

**Borough of Pompton Lakes
Request for Qualifications for
Professional Services
January 1, 2023 – December 31, 2023**

Notice is hereby given that sealed Proposals will be received by the Borough of Pompton Lakes (“Borough”) at 25 Lenox Avenue, Pompton Lake, New Jersey, by or before Thursday, December 8, 2022 at 11:00 a.m. for the Professional Services described herein. Responses should address both the general criteria and mandatory minimum requirements. All responses will be treated as confidential until read aloud. Each Request for Qualifications should be enclosed in a sealed envelope which shall be designated “RFQ” with the listed professional position being sought.

Responses must be sent to:
Office of the Borough Clerk
ATTN: Elizabeth Brandsness
Borough Clerk
25 Lenox Avenue, NJ 07442

All responses must be received no
later than 11:00 a.m. on
Thursday, December 8, 2022

All responses shall be opened and announced publicly immediately thereafter by the Borough Administrator. Responses will then be reviewed by the Governing Body and appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the calendar year of 2023 and subject to the execution of a contract.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq. All insurance requirements of the State of N.J. are to be met. The Borough has sole discretion in determining if respondents’ insurance is acceptable and may request additional insurance coverage before award. Please include one copy of your proposed “contract” for professional services and one copy of the completed submission of RFQ requirements.

The Borough’s objective in soliciting Qualification Proposals is to enable it to select a Respondent that will provide high-quality, cost-effective services for the citizens of Pompton Lakes. The Borough will consider Qualification Proposals only from Respondents that, in its sole judgement, have demonstrated the capability and willingness to provide required services to the citizens of the Borough in the manner described in this RFQ. Those responding to the RFQ are required to comply with the following N.J.S.A.: 10:5-31 et seq., 52:32-44 et. seq., 19:44A – 20.27 (advisory only) and N.J.A.C. 17:27-1 et seq.

INSTRUCTIONS

The Borough is seeking proposals for the following professional positions. Respondent’s submission must clearly demonstrate experience as explained in the general criteria and meet mandatory minimum requirements.

Ranking and Rating

The Borough, in part, will utilize a ranking and rating system (scoring) for review of respondent's proposal. This scoring system will not disqualify the Borough from exercising the right to select qualified contractors in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. The ranking and rating system will be scored upon the following:

- 35 points for knowledge of the Borough and knowledge and technical competence of requested work respective to the position respondent is applying for.
- 35 points for experience and reputation in the field.
- 20 points for costs.
- 10 points for other factors demonstrated to be in the best interest of the Borough.

MUNICIPAL/TAX APPEAL/LABOR ATTORNEY

GENERAL CRITERIA: The Borough of Pompton Lakes is a Civil Service Jurisdiction that desires to appoint a municipal attorney who will be the chief, general legal officer of the Borough. Applicants should demonstrate knowledge of general New Jersey Municipal Law, Tax Appeal Law, Labor Law, including but not limited to: N.J.S.A., N.J.A.C., New Jersey Redevelopment Law, New Jersey Public Employees Relations Commission (PERC), Labor Negotiation and Local Public Contracts Law. Any experience or knowledge of matters directly affecting the Borough of Pompton Lakes should be addressed.

The Municipal Attorney will be required to fill the following responsibilities/roles:

1. General Municipal Attorney responsibilities, including but not limited to, responding to day-to-day municipal questions, drafting resolutions and ordinances and litigation.
2. Labor Attorney.
3. Tax Appeal Attorney

MANDATORY MINIMUM REQUIREMENTS:

- 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.
- Must maintain a bona fide principal office in the State of New Jersey.
- Must have sufficient support staff available to provide all general legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

SUBMISSION:

Municipal/Tax Appeal/Labor Attorney shall submit a proposal respective of said desired qualifications and rate schedule.

