracts in the same fashion and to the same extent provided in Code § 27-4 notwithstanding the provisions of Ordinance No. 20-9-2007.

⁴ Editor's Note: See Ch. 27, Art. II.