

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

Hainesport Township



**Date Issued:
November 9, 2017**

**Responses Due by:
4:00 pm – December 4, 2017**

**RFP/Q Opening:
December 5, 2017 @ 10:00 AM
Caucus Room 35**

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

I. PURPOSE AND INTENT

Through this Request for Proposal & Qualifications (RFP/Q), the Township of Hainesport (hereinafter the “Township”) seeks to engage a vendor as (position) for the 2018 Township year commencing January 1, 2018 or upon appointment, whichever is later, until December 31, 2018. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq.

II. PROPOSAL SUBMISSION

Form of Submission:

One (1) original and 5 hardcopies plus one (1) electronic file in the form of a CD or USB of the respective proposal(s) shall be submitted in sealed envelopes and must be marked with the “NAME OF POSITION” and addressed to:

Paula L. Kosko, Administrator/Acting Municipal Clerk
PO Box 477
1401 Marne Highway
Hainesport, New Jersey 08036

Submission Deadline: December 4, 2017 at 4:00 p.m.

Proposals will be publicly opened on December 5, 2017 at 10:00 a.m. in Caucus Room 35 of the Municipal Building, 1401 Marne Highway, Hainesport, New Jersey 08036

Faxed proposals and phone inquiries will NOT be accepted.

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

Paula L. Kosko
Administrator/Acting Municipal Clerk
Hainesport Township
PO Box 477
Hainesport, NJ 08036

Email - pkosko@hainesporttownship.com

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. All submissions shall be kept on file during the term of the contract. All submissions shall be a public record as of the date of advertising.

III. GENERAL INFORMATION ON HAINESPORT TOWNSHIP

Hainesport Township operates under a Township Form of government pursuant to NJSA 40A:63-1. The Township is approximately: 6.7 square miles, has a population of 6,110, an annual operating budget of \$2.4 million and 24 employees. The Township Committee meets at least once a month as well as special meetings on an as needed basis. Hainesport Township has a Joint Land Use Board (JLUB) that fulfills the responsibilities of both the planning board and zoning board. The Board consists of 9 members, 4 alternates, attorney, engineer and planner. The JLUB meets once a month.

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 have areas of redevelopment, have areas of non-dense woodlands, have large recreation complexes, contain creeks and contain federally regulated wetlands.

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 2018 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 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.
- 6) An executive summary of not more than two pages, identifying and substantiating why the vendor is best qualified to provide the requested services.
- 7) 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 individual(s) 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.
- 8) 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.**
- 9) 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.
- 10) 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.
- 11) 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.

- 12) 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.
- 13) 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.
- 14) Billing for reimbursement for travel expenses by the vendor must be approved in advance by the Township Administrator or his/her designee.
- 15) The following items are required submission in this proposal package:

- New Jersey Business Registration Certificate
- Statement of Ownership
- Non-collusion Affidavit
- Affirmative Action Evidence
- Americans with Disability Act
- Disclosure of Investment Activities in Iran
- Stockholder Disclosure Certification

VI. INTERVIEW

The Township Administrator reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Township reserves the right to request clarifying information subsequent to submission of the proposal. The Township Committee prior to making its recommendation may, in its discretion, elect to interview candidates to better determine their ability to meet the selection criteria and discuss their qualifications and scope of the work to be performed.

VII. SELECTION PROCESS

All proposals will be reviewed by the Township Administrator to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy IV “Minimum Qualifications” 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) Years of experience and reputation of the primary person assigned and/or the firm.
 - (f) Past history with Hainesport Township.
 - (g) Costs and fee schedules.

