

**CITY OF BRIGANTINE**  
**REQUEST FOR PROPOSALS**  
**Professional Services**

The City of Brigantine is seeking proposals for the following Professional Service Contracts for the calendar year 2012:

1. Bond Counsel
2. Labor Attorney
3. Solicitor
4. Planning/Zoning Board Attorney
5. Planning/Zoning Board Planner
6. Planning/Zoning Board Engineer
7. Auditor

Set forth below are the general requirements applicable to all proposals and the instructions for completion and submission of proposals. The following are summary descriptions of the respective positions, including where applicable instructions or requirements specific to that position. Please read the generic and specific requirements carefully and be sure to provide a complete response to both in your submission.

**A. General Requirements**

All proposals for Professional Services shall include the following information and documentation:

1. Names and titles of the individuals who will perform the task and a description of their relevant experience.
2. A list of references with address and telephone contact numbers of current and/or past clients of similar engagements.
3. A fee schedule including hour rates and any additional fees that potential candidates may reasonably expect to seek compensation or reimbursement for (ex. travel time, meals, lodging, copies, postage, etc.). Note that additional and/or alternative fee information may be required for certain positions, as set forth below.
4. Identify any conflicts or potential conflicts of interest or independence issues or relationships between the potential candidate and the City.
5. A summary of any professional disciplinary action taken against any individual named in response to Item 1, above.

All proposals shall be submitted in triplicate in a sealed envelope with the exterior of such envelope mark "RFP" and noting the position(s) to which the RFP applies. All proposals must be received by the City Clerk's office (1417 West Brigantine Ave, Brigantine NJ 08203) no later than 10:00 am on Tuesday January 10, 2012. At which time the RFP's will be opened in the municipal court room, and the names of those submitting proposals and the position(s) for which the proposals were submitted, will be announced.

No decision on the award of contracts will be made at the time the proposals are opened. Proposals will subsequently be evaluated and awarded by the appropriate body of the City of Brigantine.

All proposals will be evaluated and awarded on a combination of qualification, experience and cost as deemed most advantageous to the City. Candidates may be required to appear for a brief interview prior to the award of a contract.

Upon award of contract, the vendor will be required to supply the City with the following documentation: certificates of insurance for; NJ Worker's Compensation, General Liability (naming the City as an additional insured) and Professional Liability, Affirmative Action evidence, New Jersey Business Registration Certificate and a City of Brigantine Sworn Statement (as required by Ordinance 18-2011 Sec IV).

All questions concerning this notice must be addressed to the City Manager at 609-266-7600 ext. 714.

## **B. Specific Requirements**

1. **Bond Counsel**-All candidates must be a licensed attorney in good standing in the State of New Jersey. Candidate must have experience in governmental bonding in the State of New Jersey. Candidate must possess a demonstrated proficiency in New Jersey Local Bond Law, Local Budget Law, Fiscal Affairs Law and the rules and regulations promulgated by the NJ Division of Local Government Services and the NJ Local Finance Board. All proposals must include a fee to draft a multipurpose bond ordinance, fee to assist in the sale of bonds and notes and an hourly rate of all individuals that can be reasonably expected to work on city business.

2. **Labor Attorney**-All candidates must be a licensed attorney in good standing in the State of New Jersey. Candidates must have experience in representing governmental agencies in labor relations, including but not limited to, contract negotiations, interest arbitration, and grievance procedures. Candidate should also have experience handling matters involving of New Jersey Public Employee Relations Commission (PERC).
3. **Municipal Solicitor**-All candidates must be licensed attorney in good standing in the State of New Jersey. Candidates must have experience in representing New Jersey governmental entities and/or agencies as their solicitor/chief council. Candidates will be expected to provide legal advice and counsel on a wide range of legal issues including, without limitation, municipal law, NJ Tort Claims Act, municipal land use, tax appeals, Local Fiscal Affairs and Local Public Contracts Law. Candidates will be required to attend all meetings of City Council, and to prepare such ordinances, resolutions, and other documents as required. Candidate may be assigned in Council's discretion, to represent the City on various litigated matters, including (by way of example and not limitation) contractual disputes, tax appeals, and such other matters. Candidates should provide an hourly rate for all services. Candidates are encouraged to provide alternate fee arrangements. Such arrangements may include (by way of example and not limitation) flat fee for certain services such as ordinance/resolution prep, meeting attendance, etc.
4. **Planning/Zoning Board Attorney**-All candidates must be a licensed attorney in the State of New Jersey in good standing. All candidates must have experience either representing or appearing before New Jersey planning and/or zoning boards, with preference given to those candidates representing those boards. Candidate must be able to prepare decisions and resolutions as required by the Board. Candidate should include both an hourly fee as well as, a per meeting fee, which would include preparation for and attendance of the meeting, and all necessary decisions and resolutions for that meeting.
5. **Planning/Zoning Board Planner**-All candidates must be licensed in good standing in the State of New Jersey as a Professional Planner. All candidates must have experience and be familiar with NJ Municipal land use laws and environmental law. Candidate should include both an hourly fee as well as a per meeting fee, which would include preparation for and attendance of the meeting.
6. **Planning/Zoning Board Engineer**-All candidates must be licensed in good standing in the State of NJ and have expertise in NJ municipal land use law and environmental law, local zoning ordinances and land use applications including site plans and subdivisions. Local zoning ordinances and land use applications. All candidates must have experience

either representing or appearing before NJ planning and/or zoning boards, with preference given to experience representing such boards. Candidate should include both an hourly fee as well as a per meeting fee, which would include preparation for and attendance of the meeting.

7. **Auditor**-All candidates must have experience managing New Jersey municipal audits. All candidates must be an active licensed Registered Municipal Accountant (RMA) with the New Jersey State Board of Accountancy. All candidates must have experience in conducting on-line bond and note sales. All candidates must provide a fee schedule on an hourly basis.