SPECIAL LABOR COUNSEL FOR LAW ENFORCEMENT

GENERAL CRITERIA: The Borough of Pompton Lakes is a Civil Service Jurisdiction that desires to appoint special labor counsel specializing in law enforcement. Applicants should demonstrate knowledge of Attorney General rules and regulations, general New Jersey Labor Law, labor negotiations and Public Employees Relations Commission (PERC). Any

experience or knowledge of matters directly affecting the Borough of Pompton Lakes should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

- 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.
- Must maintain a bona fide principal office in the State of New Jersey.
- Must have sufficient support staff available to provide all police labor related services required by the Borough including, but not limited to, legal research, labor negotiations, grievances, PERC representation and other legal documents and respective law enforcement processes.

SUBMISSION:

Special Labor Counsel for Law Enforcement shall submit a proposal respective of said desired qualifications and rate schedule.

MUNICIPAL AUDITOR

GENERAL CRITERIA: The Borough of Pompton Lakes desires to appoint a firm of certified public accountants to act as municipal auditors for the Borough. The firm must be well versed in the rules and regulations promulgated by the State of New Jersey Local Finance Board and must have received a "Registered Municipal Accountant" certificate from the State of New Jersey.

MANDATORY MINIMUM REQUIREMENTS:

- The firm must employ a minimum of five (5) certified public accountants.
- The firm must employ a minimum of five (5) registered municipal accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment.
- Must have a minimum of ten (10) years' experience in providing auditing services to municipalities within the State of New Jersey.
- Must maintain a current principal office within the State of New Jersey.
- Must list all past (3 years) and present municipal clients.
- Submission of rate schedule.

MUNICIPAL PLANNER

GENERAL CRITERIA: The Borough of Pompton Lakes desires to appoint a planner or planning firm to provide planning services as required by the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of planning services. Any experience or knowledge of matters that directly affect the Borough of Pompton Lakes should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

- Must be a certified planner in the State of New Jersey.
- Must have a minimum of ten (10) years' experience in providing planning services to municipalities.
- Must maintain a principal office in the State of New Jersey.

- Must list all present and past (3 years) municipalities served. Please include experience in working with Federal funded programs such as CDBG, FHWA, etc.
- Submission of rate schedule.

BOND COUNSEL

GENERAL CRITERIA: The Borough of Pompton Lakes is requesting qualifications for Bond Counsel Services. Counsel will, on an “*as needed*” basis, be assigned and required to provide representation to the Borough as follows:

- On an as needed basis, prepare, draft and review opinions on any ordinances, statutes or other laws affecting the Borough’s existing or proposed bonds, notes or related indebtedness.
- Preparation of bond ordinances.
- Preparation and review of public finance resolutions.
- Assist in reviews and updates of official statements associated with debt issuances.
- Attend bond or note bid openings and assist in analyzing bond or note bids to determine final award.
- Assist in relationship management with rating agencies.
- Provide advice on legal and financial matters to ensure the Borough’s fiscal strength.
- Provide legal opinions on sale of bonds and notes.
- Attend meetings when requested.
- Provide as other legal services related to public finance and bond related matters.

MANDATORY MINIMUM REQUIREMENTS:

- Must be an Attorney in good standing of the bar of the State of New Jersey.
- Must have at least ten (10) years’ experience practicing bond law.
- Must have at least five (5) years general experience in representing municipal, county and state agencies in public finance and bond matters. Contact information for the recipients of the similar bond counsel services must be provided. The Borough may obtain references from any of the parties listed.
- Must be responsive to telephone calls and inquiries.
- Submission of rate schedule.

MUNICIPAL ENGINEER

GENERAL CRITERIA: A firm must designate one (1) engineer to serve as Municipal Engineer. The designated engineer must be licensed as a professional engineer in the State of New Jersey for at least 15 years and have represented municipalities for at least ten (10) years. The individual engineer should be a certified municipal engineer. The engineer must be thoroughly familiar with the Municipal Land Use Law, NJDEP rules, regulations and permitting, parking facilities, road, bridges, dams and berms, recreational facilities, storm-water systems. The engineer must also be experienced in preparing bid specifications for various municipal construction and road projects in addition to knowledge and experience in preparing and submitting State and Federal grant applications. The firm and/or engineer must have sufficient support staff to provide all services required by the Borough of Pompton Lakes including, but not limited to, the preparation of all plans and documents necessary and

incidental to the performance of the engineer's duties and responsibilities. Please include experience in working with Federal funded programs such as CDBG, FHWA, etc. and rate schedule.