VIII. SELECTION AND CONTRACT

The Township Committee reserves the right to select qualified person/firm in their sole discretion. The Township Committee will select the vendor deemed most advantageous to the Township, price and other factors considered. The Township Administrator shall provide non-binding rankings to the governing body (appointing authority) of the professional to be awarded the contract. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

The selected vendor shall supply certificates of insurance showing coverage by insurance carriers licensed and admitted to do business in New Jersey and acceptable to the Township. Professional Liability Insurance in a minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate; Commercial General Liability Insurance with limits of not less than \$500,000; Motor Vehicle Liability Insurance, including applicable No-Fault coverage, with limits of liability not less than \$500,000 per accident combined single limit Bodily Injury and Property Damage; and Workers Compensation Insurance, including Employers' Liability Coverage, in accordance with the statutes of the State of New Jersey. The Township, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers shall be named as Additional Insureds.

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Exhibit A

Township of Hainesport

Request for Proposal & Qualifications for Municipal Professionals

Minimum Qualifications

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

Township of Hainesport Minimum Requirements

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary).

Auditor:

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 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, assistance with the preparation of the Annual Financial and Debt Statements, assistance with the preparation of the Annual Municipal Budget and User Friendly Budget and accompanying resolutions. Please note that assistance includes the physical preparation of the documents using the information provided by the township CFO.

Township Attorney:

- A. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, Fair Housing Act, COAH, affordable housing issues, NJ employment and personnel law/issues, tax law and familiarity with titles 40 & 40A of N.J.S.A. The applicant shall have ten (10) years experience as a municipal attorney for a municipality in the State of New Jersey.
- 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. Eminent domain and redevelopment issues.
 5. Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreements.
 6. Municipal Land Use Law.
 7. Municipal utilities law
 8. Extensive knowledge of Local Public Contracts Law.
 9. Selling of township real estate and/or property.
 10. Experience working in a municipality that is a member of a Joint Insurance Fund.
 11. Putting together Employment Practices Liability (EPL) policies to protect the Township.
 12. Experience in a Township Committee Form of government is a plus.
 13. 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 Attorney:

- A. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, Fair Housing Act, COAH, affordable housing issues, NJ employment and personnel law/issues, tax law 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.
- 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. Eminent domain and redevelopment issues.
 5. Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreements.
 6. Municipal Land Use Law.
 7. Municipal utilities law
 8. Extensive knowledge of Local Public Contracts Law.
 9. Selling of township real estate and/or property.
 10. Experience working in a municipality that is a member of a Joint Insurance Fund.
 11. Putting together Employment Practices Liability (EPL) policies to protect the Township.
 12. Experience in a Township Committee Form of government is a plus.
 13. 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 Attorney:

The firm or attorney shall specialize 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.

- A. The applicant must demonstrate a high degree of knowledge, experience and ability with the following:
 - 1. Formulating management proposals
 - 2. Employer-Employee Relations Act, ADA, FMLA, NJ FMLA
 - 3. Formulating Employment Practices Liability policies to protect the Township.
 - 4. Knowledgeable in election law, pay to play laws and government ethics
- B. Applicant must list any public sector labor union clients currently representing.
- C. 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:

- A. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, Fair Housing Act, COAH, affordable housing issues, NJ employment and personnel law/issues, tax law and familiarity with titles 40 & 40A of N.J.S.A. The applicant shall have ten (10) years experience as a municipal COAH Attorney for a municipality in the State of New Jersey.
- 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. Eminent domain and redevelopment issues.
 5. Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreements.
 6. Municipal Land Use Law.
 7. Municipal utilities law
 8. Extensive knowledge of Local Public Contracts Law.
 9. Selling of township real estate and/or property.
 10. Experience working in a municipality that is a member of a Joint Insurance Fund.
 11. Experience working with an Affordable Housing Administrative Agent
 12. Experience in a Township Committee Form of government is a plus.
 13. 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:

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:

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, 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 NJDEP rules and regulations.

A. The applicant must demonstrate the 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 Township Committee and Township Administrator.
4. Ability to update the Tax Map as per the Tax Assessor's needs.
5. Administer and oversee road opening permits on behalf of the Administrator.
6. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Township Committee and Administrator.
7. Successful record of applying for and receiving road improvement grants.
8. Ability to respond to resident concerns when an engineering project impacts their property.
9. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq/ft).
10. Experience administering performance bond and maintenance bonds on behalf of the township.
11. Must demonstrate experience with engineering design, inspection and contract administration of annual municipal road projects.
12. Documented experience with design, inspection and contract administration of large and small recreation projects.

