SCHEDULE "A"

PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA

The Township of Gloucester solicits statements of qualifications for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the positions sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the **Office of the Township Clerk, P.O. Box 8, 1261 Chews Landing Road, Blackwood, NJ 08012, no later than 11:00AM, Wednesday, December 12, 2018.** The Township requires two copies of each response as well as one response on disc. All responses shall be opened and announced publicly, immediately thereafter by the Township Clerk or her representative. Responses will be reviewed by the governing body. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the calendar year of 2019 and subject to the execution of an appropriate contract.

MUNICIPAL ARCHITECT

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

MANDATORY MINIMUM REQUIREMENTS:

1.) Must have a minimum of five (5) years' experience in architect work in the state of New Jersey.

2.) Must have prior experience providing architect work in New Jersey municipalities.

3.) Any experience in matters involving the Township of Gloucester will be considered and must be explained.

4.) Must maintain a bona fide principal office in the state of New Jersey.

ENERGY CONSULTANT

GENERAL CRITERIA: The Township of Gloucester desires to appoint a consultant Responsible for the coordination of various professional disciplines relating to energy efficiency projects in the Township as needed and to provide general advice relative to energy conservation initiatives. Applicants should demonstrate knowledge and experience in energy consulting and its application in municipalities in New Jersey. Any experience involving municipalities in Camden County should be addressed. Any experience or knowledge of matters directly affecting energy projects in the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1.) Must have a minimum of two (2) years' experience providing consulting services to municipal governments in New Jersey relative to energy consultant work.

2.) Must have prior experience obtaining grants and loans for municipal energy projects.

3.) Must have prior experience and knowledge concerning general administration of public entities.

4.) Must maintain a bona fide principal office in the state of New Jersey.

5.) Must list all past and present municipal clients.

SOLICITOR – ZONING BOARD

GENERAL CRITERIA: The Township of Gloucester desires to appoint a zoning board attorney. Applicants should demonstrate knowledge of general New Jersey municipal zoning law, New Jersey redevelopment law and municipal contract law. Any experience or knowledge of matters directly affecting the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1.) Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years' preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.

2.) Must have am minimum of seven (7) years' experience in the general representation of municipal zoning boards.

3.) Must list past and present municipal zoning boards represented.

4.) Must maintain a bona fide principal office in the State of New Jersey.

5.) Must have sufficient support staff available to provide all general legal services required by Township including, but not limited to, legal research, preparation of resolutions, preparation of Ordinances, preparation of contracts and other legal documents.

ZONING BOARD ENGINEER

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

MANDATORY MINIMUM REQUIREMENTS:

1.) Must be certified to provide engineering services in the State of New Jersey.

2.) Must have a minimum of ten (10) years' experience in providing services to municipal zoning boards.

3.) Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.

4.) Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to, civil engineers, land surveyors, planners, environmental scientist and construction administrators.

ENGINEER – STREETS

GENERAL CRITERIA: The Township of Gloucester desires to appoint a firm or firms to provide engineering for street improvement services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1.) Must be certified to provide engineering services in the State of New Jersey.

2.) Must have a minimum of ten (10) years' experience in providing consulting services to Municipalities including demonstrated experience with road programs and land surveying and mapping projects.

3.) Must be experience in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to waterfront development permits and Brownfield sites preferred.

4.) Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to, civil engineers, land surveyors, planners, environmental scientists and construction administrators.

5.) Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.

6.) Must be experienced in the preparation of grant applications.

7.) Must have project managers with at least fifteen (15) years of municipal experience.

8.) Must list past and present municipalities served as Engineer.

MUNICIPAL LABOR COUNCIL

GENERAL CRITERIA: The Township of Gloucester desires to appoint an attorney or firm who will be the Township's primary representative in all matters relating to labor relations. Applicants should demonstrate knowledge of and experience in the representation of public employers. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1.) Must be licensed to practice law in the State of New Jersey and eligible to appear before All state and federal courts and administrative agencies of the State of New Jersey for a period of not less than ten (10) years preceding appointment.

2.) Must have a minimum of ten (10) years' experience representing public employees in labor relation matters.

3.) Must have sufficient support staff to provide all services required by the Township including, but not limited to, legal research, preparation of legal memorandums, contracts and other legal documents.

4.) Must maintain a bona fide principal office in the state of New Jersey.

5.) Must list past and present public employers represented as Labor Counsel.

MUNICIPAL BOND COUNSEL

GENERAL CRITERIA: The Township of Gloucester desires to appoint an attorney or firm Who will be the primary legal representative of the Township in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Township. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1.) Must be licensed to practice law in the state of New Jersey and eligible to appear before All state and federal courts and administrative offices of the state of New Jersey for a Period of not less that then (10) years preceding appointment.

2.) Must have a minimum of ten (10) years' experience representing municipal entities in Connection with the approval of bond ordinances and the issuance of municipal bonds And/ or notes.

3.) Must maintain a bon fide office in the State of New Jersey.

4.) Must have sufficient support staff to provide all services required by the Township including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.

5.) Must list past and present public entities represented as Bond Counsel.

MUNICIPAL AUDITOR

GENERAL CRITERIA: The Township of Gloucester desires to appointing a firm of certified Public accountants to act as municipal auditors for the Township of Gloucester. Applicant Should demonstrate knowledge of municipal auditing laws and regulations and experience in Providing advice to municipal entities on records compliance issues. Any experience or Knowledge of matters that directly affect the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1.) The firm must employ a minimum of two (2) certified public accountants who have been Licensed in that capacity for a period of not less than three (3) years each prior to the date of appointments.

2.) The must employ a minimum of one (1) register municipal accountants licensed And qualified in that capacity for a minimum of three (3) years' prior to the appointment.

3.) Must have a minimum of the ten (10) years' experience in providing auditing services to Municipalities within the State of New Jersey.

4.) Must maintain a current principal office within the State of New Jersey.

5.) Must describe any special services available to municipal clients.

6.) Must list all past and present municipal clients.

CLINICAL SOCIAL WORKER

GENERAL CRITERIA: The Township of Gloucester is seeking proposals from qualified licensed professionals to provide social services to the Gloucester Township VISION Program (Violence In Society Initiative Operational Network). Such services shall include a minimum:

1. Assist the Gloucester Township Police Department in the coordination of all groups associated with Project BATLE (Bullying Awareness Through Law Enforcement), GT FOCUS, The Gathering Space, and Handshakes Not Handcuffs.
2. Facilitate GT FOCUS and The Gathering Space.
3. Create mental health initiatives to serve youth and their families associated with Project MARRS (Missing at Risk Response Strategies).
4. Respond as appropriate when requested by the Gloucester Township Police Department to certain incidents and events to provide mental health services and victim assistance to victims and their families.
5. Provide mental health evaluations for victims and perpetrators to access possible mental health issues/diagnoses/disabilities as needed.
6. Provide training on mental health, crisis, and victim response to Gloucester Township Police personnel as requested.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be a Licensed Clinical Social Worker.

2. The provider must have possessed a license as a Licensed Clinical Social Worker for a minimum of five years, has worked with youth for a minimum of five years in a social service capacity, has written and developed youth programs, and has worked a minimum of one year with the Gloucester Township Police BATLE Program.

SCOPE OF DUTY:

1. The provider will provide such services for a total of between 800-1,500 hours per year. Exact hours will be determined by Chief of Police.

ENGINEER – STORM DRAINAGE

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

MANDATORY MINIMUM REQUIREMENTS:

1.) Must be certified to provide engineering services in the State of New Jersey.

2.) Must have a minimum of ten (10) years' experience in providing consulting services to Municipalities including demonstrated experiences with drainage improvement projects sewer projects, utility upgrades and replacement land surveying and mapping projects.

3.) Must be experienced in obtaining permits and approvals from various state, county and local Regulatory agencies with specific experiences related to waterfront development permits and Brownfield sites preferred.

4.) Must maintain a State of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to, civil engineers, land surveyors, planners, environmental scientists and construction administrators.

5.) Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.

6.) Must be experienced in the preparation of grant applications.

7.) Must have project managers with at least fifteen (15) years municipal experience.

8.) Must list past and present municipalities served as Engineer.

REDEVELOPMENT PLANNER/ARCHITECT

GENERAL CRITERIA: The Township of Gloucester may from time to time, appoint a planner and/or architect to provide general advice relative to redevelopment initiatives and to undertake such other tasks as may advance redevelopment initiatives as determined by the Township and Council. Applicants should demonstrate knowledge and experience in redevelopment planning and/or redevelopment architect projects and such other areas that may be of application to assist redevelopment initiatives in municipalities in New Jersey. Any experience involving municipalities in Camden County should be addressed. Any experience or knowledge of matters directly affecting redevelopment initiatives in the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1.) Must have a minimum of ten (10) years' experience in redevelopment planning and/or Architect work in the State of New Jersey.

2.) Must have prior experience providing redevelopment planning and/or architect work in New Jersey municipalities.

3.) Must have prior experience and knowledge concerning general administration of public Entities.

4.) Any experience in matters involving the Township of Gloucester will be considered and Must be explained.

5.) Must maintain a bona fide principal office in the state of New Jersey.

MUNICIPAL PUBLIC DEFENDER

GENERAL CRITERIA: The Township of Gloucester desires to appoint an attorney at law who will be the principal public defender for those who qualify for public defender services in the Municipal Court of the Township of Gloucester. Applicant should demonstrate knowledge and experience in the defense of matters in the municipal courts of the State of New Jersey. Any experience or knowledge of matters that directly affect the Township of Gloucester or its municipal court should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1.) Must be licensed to practice in the State of New Jersey and eligible to appear before All state and federal courts and administrative offices of the State of New Jersey for a Period of not less than ten (10) years preceding appointment.

2.) Must have experience in the defense of persons before municipal courts of the state of New Jersey.

3.) Must have experience as a municipal public defender in the municipal courts of the State of New Jersey.

4.) Must maintain a bona fide principal office in the State of New Jersey.

MUNICIPAL COURT CHIEF PROSECUTOR AND OR MUNICIPAL PROSECUTOR

GENERAL CRITERIA: The Township of Gloucester desires to appoint a chief prosecutor who will be the chief legal representative of the State of New Jersey and the Township of Gloucester in the prosecution of cases before the Municipal Court of the Township of Gloucester and to appoint an additional prosecutor(s) who will serve at the direction of the chief prosecutor.
Applicants should demonstrate knowledge and experience in matters relating to prosecution matters before the municipal courts of the State of New Jersey. Any experience or knowledge of Matters that directly affect the Township of Gloucester or it municipal court should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1.) Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey.

2.) Must have experience as a municipal court prosecutor.

3.) Must provide a description of availability for municipal court sessions as scheduled in the Township of Gloucester.

4.) Must maintain a bona fide principal office in the State of New Jersey.

5.) Must list other past and present municipal courts served as prosecutor.

SUBSTANCE ABUSE ADVOCATE

Professional Substance Abuse Advocate for the Gloucester Township Municipal Court and the Gloucester Township Police Department.

The Township of Gloucester is seeking proposals from qualified licensed professionals to provide information only regarding substance abuse treatment programs and services to defendants in Municipal Court as well those who are referred by members of the Gloucester Township Police Department. The selected professional shall provide the minimum services to "clients", the Township of Gloucester, and the Gloucester Township Municipal Court as set forth below. A client shall include any defendant in the Municipal Court who may need information regarding substance abuse care, or any person seeking information regarding substance abuse care for him or herself or for another person from the Gloucester Township Police Department or another police agency.

The selected service provider shall provide the minimum services:

1. An advocate who will:

a. Provide information regarding available substance abuse services to clients in Camden County and the surrounding geographical area.

b. Collect client demographic information in an effort to assist in determining available resources and finding options.

c. Utilize nationally practiced evidence based screening tools to determine if clients are in need of an in depth assessment. Such screening shall include, but are not limited to, the use of the CAGE, CASSIE, and MAST screening tools.

d. Act as a communication link and advocate between the court and the client to include tracking the client care from the intake process to completion whenever possible.

e. When requested and if directed by the Chief of Police, coordinate or assist with development and facilitation of a support group for loved ones of those suffering from addiction.

2. The selected service provider must have the following qualifications at a minimum:

a.) Provide the advocate who must have a minimum of a Bachelor's degree.

b.) Provide the advocate who must be licensed as a Certified Drug and Alcohol Counselor by the State of New Jersey

c.) Provide the advocate who must have a minimum of one year experience as a service provider in "Drug Court" of the Superior Court of the State of New Jersey

d.) As an agency, possess knowledge about the finding resources that are available to clients.

e.) Experience in taking demographic information so that they may assess the clients finance, living situation, and legal problems so that they may better connect client with the funding streams that are available.

f.) Possess working knowledge regarding services that are available through the state to help people that are in need of substance abuse treatment. This will include knowing the intake numbers of residential and outpatient programs so that they may link client to the services that best suits their needs.

g.) Be proficient in using evidence based screening tools so that they may be able to know if clients are in need of a more in depth assessment. This is using but not limited to using the CAGE, CASSIE and MAST.

h.) As an agency have a minimum of three years' experience as a service provider with "Drug Court" of the Superior Court of the State of New Jersey.

i.) As an agency have experience in case management - i.e., going through the process of getting clients into treatment and navigating through the referral process and having the information ready for the referral agency.

j.) Have the ability to coordinate the communication between the courts and the treatment providers.

k.) Have the ability to track client care from the intake process to completion.

Scope of Services:

The provider will deliver such services for a total between 800- 1,500 hours per year and will provide the hourly rate for delivering such services. Exact hours will be determined by the Chief of Police in consultation with the Gloucester Township Municipal Court. The scope of services and payment for such services by the Township of Gloucester shall be limited solely to advocacy and not substance abuse or mental health treatment.