Joint Land Use Board Engineer:

All applicable licenses to perform general engineering in NJ. Applicant must have at least ten (10) years experience as municipal planning, zoning or joint land use engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, with engineers who hold licenses in these areas, Municipal Land Use Law, Master Plans, stormwater regulations, experience in environmental assessments (wetlands, archaeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, drainage, extensive knowledge of NJDEP rules and regulations and have planners & landscape engineers on staff.

A. The applicant must demonstrate the 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 Joint Land Use Board and Township Administrator.
4. Ability to update the Tax Map as per the Tax Assessor's needs.
5. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Township Administrator.
6. Ability to respond to resident concerns when an engineering project impacts their property.
7. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq/ft).
8. Experience administering performance bond and maintenance bonds on behalf of the township.
9. Must demonstrate experience with engineering design, inspection and contract administration of projects totaling more than \$1 million.
10. Documented experience with design, inspection and contract administration of large and small recreation projects.

Joint Land Use Board Attorney:

Shall be licensed in the State of New Jersey and either a member or employed by a firm or an individual with at least (10) years experience as a joint land use board attorney, planning board attorney or zoning board attorney, or shall have appeared on behalf of applicants before such boards regularly for at least (10) years. Experience in all aspects of planning, zoning and extensive work and knowledge of municipal land use law and familiarity with titles 40 & 40A of N.J.S.A. Experience in devising Master Plans and COAH is required. The applicant shall have at least ten (8) years cumulative experience as a municipal, planning or zoning board attorney or shall demonstrate (8) years of experience in a practice devoted to primarily zoning, planning and land use law in the State of New Jersey.

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 Planner:

The Township Planner shall be a New Jersey licensed firm or individual with substantive experience in all aspects of municipal planning and landscape architecture including extensive work with and knowledge of the Municipal Land Use Law, COAH and consulting with respect to drafting and revising Master Plans and land development ordinances. The firm shall also have extensive experience in the design of parks and public spaces. The individual primarily assigned shall have at least seven (7) years experience as a municipal planner and shall be a licensed Planner in the State of New Jersey.

A. The applicant must demonstrate the ability to:

1. Prepare, or cause to be prepared, plans, designs and specifications for public sector projects and improvement.
2. Provide architectural and planning advice and assistance to the Township Committee and Administrator.
3. Prepare, review and approve construction plans and specifications for projects as directed by the Township Committee and Administrator.
4. Experience administering performance bond and maintenance bonds on behalf of the township.
5. Must demonstrate experience with engineering design, inspection and contract administration of projects.
6. Documented experience with design, inspection and contract administration of projects.
7. Prepare and assist with bid specifications as directed by the Township Committee and Administrator.

Joint Land Use Board Planner:

The Joint Land Use Board Planner shall be a New Jersey licensed firm or individual with at least (10) years of experience in all aspects of municipal planning and landscape architecture including extensive work with and knowledge of the Municipal Land Use Law, COAH and consulting with respect to drafting and revising Master Plans and land development ordinances. The firm shall also have extensive experience in the design of parks and public spaces. The individual primarily assigned shall have at least seven (7) years experience as a municipal planner and shall be a licensed Planner in the State of New Jersey.

A. The applicant must demonstrate the ability to:

1. Prepare, or cause to be prepared, plans, designs and specifications for public sector projects and improvement.
2. Review plans, designs and specification for private sector projects and improvements as presented through the JLUB application process.
3. Provide architectural and planning advice and assistance to the Township Committee and Township Administrator.
4. Prepare, review and approve construction plans and specifications for projects as directed by the Township Administrator.
5. Experience administering performance bond and maintenance bonds on behalf of the township.
6. Must demonstrate experience with engineering design, inspection and contract administration of projects.
7. Documented experience with design, inspection and contract administration of projects.