SPECIAL COUNSEL – SPECIAL LITIGATION

GENERAL CRITERIA: The Township of Gloucester desires to appoint a New Jersey licensed attorney or a firm of attorneys to represent the Township of Gloucester in the administration of its Special Litigation, specifically to represent the Township of Gloucester in the Courts of the State of New Jersey. Applicants are encouraged to submit informat9ion demonstrating particular knowledge

relating to special obligation. Any experience or knowledge of matter directly affecting the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1.) Must be licensed to practice law in the State of New Jersey and eligible to appear before All state and federal courts and administrative offices of the state of New Jersey for a period Of not less than five (5) years preceding appointment.

2.) Must have a minimum of five (5) years' experience representing respondents in special Litigation actions.

3.) Must have a minimum of the five (5) years' experience representing respondents in special Litigation actions.

4.) Must maintain a bon fide office in the State of New Jersey.

5.) Must list past and present public entities represented in special litigation.

SPECIAL PROJECTS ENGINEER

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

MANDATORY MINIMUM REQUIREMENTS:

1.) Must have all applicable licenses to perform general engineering services in the State of New Jersey.

2.) Must have a minimum of five (5) years' experience as a municipal engineer in providing engineer services and consulting in similar-sized municipalities.

3.) Engineering firm must multi-disciplined with expertise in road construction, construction management, dams and with engineers who hold licenses in these areas, MLUL experience, planners and landscape engineers on staff.

4.) Must be experienced in environmental assessments (wetlands, archaeological, endangered species and hydrologic studies), GIS, materials testing, surveying, traffic studies and drainage.

APPLICANT MUST DEMONSTRATE ABILITY TO:

1.) Prepare or cause to be prepared, plans, designs and specifications for Public Works projects and improvement.

2.) Provide and maintain surveys, maps, plans, specifications and control records with respect to Public Works projects in the Township.

3.) Provide technical and engineering advice and assistance to the Mayor, Council and Township Administrator.

4.) Ability to update the Tax Map as per the County Tax .Assessor's needs.

5.) Attend all Mayor and Council Meetings as requested by the Township Administrator.

6.) Administer and oversee road opening permits on behalf of the Public Works Director.

7.) Prepare, review and approve construction plans and specification for all capital improvement projects as directed by the Township Administrator.

8.) Successful record of applying for and receiving road improvement grants.

9.) Ability to respond to resident concerns when an engineering project impacts their property as requested by the Township Administrator.

10.) Experience in engineering inspections of both residential developments and large commercial/ industrial projects (over 20,000 sq. /ft.).

11.) Experience administering performance bond and maintenance bonds on behalf of the Township.

12.) Must demonstrate experience with engineering design, inspection and contract administration of annual municipal road projects totaling more than $1 million.

13.) Documented experience with design, inspection and contract administration of large and small recreation projects.

14.) Provide fee schedule for services.

15.) Work with Township officials as needed for OPRA requests.

Each individual project throughout the year will require a "not to exceed" proposal.

GRANTS/ CDBG CONSULTANT

1.0 PURPOSE

The Township of Gloucester is seeking proposals from qualified consultants for the provision of technical assistance in the following aspects of the Community Development Block Grant Program, HOME Programs ("Programs") and Economic Development/Planning Grants:

SCOPE OF SERVICES: The Consultant shall, as authorized, undertake the necessary analyses, applications and related activities to accomplish the following:

I. GENERAL ADMINISTRATION — CONSULTANT SERVICES

A. Consultant agrees to provide general assistance and recommendations to the Township and it's administrative agents in matters relating to the administration and execution of its Community Development Block Grant, HOME Programs and Economic Development/Planning Grants, as well as other CDBG related programs, including the Housing Rehabilitation Programs, the Public Facilities Program, staff training, internal project file monitoring, CHDO Project planning, implementation services and project activity support.
This may include Sub grantee Agreement preparation, IDIS Project Set-up, internal project file Set-up and monitoring, and project activity support to the Township for the Community Development Block Grant Program and the following grants and programs:

1. Gloucester Township Housing Rehabilitation Program Implementation
2. Commercial Facade Improvement Program Implementation
3. Public Facility Program Implementation and Davis Bacon Labor Compliance
4. Public Service Grant Implementation
5. Other regional, state or federal programs, serving and supporting CDBG/HOME goals and objectives

B. Consultant to provide staff to be on-site at the Gloucester Township Grants Office a minimum of one afternoon per week for program implementation included in I.A.1-5. and to:
1. Ensure compliance with eligibility documentation in accordance with HUD regulations for funded projects, including National Objective determinations.

2. Prepare all files for Department of Housing & Urban Development program monitoring of CDBG & HOME projects, including the Housing Rehabilitation Loan Program

3. Update the IDIS system to ensure all projects include required activity descriptions, locations and beneficiaries. Note: Township to provide staff to complete IDIS Drawdowns.

4. Provide assistance in preparing written procedures manual outlining implementation procedures for submittal to HUD at project monitoring

5. Provide assistance in the preparations of a system of reporting and recordkeeping that includes the periodic updating of data in the IDIS and the establishment and maintenance of activity records sufficient to demonstrate that each activity meets the regulatory requirements of the CDBG programs.

II. ANNUAL ACTION PLAN

The Consultant will prepare the 2016 Annual Action Plan consisting of the following information, to be submitted in IDIS, per the eCon Planning Suite regulations.

Setup

AD-26 Administration

AD-50 Verify Grantee/PJ - Information in IDIS

AD-55 Verify Grantee/PJ - Program Contacts

Process

AP-D5 Executive Summary

PR-05 Lead & Responsible Agencies

AP-10 Consultation

AP-12 Participation

Strategic Plan

SP-10 Geographic Priorities

SP-25 Priority Needs

SP-45 Goals

Annual Action Plan

AP-15 Expected Resources

AP-20 Annual Goals and Objectives

AP-35 Projects

AP-50 Geographic Distribution

AP-55 Affordable Housing

AP-60 Public Housing

AP-65 Homeless and Other Special Needs Activities

AP-70 HOPWA goals

AP-75 Barriers to affordable housing

AP-85 Other Actions

AP-90 Program Specific Requirements

III. ENVIRONMENTAL REVIEW RECORD

The Consultant shall prepare an Environmental Review Record for the community acceptable for HUD approval and release of Community Development Program funds.
The Environmental Review Record will include, as applicable:

A. A description of the project to which it relates

B. Documentation showing each step in the Environmental Review process as follows:

a. Determination of existing conditions;
b. Identification of environmental impacts;
c. Examination of identified impacts;
d. Consideration of project modification;
e. Consideration of alternative projects;

C. Documentation that the findings have been made and are supported by the Environmental Review Record.

D. Documentation that the required steps in the Environmental Review process has been followed

E. Description of the existing environmental conditions

F. A copy of the publication of Notice of Request for Release of Funds.

G. A copy of the Request for Release of Funds.

H. The Consultant may meet with the community's Certifying Officer to review the Environmental Review Record prior to Certifying Officer executing the Environmental Certification

IV. 2015 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

The Consultant shall prepare the Consolidated Annual Performance and Evaluation Report (CAPER) for the community acceptable for HUD approval. The CAPER to be submitted in IDIS, per the eCon Planning Suite regulations and include the following:

A. General

1. Executive Summary
2. General Questions
3. Managing the Process
4. Citizen Participation
5. Institutional Structure

6. Monitoring
7. Lead-based Paint

B. Housing

1. Housing Needs
2. Specific Housing Objectives
3. Public Housing Strategy.
4. Barriers to Affordable Housing
5. HOME Program

C. Homeless

1. Homeless Needs
2. Specific Prevention Elements

D. Non-Homeless Special Needs Housing

1. Non-Homeless Special Needs

E. Community Development

1. Community Development
2. Antipoverty Strategy

V. PROGRAM INCOME DOCUMENTATION

A. Provide Assistance with documentation of use of Program Income in accordance with HUD Regulations.

VI. PUBLIC NOTICE DOCUMENTATION

A. Provide Assistance with compliance with public notice documentation in accordance with HUD Regulations

VII. HUD PROJECT MONITORING

A. Provide assistance in preparation for and attend HUD Project Monitoring
B. Assist with preparation of responses, as needed, to Finding and Concerns noted in HUD Project Monitoring

VIII. HOUSING REHABILITATION PROGRAM IMPLEMENTATION

Provide implementation services for the Township CDBG-funded Housing Rehabilitation Program, including technical support and assistance for the overall management, Implementation and coordination of the program. This includes project file set-up, forms and contract review, application intake and processing procedures, file maintenance, eligibility criteria, etc. The required technical services include, but may not be limited to:

A. Administration in connection with daily operation of the Housing Rehabilitation Program including:

1. Process owner applications on existing log and if necessary, utilize extensive and existing homeowner waiting lists;

2. Provision for review and screening of owner applications relative to compliance with basic program requirements of HUD as authorized by HUD guidelines and included in the Housing Rehabilitation Program Manuals;

3. Provision for scheduling initial inspection to identify building, electric and plumbing code violations, and health and safety conditions requiring repair(inspection to be conducted by outside contractor);

4. Preparation of work write-up for each task including an estimate of the required amount for each task, total rehab cost and bid bracket (work write-up to be prepared by outside contractor);

5. Notification to owners and local construction officials of detailed work write-up without

cost information;

6. Notifications to contractors of rehabilitation program requirements including bidding, contract award, preconstruction, work write-up and City payment procedures;

7. Public solicitation of contractor bids (either grouped or individually) for work;

8. Selection of contactor by homeowner and execution of all necessary agreements and

financing documents with owners related to Housing Rehabilitation Program Funding;

9. Assisting applicants in arranging additional financing, if applicable;

10. Provisions for periodic inspection for construction work and monitoring of program requirements, control and documentation of contract change orders, scheduling and completion of the final inspection, and case record completion;

11. Ability to comply with the requirements set forth in any pending United States Department of Housing and Urban Development Lead-Based Paint Guidelines (Lead Inspections conducted by outside contractor);

12. Section 106 Historic Preservation Review Paperwork and conformance with Landmarks Commission and other local, State and County Regulations.

13. File mortgage on project

14. Preparation of Subordination Agreements for Mortgages

15. Process Repayment of Loans, including receipt of Program Income onto IDIS system

B. Preparation of all applicable documents supported by housing inspections and warranties as required by the Township;

C. Maintain data and records for semi-annual Contractor and Subcontractor Activity Report required by HUD; and

2.0 TIME OF PERFORMANCE

All services of the Consultant shall be completed in accordance with timing requirements of the program and the directives of HUD. The period of this contract will be twelve (12) months from January 1, 2016 to December 31, 2016.

3.0 PROPOSAL REQUIREMENTS

3.1 The consultant shall provide the Township the name or names of employees that will be assigned to service the Township of Gloucester account. Said employees(s) must have a minimum often (10) years' experience in the Community Development Block Grant and HOME Programs and related State and Federal community and economic development programs.

Examples of Work completed by the assigned employee(s) must be listed as part of the proposal. A list of clients that said employee(s) service must be submitted with the name and address of said clients furnished so that they may be contacted for verification of the employee's credentials and ability to perform. The consultant shall also provide to the Township a list of communities and grants in which they have been successful for housing and urban development, environmental preservation and planning assistance, with particular emphasis on New Jersey communities.

3.2 Description of any other factors the proposing party believes is relevant to its ability to provide the Township of Gloucester with superior service.

3.3 Proof of Professional Liability Insurance maintained.

4.0 DATA T0 BE FURNISHED TO THE CONSULTANT

The Township shall provide the Consultant with information and documentation which the Consultant
may require to render properly the services provided for in this Agreement. Such information or documentation may include planning, economic and engineering studies, reports, or analysis; codes and ordinances, environmental assessment' property appraisals; capital improvement and other development plans and programs; data on housing condition; and current community development activities, maps, correspondence and other pertinent materials.

5.0 BASIS FOR AWARD OF AGREEMENT FOR PROFESSIONAL SERVICESICRITERIA FOR EVALUATION OF PROPOSALS

The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

a. Qualifications of the individual or firms who will perform the service or activity.

b. Experience and references.

c. Ability to perform the serve or activity in a timely fashion, including staffing and the staffs familiarity of the service or activity, attendance at meetings and public hearings called for the CDBG, HOME, and ESG regulations.

d. A minimum of ten (10) years' experience with CDBG, HOME, ESG Programs and two (2) years' experience in working with Gloucester Township CDBG Programs and related activities.

e. Knowledge of and familiarity with the Township's overall housing and community development goals

f. Professional Planning License

g. Relevant example of technical assistance to Municipal Government including ability to leverage CDBG funding to address other Township Community and housing needs.

h. Compliance with other factors determined to be in the best interest of Gloucester Township.

6 0 PROCEDURE FOR EVALUATIONS OF RFPs

The Township's RFP/RFQ Review Subcommittee will evaluate each submission and selection is made upon the basis of the criteria listed below:

a. All proposals shall be evaluated for:

i. Compliance with the minimum requirements stated in the RFP and

ii. The relative benefits and deficiencies of the proposal as compared to other proposals.

b. The Township reserves the right to consider historic information and fact, whether gained from the proposal, question-and-answer conferences, references, or any other source, in the evaluation process.

SPECIAL COUNSEL – WORKERS' COMPENSATION INSURANCE PLAN

GENERAL CRITERIA: The Township of Gloucester desires to appoint a New Jersey licensed attorney or a firm of attorneys to represent the Township of Gloucester in the administration of its Workers' Compensation Self-Insurance Plan, specifically to represent the Township of Gloucester as an employer in the Courts of Workers' Compensation in the State of New Jersey. Applicants are encouraged to submit information demonstrating particular knowledge relating to the representation

of self-injured municipal governments in workers compensation actions. Any experience or knowledge of matters directly affecting the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1.) Must be licenses to practice law in the State of New Jersey and eligible to appear before All state and federal courts and administrative offices of the State of New Jersey for a Period of not less than ten (10) years preceding appointment.