Animal Control Services:

The services provided shall include the following:

1. Animal Control Services (ACS) shall be in compliance with all statutory requirements and with all rules and regulations governing animal control and Animal Control Officers set forth by the NJ Department of Health pursuant to NJSA 4:19, NJSA 4:22 and NJAC 8:23A and provide copy of licensing and insurance documents required in performing the duties of a Certified ACO.
2. As required by NJAC 8:23-A-1.12, the ACS shall be equipped with the necessary vehicles, traps and trapping equipment to ensure safe transportation of all abandoned or misplaced animals within the township. The ACS will hold the Township harmless as the result of any damage committed to the operation and maintenance of ACS vehicles and equipment.
3. All ACS responding to complaints within the municipality will be in clothing that identifies as the ACS personnel and have proper credentials in their possession identifying them as an ACO.
4. The ACS shall collect misplaced, abandoned, injured, nuisance or other non-injured dogs and cats and deliver to the Burlington County Animal Shelter for housing.
5. The ACS shall provide the Township with a 24-hour, 7-day per week telephone number for receiving complaints and service requests. This number shall be made available to municipal offices and the police department. All calls from the municipal staff shall be returned by the ACS within (1) hour of receipt.
6. The ACS shall respond to calls for sick and/or injured animals on a 24 hour a day, 7 day a week basis. Sick and/or injured domestic animals must be treated by a licensed veterinarian prior to being transported to the shelter, pursuant to NJAC 8:23A-11h. Emergency veterinary care must have prior approval if amount exceeds \$200.00.
7. The ACS shall respond to complaints generated by the public, municipal officials and the police department on a 24 hour a day, 7 day a week basis if the animal is contained.
8. When the Officer picks up a licensed dog, he shall notify the owner of said dog that it has been picked up. The Township will maintain a list of names and addresses of the owners of all dogs licensed during the current year, together with the license number of each dog.
9. The ACS shall remove deceased animals from municipal, county, and state roadways and public property. This service will exclude deer. In the case of animals suspected of rabies, the ACS shall be responsible for the transportation, subsequent testing and reporting in conjunction with the NJ State Department of Health.
10. The ACS shall provide township residents with trap rental service at no charge to the township resident.
11. The ACS shall undertake all animal cruelty investigations and subsequent court appearances on behalf of the township. ACS shall provide for the removal of unwanted pets for a service charge payable by the owner at the time service is rendered.
12. The ACS shall provide the township with a monthly animal control report. It shall provide detailed information for each service provided and identify the related fees.

Evaluation, Review and Selection Process

1. RFP responses shall remain open for a period of ninety (90) 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 ninety (90) 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. The Administrator 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 respondents will be ranked and then a recommendation will be made 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.
 - G. Past Experience with the township.
6. Non-compliance with significant instructions will be grounds for disqualification of proposals.

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Township of Hainesport, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. § 12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission

Name of Business _____

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

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

Check the box that represents the type of business organization:

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

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Subscribed and sworn before me this ____ day of _____, 20 ____.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full age, being duly
sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

the bidder making this Proposal for the bid entitled _____, and
(title of bid proposal)

that I executed the said proposal with full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____
(name of contracting unit) relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Subscribed and sworn to

before me this day

Signature

_____, 20____

(Type or print name of affiant under signature)

Notary public of

My Commission expires: _____

(Seal)

Disclosure of Investment Activities in Iran

Proposer: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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 person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,

AND is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN IF UNABLE TO CERTIFY ABOVE

You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the information below:

Name: _____ Relationship to Proposer: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Description of Activities: _____

Proposer Contact Name: _____

Contact Phone Number: _____

Statement of Certification

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the municipality is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the municipality to notify the municipality in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the municipality and that the municipality at its option may declare any contract(s) resulting from this certification void and unenforceable.

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