2.) Must have a minimum of ten (10) years' experience representing respondents in workers Compensation actions.

3.) Must have a minimum of ten (10) years' experience in representing municipal governments as respondents in Jew Jersey workers compensation actions.

4.) Must maintain a bona fide office in the state of New Jersey.

5.) Must list past and represent public entities represented in workers' compensation matters.

MUNICIPAL LAND USE ATTORNEY

GENERAL CRITERIA: The Township of Gloucester may from time to time appoint a land use attorney to provide general services relative to land use projects as determined by the Zoning Board Attorney in municipalities in New Jersey. Any experience involving municipalities in Camden County should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1.) Must have a minimum of five (5) years' experience as a land use attorney in the State Of New Jersey.

2.) Must have prior experience providing land use legal work in New Jersey municipalities.

3.) Must maintain a bona fide principal office in the State of New Jersey.

ECONOMIC DEVELOPMENT CONSULTANT

GENERAL CRITERIA:

A. **PURPOSE:** The purpose of this request for Proposals is to solicit interest from qualified firms to provide professional economic development, media/public relations and/or land use/redevelopment consultant services to the Gloucester Township Economic Development Corporation. A qualified firm will be selected thorough a competitive quality-based, fair and open process at the sole discretion of the Township.

B. PROCEDURES OF RESPONDING TO REQUEST FOR PROPOSALS:

1.) Three copies of the proposal, inclusive of all the information required at Section D Hereof, shall be provided. Proposals must be submitted to the Township of Gloucester, 1261 Chews Landing Road, Gloucester Township, NJ 08012 on or before the deadline listed. Any proposals received after said deadline, whether by mail or otherwise, will be deemed non-responsive. No proposals will be accepted after the date set forth above. Proposals must be submitted in a sealed envelope with the name of the firm or the individual submitting the proposal clearly marked on the outside of the envelope. It is recommended that the proposal package be hand delivered. The Township assumes no responsibility for delays in any form of carrier, mail or delivery service causing the proposal to be received after the above referenced due date and time. Submission by fax, telephone or email is not permitted. The Township Council shall seek and secure a recommendation from the Gloucester Township Economic development Corporation on the selection of the most qualified firm for this service. The final selection shall be made in the sole direction of the Gloucester Township Council.

2.) All questions regarding this Request for Proposals should be made in writing to Rosemary DiJosie, Township Clerk, Township of Gloucester, 1261 Chews Landing Road, Laurel Springs, NJ 08021.

C. CRITERIA FOR EVALUATION OF PROPOSALS:

The Gloucester Township Economic Development Corporation will serve as the proposal review committee for this Request for Proposals and shall provide a recommendation for the selection of the consultant to the Gloucester Township Committee based upon the following criteria:

1.) A minimum of ten (10) years' experience in Economic Development, Finance, Marketing and related services and two (2) years' experience in working with Gloucester Township in community and /or economic development.

2.) Knowledge of and familiarity with the Township's overall economic development goals, plans, activities, and conditions including the activities of the Township's Economic Development Corporation.

3.) Personnel with credentials and a minimum of ten (10) years' experience in economic Development.

4.) Professional Planning License.

5.) Relevant examples of economic development technical assistance provided to Municipal Government and/or Economic Development entities within the municipality consistent with the Scope of Services as outlined in this Request for Proposals.

6.) Availability to attend required meetings and to meet with prospects and local businesses.

7.) Compliance with other factors determined to be in the best interest of the Township.

D. PROPOSAL REQUIREMENTS: The Township is requesting proposals for Economic Development Consultant which shall include the following:

1.) Scope of Services

2.) Resume of the Firm

3.) Facilities

4.) Conflict of Interest Statement

5.) Compensation

SCOPE OF SERVICE – The Township is seeking a highly qualified and experienced Economic Development firm to provide economic development planning, program management, project development, marketing, financial structure, media/public relations, land use/redevelopment experience and communications for a comprehensive economic development program that will create new employment opportunities, expand the township tax base, assist on the planning and development of redevelopment areas and marketing of the Township to prospective businesses interest in location and expanding into and within the Township.

1.) Provide technical assistance to the Gloucester Township Economic Development Corporation in the formulation of strategies and initiatives designed to promote new investment and reinvestment, business retention and business attraction.

2.) Coordinate Developer/business targeting and outreach in conjunction with the Township's marketing consultant.

3.) Participate in meetings hosted by the Township with prospective developers and business interests representing the Township and Economic Development Corporation.

4.) Participate in meetings with and outreach to property owners and stakeholders.

5.) Participate in meetings with and presentation to community groups and organizations

6.) Assisting in the formalization of marketing materials and protocols.

7.) Represent the Township and/or economic Development Corporation as directed.

8.) Facilitating Familiarization Tours of the Township for Developers/Brokers.

9.) Assist the Township and Economic Development Corporation in addressing vacant underutilized properties along the Black Horse Pike, Blackwood Village, and other commercial zoned areas in order to promote adaptive re-use so as to achieve maximum development potential in the context of managed responsible growth.

10.) Develop Project Grant Funding and Financing strategies on behalf of the Township working with developers/businesses in the interest of securing commitments to locate and/or expand in Gloucester Township.

11.) Identify Regional, State and Federal grants designed to serve as inducements to the private sector by eliminating certain capital costs (e.g., demolition, site Preparation, brownfields, infrastructure, etc.) that would be consistent with the Municipality's agenda.

12.) Other technical services to Gloucester Township and the Gloucester Economic Development Corporation in carrying out the mission of the Corporation and the Economic development goals of the Township including:

a. Prepare RFP's for selected developers and business interests.

b. Assisting the Township in lot consolidation and defining suitable properties for development and redevelopment, particularly along the Black Horse Pike, Clementon Road and other commercial corridors.

c. Reviewing project proposals and concepts submitted by developers.

d. Mapping and site location needs.

e. Market research and analysis

f. Providing and/or critiquing media materials and services.

g. Working with Township staff to review land use proposals and issues.

h. assessing development impacts including fiscal and economic impacts stemming from potential development proposals.

i. Formulating financing strategies and project implementation timelines.

13.) Ongoing attendance at Economic Development Corporation meetings and meetings with the Mayor's office and/or Township staff.

14.) Other outreach services and support as directed.

RESUME – The responding firm shall include a resume of the principal that will provide the services to the Township that includes the following:

1.) Name and address of your firm and the corporate officer authorized to execute agreements.

2.) A brief description of your firm's history, ownership and organizational structure.

3.) A listing of the principal's economic development experience, skill, training and certifications.

4.) A listing of local governmental clients with which you have similar contracts, include the name, address and telephone number of the contact person.

5.) A statement of your firm's insurance coverage including general liability, automotive and workers compensation at a minimum. A certificate of Insurance will be required evidences of such coverage upon the execution of a contract.

6.) A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules or regulations that may have an impact on your firm's operations.

Conflict of Interest- Disclosure of any potential conflicts of interest that the firm may have in performing these services for the Township of Gloucester and/or the Gloucester Township Economic Development Corporation.

E. **COMPLIANCE**: In addition, all proposals shall comply with P.L. 177, c. 33 requiring submission of a New Jersey Business Registration Certificate and with P.L. 175 c. 127 and N.J.A.C. 17:27-1 et seq., requiring compliance with Equal Employment Opportunity and Affirmative Action Laws, and the proof of compliance therewith.

F. **RESERVATION OF RIGHT**: The Township reserves the right to reject any and all proposals, in whole or in part, and to waive any immaterial defect of informality in any proposal as may be permitted by law.

COMPUTER AND COMPUTER NETWORK CONSULTANT

GENERAL CRITERIA: The Township of Gloucester desires to appoint a Computer and Computer Network consultant who will facilitate the Township's need to maintain Township data and records via computer network systems. Applicants should demonstrate experience and knowledge in the field of computers, operating systems and networking especially with existing systems operating within the Township of Gloucester.

STANDARD REQUIREMENTS FOR TECHNICAL PROPOSAL: Proposers should submit a technical proposal which contains the following:

A. The name of the proposer, the principal place of business and if different, the Place where the services will be provided.

B. The age of the proposer's firm and average number of employees over the past Three years.

C. the education, certifications, qualifications, experience and training of all Persons who would be assigned to provide services along with their names And titles.

D. a listing of all other engagements where services of the types being proposed Were provided. This should include other Municipal governments and other Levels of government. Contact information for the recipients of the similar Services must be provided. The Township of Gloucester may obtain references From any of the parties listed.

E. A description of all other areas of expertise of the proposer, with emphasis on A description of those services of interest to a county or municipal government client.

F. a detailed plan for providing the proposed services.

G. Proof of professional liability insurance.

H. Proof of any necessary professional license or certification from the State of New Jersey for all professionals assigned to the engagement.

I. Statement that the firm has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law.

J. Statement that neither the firm nor any individuals assigned to this engagement Are disbarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency.

K. A description of the proposer's office location and an explanation of the proposer's availability for meeting, conferences, training and emergency response at the Township of Gloucester's facilities.

L. An Affirmative Action Statement.

M. A completed Non-Collusion Affidavit

N. A completed Owner Disclosure Statement

O. A statement that the proposer will comply with the General Terms and Conditions Required by the Township of Gloucester and enter into the Township of Gloucester's standard Professional Services Contract.

P. A copy of the Proposer's Business Registration Certificate.

Q. A representation that all services will be performed within the United States of America.

R. A statement that the respondent has read the Americans with Disabilities language That is part of the documents attached hereto and agrees that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the Township of Gloucester harmless.

SPECIALIZED REQUIREMENTS OF TECHNICAL PROPOSAL:

A. The proposer shall perform management maintenance and security of the Township of Gloucester's network infrastructure.

B. The proposer shall identify and recommend hardware and software operating systems and upgrades for network and office technology.

C. The proposer shall continue to maintain the consolidation and update of the network to meet the protocols of the Township of Gloucester.

D. The proposer shall provide remote monitoring services 24/7 on all key network network devices, monitoring key services such as but not limited to virus scanning, data backup and security intrusions.

E. The proposer shall provide call center support with access to real time phone support to handle all desktop issues.

F. The proposer shall provide periodic security patch updates remotely for the operating systems. There updates will occur during off business hours.

G. The proposer shall provide onsite service to the Township of Gloucester between the hours of 8:00 a.m. and 5:45 p.m. Monday thru Thursday, excluding holidays.

H. The proposer shall provide emergency repair service and maintenance outside the normal working hours of the Township of Gloucester, defined at 8:00 a.m. and 5:45 p.m. Monday through Thursday, excluding public holidays, which shall include Saturdays and Sundays.

I. The proposer shall troubleshoot problems with appropriate vendors and maintenance of software form the application software providers.

Note: Supplemental information may be requested and an interview may be Required.

COST OF PROPOSAL - Proposers should submit a cost proposal which would include any proposed retainer, the services to be provided for the retainer and hourly billing rates. The Township of Gloucester doesn't not provide payment for or reimbursement for travel expenses.

DISCUSSION WITH PROPOSERS: An oral presentation by a proposer to clarify a proposal may be required at the sole discretion of the Township of Gloucester. However, the Township of Gloucester may award a contract based on the initial proposals received with discussion with the proposer. If oral presentations are required, they will be scheduled after the submission of proposals. Proposer will not be compensated for making presentation.

PROPOSAL EVALUATION: The Township of Gloucester will select the most advantageous proposal based on all of the evaluation factors set forth at the end of this RFP. However, cost is important to the Township of Gloucester. The Township of Gloucester may, if deemed useful, attempt to negotiate an acceptable fee with the most qualified proposer. The Township of Gloucester will make the award that is in the best interest of the Township of Gloucester based on cost and other considerations.

Each proposal must satisfy the objectives and requirements detailed in this RFP. The features of the proposal, considered together with its economic and other benefits will form the basis for the evaluation process.

The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Township has the right to:

a.) Not select any of the proposals.

b.) Select on portions of a particular proposer's proposal for further consideration (however, proposers may specify portions of the proposal that they consider "bundled").

c.) Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal. Every proposal should be valid through this time period.

The Township of Gloucester shall not be obligated to explain the results of the evaluation Process to any proposer.

The Township of Gloucester may require proposers to demonstrate any services described in their proposal prior to award.

PROPOSAL LIMITATIONS – This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Township of Gloucester by issuances of this RFP. The Township of Gloucester reserves the right at the Township of Gloucester's sole discretion to refuse any proposal submitted.

USE OF INFORMATION: Any specification, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnishes or disclosed by the Township of Gloucester to the proposer in connection with this RFP shall remain the property of the Township of Gloucester. When in tangible form, all copies of such information shall be returned to the Township of Gloucester upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Township of Gloucester or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFP, and may not be used for other purposed except upon such terms and conditions as may be mutually agreed upon in writing.

GENERAL TERMS AND CONDITIONS:

A. The Township of Gloucester reserves the right to reject any or all proposals, if necessary, or to waive any informality in the proposals, and unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the Township of Gloucester to do so.

B. In case of failure by the successful proposal, the Township of Gloucester may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under contract, and hold the proposer responsible for any excess cost occasioned thereby.

C. The proposer or subcontractor, where applicable, shall be responsible for, shall keep, save and hold the Township of Gloucester harmless from, shall indemnify and shall defend the Township of Gloucester against any claim, loss liability expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees or recipients of the proposer's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any acts or omissions, including negligence or malpractice of any of its officers, directors, employees' agents, servants or independent contractors, or from the proposer's failure to provide for the safety and protection of its employees or from the proposer's performance or failure to perform pursuant to the terms and provisions of this contract. The proposer's liability under this agreement shall continue after the termination of this agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

D. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General Automobile Liability and shall be subject to approval for adequacy of protection.

E. Each proposal must be signed by the person authorized to do so.

F. Where applicable, payments will be made upon approval of vouchers submitted by the successful proposer in accordance with the requirements of the Township of Gloucester and subject to the Township of Gloucester's standard procedures.

G. The Township of Gloucester is exempt from any State sales tax or Federal Excise Tax. In submitting its proposal, the proposer certifies that its total base proposal does not include any NJ State Sales Tax.

H. The contract shall be in effect for one (I) year from date of award unless otherwise stated.

I. Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, the Township

of Gloucester assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened.

J. If awarded a contract, the successful bidder shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. And N.J.A.C. 17:27, and shall submit evidence of appropriate affirmative action compliance prior to the execution of a contract.

K. All services shall be performed within the United States of America.

L. All proposals submitted shall include in the price any applicable permits or fees required by any other government entity that has jurisdiction to require the same.

M. By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Township of Gloucester harmless in any case of any such infringement.

N. No proposer shall influence or attempt to influence or cause to be influenced any Township of Gloucester officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment or said officer or employee.

O. No proposer shall cause or influence or attempt to cause or influence any Township of Gloucester officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.

MEDIA CONSULTANT

GENERAL CRITERIA: The Township of Gloucester may from time to time, appoint a media consultant to provide public relations assistance. The successful candidate will need to demonstrate experience with drafting press releases, creation of ad campaigns and the utilization of social media. Any experience involving municipalities in Camden County should be addressed.

MANDATORY MINIMUM REGUIREMENTS:

1. Must have a minimum of two (2) years' experience in media consulting work in the state of New Jersey.
2. Must have prior experience providing media consultation for governmental entities.
3. Any experience in matters involving the Township of Gloucester will be considered and must be explained.
4. Must maintain a bona fide principal office in the State of New Jersey.

ENGINEER — SIDEWALKS

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

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.

2. Must have a minimum of ten (10) years' experience in providing consulting services to municipalities including demonstrated experience with sidewalk installation, land surveying and mapping projects.

3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experienced related to waterfront development permits and Brownfield sites preferred.

4. Must maintain a staff of New Jersey licensed or certified professional's sufficient to service the Township of Gloucester including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.

5. Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.

6. Must be experienced in the preparation of grant applications.

7. Must have project managers with at least fifteen (15) years of municipal experience.

8. Must list past and present municipalities served as Engineer.

ENGINEER — RECREATION

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

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.

2. Must have a minimum of ten (10) years' experience in providing consulting services to municipalities including demonstrated experience with recreational facilities and land surveying and mapping projects.

3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to waterfront development permits and Brownfield sites preferred.

4. Must maintain a staff of New Jersey licensed or certified professional's sufficient to service the Township of Gloucester including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and commotion administrators.

5. Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.

6. Must be experienced in the preparation of grant applications.

7. Must have project managers with at least fifteen (15) years of municipal experience.

8. Must list past and present municipalities served as Engineer.

FINANCIAL ADVISOR

GENERAL CRITERIA: The Township of Gloucester desires to appoint a financial advisor who will assist the Township of Gloucester in the analysis of financial information with respect to the issuance of bonds, notes and other obligations. Entities should demonstrate knowledge of municipal finance law and financial practices with particular emphasis on the application of the knowledge. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must have a minimum of ten (10) years' experience providing financial advisory services to municipal governments in New Jersey.

2. Must possess in depth experience in municipal bond transactions.

3. Must have a minimum of at least one (1) principal with at least a master's degree in public administration or equivalent.

4. Must maintain a bona fide office in the State of New Jersey.

5. Must list all past and present municipal clients.

REDEVELOPMENT ENGINEER

GENERAL CRITERIA: The Township of Gloucester may from time to time, appoint an engineer to provide general advice relative to redevelopment initiatives and to undertake such other tasks as may advance redevelopment initiatives as determined by the Township Council. Applicants should demonstrate knowledge and experience in redevelopment engineering projects and such other areas that may be of application to assist redevelopment initiatives in municipalities in New Jersey. Any experience involving municipalities in Camden County should be addressed. Any experience or knowledge of matters directly affecting redevelopment initiatives in the Township of Gloucester should be addressed.

MANDATORY MINIMUM REGUIREMENTS:

1. Must have a minimum of ten (10) years' experience in redevelopment engineering work in the State of New Jersey.
2. Must have prior experience providing redevelopment engineering work in New Jersey municipalities.
3. Must have prior experience and knowledge concerning general administration of public entities.
4. Any experience in matters involving the Township of Gloucester will be considered and must be explained.
5. Must maintain a bona fide principal office in the State of New Jersey.

PLANNING BOARD ATTORNEY

GENERAL CRITERIA: The Township of Gloucester desires to appoint a planning board attorney. Applicants should demonstrate knowledge of general New Jersey Municipal Land Use Law, New Jersey Redevelopment Law and Municipal Contract Law. Any experience or knowledge of matters directly affecting the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

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

PLANNING BOARD ENGINEER

GENERAL CRITERIA: The Township of Gloucester desires to appoint a firm or firms to provide Planning board engineering services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of planning engineering services required by a municipal entity.

Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.

2. Must have a minimum of ten (10) years' experience in providing services to municipal planning boards.

3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.

4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to; civil engineers, land surveyors, planners, environmental scientists and construction administrators.

5. Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.

6. Must have project managers with at least fifteen (15) years of municipal experience.

7. Must list past and present municipalities served as Planning Board Engineer.

PLANNING BOARD CONFLICT ENGINEER

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

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide planning conflict engineering services in the State of New Jersey.

2. Must have a minimum of ten (10) years' experience in providing services to municipal planning boards.

3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.

4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to; civil engineers, land surveyors, planners, environmental scientists and construction administrators.

5. Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.

6. Must have project managers with at least fifteen (15) years of municipal experience.

7. Must list past and present municipalities served as Planning Conflict Engineer.

PLANNING BOARD TRAFFIC ENGINEER

GENERAL CRITERIA: The Township of Gloucester desires to appoint a firm or firms to provide planning traffic engineering services to the Township. Applicant should demonstrate knowledge and experience with respect to all aspects of planning traffic engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide planning traffic engineering services in the State of New Jersey.
2. Must have a minimum of ten (5) years' experience in providing services to municipal planning boards.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to; civil engineer, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.
6. Must list past and present municipalities served as Planning Traffic Engineer.

TAX APPEAL CONSULTANT

GENERAL CRITERIA: The Township of Gloucester may from time to time appoint a tax appeal consultant to provide general consulting services to the tax assessor relative to tax appeals filed against the Township. Any experience of knowledge of matters directly affecting tax appeals against the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must have a minimum of ten (10) years' experience in consulting with municipalities regarding tax assessment appeals, including working through revaluations or reassessments and mass appraisal work.
2. Must have NJ Tax Assessor Certificate and State Certified NJ Real Estate Appraiser license.
3. Must have minimum five (5) years' experience testifying at NJ Tax Court and County Boards of Taxation.

4. Must maintain a bonafide principal office in New Jersey.

5. Must have sufficient support staff available to provide all general consultation services to the Township Tax Assessor including, but not limited to real estate market research, property Income and expense analyzation and preparation of tax appeal cases for hearings.

6. Must list past and present municipal clients represented.

ENVIRONMENTAL ENGINEER

1.0 INTRODUCTION

The Township of Gloucester ("Township") is soliciting Qualifications from interested persons and/or firms for the provision of **Environmental Engineering and Licensed Site Remediation**

Professional (LSRP) Services, as more particularly described herein.

2.0 SCOPE OF SERVICES

It is the intent of the Township to solicit Qualifications from Respondents that have expertise in the provision of **Environmental Engineering and Licensed Site Remediation Professional (LSRP) Services.** Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

ENVIRONMETNAL ENGINEERING AND LSRP SERVICES

1.) Appointment of Environmental Engineer. There shall be a Township Environmental Engineer who shall be appointed by the governing body and shall be under a contract for services to be performed. In lieu of appointing an individual, the governing body may appoint a firm The member of the firm acting as Township Environmental Engineer shall be a licensed Professional Engineer, and a LSRP in the State of New Jersey. The Environmental Engineer shall perform such duties as:

A. Oversee the remediation of municipal contaminated sites in connection with a redevelopment project in the Township of Gloucester in accordance with the New Jersey Department of Environmental Protection's applicable standards and regulations for responsible parties.

B. The Township Environmental Engineer shall perform such duties as are prescribed by general law, ordinance, and the New Jersey Department of Environmental Protection Site Remediation Program.

C. Provide technical advice and assistance to other Township departments as needed. Maintain all papers, documents, memoranda, reports and other materials relating to the administration of the duties of the Township Environmental Engineer. Upon the termination of his services with the Township, the Township LSRP shall forthwith surrender to the Township all such property.

D. Attend Township meetings as requested by the Mayor and Council.

E. When directed by the Mayor and Council, the Township Environmental Engineer shall provide
studies requested by the Mayor and Council.

F. Provide technical advice and assistance to other Township departments as needed.

3.0 SUBMISSION REOUIREMENTS

The applicant/proposer shall in response to the Township's RFQ, at a minimum, include the following information:

A. Qualification requirements to compete for the needed service or activity as set forth in the "duties and responsibilities" of the position defined in the Township's RFQ. Qualifications, at a minimum, shall include requirements defined as follows:

1. Name and contact information for the firm submitting the RFQ, and the name of the key contact person.

2. List and/or organizational chart identifying key personnel.

3. Resumes of key personnel. Resumes should include post-high school education, professional affiliations and memberships, and relevant experience.

4. Copies of current professional licensure and certifications, including Professional Engineer and LSRP licenses.

5. A description of the firm's overall experience in providing the type of services sought in the RFQ.

6. References, including dates served and contact information

7. Identification of proposed subcontractors and description of services to be provided.

8. New Jersey Business Registration Certificate.

4.0 EVALUATION CRITERIA

Qualifications will be evaluated by the Township on the basis of the most advantageous, all relevant factors considered. The Township will solicit Proposals from the firms deemed most qualified. The evaluation will consider:

1. Experience and reputation in the field;

2. Knowledge of the Township and the subject matter addressed under the contract;

3. Availability to accommodate the required meetings of the Township; and

4. Other factors demonstrated to be in the best interest of the Township.

LANDSCAPE ARCHITECT

1.0 PURPOSE

The intent of this Request for Qualifications and Proposals and resulting contract is to obtain park design, redesign, upgrading, architectural and landscape design services for Gloucester Township's existing and/or proposed parks, recreational areas and open space. While there are no specific locations identified in this proposal, the scope of the services may include but not be limited to Open Space, environmental, sustainability and walking path designs.

The successful firm and proposer shall be able and willing to work with the Township, residents, neighborhood groups and committees, stakeholders and interested parties to solicit input and engage the identified committee members in the plans and proposals for open space upgrades. The successful firm shall also be capable and competent in determining the site conditions, environmental conditions

and sustainable design elements necessary to ensure it is attractive, safe and useful to the residents. Services to be performed include but are not limited to: Community parks, bike paths and walking paths and athletic field design, geotechnical, environmental and engineering site design, landscape architecture, property and right-of-way identification. Tot-lot and neighborhood park design and redesign should also be considered as services necessary.

2.0 COMPLIANCE WITH LAWS

The successful firm(s) shall comply with all applicable federal, state and local statutes, rules and regulations.

3.0 CRITERIA FOR EVALUATION OF PROPOSALS

The governing body will independently evaluate each submission and selection will be made upon the basis of the criteria listed below:

3.1 Proven record of experience, including referrals, in providing the type of services detailed herein.

3.2 Ability to provide services in a timely manner.

3.3 Personnel qualifications (i.e.: resumes of key personnel who will be responsible for and assigned to the work).

3.4 Location of office and availability of personnel.

3.5 Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed. Cost of services (i.e. price proposal).

3.6 Cost of Services (i.e. price proposal).

SPECIAL TAX APPEAL COUNSEL

GENERAL CRITERIA: The Township of Gloucester ("Township ") is soliciting Qualifications from interested persons and/or firms for the provision of **Special Tax Appeal Counsel.** As more particularly described herein. Through a Request for Qualification process described herein, persons and or firms interested in assisting the Township with the provision of such services must prepare and submit a Qualifications Statement in accordance with the procedure and schedule in this RFQ. The Township will review Qualifications only from those firms that submit all the information required to be included as described herein (in the sole judgment of the Township).

The Township intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of the Township of Gloucester. The Township of Gloucester reserves the right to reject any and all submissions, to waive any deficiencies and to suspend or abandon this process at any time.

1.0 Nature and scope of services

Special counsel to represent the Township in connection with Prosecution of Appeals for the Township (Affirmative Appeals) to provide the following services:

1. Identify those commercial properties that are substantially under-assessed within the Township.

2. File tax appeals of those substantially under-assessed properties approved by the Township attorney.

3. Participate, consult, and represent Gloucester Township in all proceedings including appearance at trials and other court appearances pertaining to affirmative tax appeals at the Camden County Board of Taxation and the New Jersey Tax Court.

4. Preparation for trials including discovery and motions.

5. Settle tax appeals with the concurrence of the assessor, township attorney and governing body.

MUNICIPAL ENGINEER - 3 YEAR APPOINTMENT

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

MANDATORY MINIMUM REQUIREMENTS:

I.) Must be certified to provide engineering services in the State of New Jersey.

2.) Must have a minimum of ten (10) years' experience in providing consulting services to municipalities Including demonstrated experience with road programs, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs,
recreational facilities, land surveying and mapping projects.

3.) Must be experienced in obtaining permits and approvals from various state, county and local Regulatory agencies with specific experience related to waterfront development permits and Brownfield sites preferred.

4.) Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Gloucester including, but not limited to, civil engineers, land Surveyors, planners, environmental scientists and construction administrators.

5.) Must maintain a principal office location in close proximity to Gloucester Township so as to be able to respond to emergent matters promptly.

6.) Must be experienced in the preparation of grant applications.

7.) Must have project managers with at least fifteen (15) years of municipal experience.

8.) Must list past and present municipalities served as Engineer.