Respondents are required to include an hourly rate structure of all individuals that may perform on a Borough project.

RISK MANAGER

Risk Management Consultant's responsibilities as required in the Bylaws of the South Bergen Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund. The Consultant shall:

- Assist the Borough in identifying its insurable Property and Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
- Assist the Borough in understanding the various coverage's available from the JIF and the MEL.
- Review with the Borough any additional coverages that the Consultant feels should be carried but are not available from the Fund and subject to the Borough's authorization.
- Assist the Borough in the preparation of applications, statements of values, and similar documents requested by the Fund, it being understood that this Agreement does not include any appraisal work by the Consultant.
- Review Certificates of Insurance from contractors, vendors and professionals when requested by the Borough.
- Review the Borough's assessment as prepared by the Fund and assist the Borough in the preparation of its annual insurance budget.
- Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives.
- Assist where needed in the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjuster.
- Perform any other risk management related services required by the Fund's bylaws.

INFORMATION TECHNOLOGY

GENERAL CRITERIA:

IT Staff to be able to provide technical assistance and system administration related to the Borough's network system, including but not necessarily limited to, the following:

- Pro-active system maintenance for all network devices (i.e. warranty, network and asset status), including routine maintenance, monthly reviews and security management to prevent cyber-attacks.
- On-site visits, minimum of four (14) hours per week.
- Emergency response within two (2) hour maximum response time for operational issues, servers down, email access, network performance, network connectivity and other system issues.

- Provide 24-7 coverage with four (4) hour emergency on site network and technical support, when required, to the Borough's Police Department.
- Provide remote monitoring and email support for all departments.
- Provide regular support and updates for Microsoft Operating Systems, Microsoft Office Suite, Microsoft Exchange Server, network firewall, system security, back-up appliance, anti-virus and any other software applications used by the Borough presently or in the future.
- Provide preventative maintenance, troubleshooting, network server/workstation maintenance, updates, upgrades, installations, configurations and troubleshooting of any and all software and hardware for workstations, servers and printer/copiers/scanners at all locations.
- Act as a point of contact for issues relating between the network and the Police Department proprietary applications including but not limited to, the following: CAD/RMS, MDT, NCIC, MCAS, MCS and other systems not completely listed herein.
- Monitoring Internet, web, portal information, service and work order ticketing electronically.
- Support and maintain data backup and recovery and e-mail archiving.
- Troubleshooting (either remotely or on-site) hardware and software problems.
- Maintain hardware/software inventory and license documentation.
- Provide for system file backup for PC operations, which includes rebuilding the various databases in case of system malfunction.
- Monitor network security usage and perform necessary system 'housekeeping'.
- Document information system processes and procedures and assist with network security.
- CJIS Certification.
- Demonstrate successful experience in supporting Edmunds finance and tax applications as well as other NJ municipal-based computer software applications, as appropriate.
- Recommend new workstation equipment and software, when necessary as well as setup and install acquired items.
- Strategic planning for future system upgrades.
- Provide security clearance to work on Criminal Justice systems.

Respondents are required to provide a fee proposal for the above requested services with an hourly rate for projects outside the scope of this outline, including server upgrades, server installation or reinstallation, disaster recovering, planning and design.

MUNICIPAL ARCHITECT

A firm must designate one (1) architect to serve as Municipal Architect. The designated architect must be licensed as an architect in the State of New Jersey for at least 15 years, and have represented municipalities for at least ten (10) years. The architect must be thoroughly familiar with the Municipal Land Use Law, applicable building codes, and the rules & regulations of the New Jersey Sports and Exposition Authority (formerly New Jersey Meadowlands Commission). The architect must also be experienced in preparing bid specifications for various municipal construction projects and knowledge and experience in preparing and

submitting grant applications. The firm and/or architect must have sufficient support staff to provide all services required by the Borough of Pompton Lakes including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the architect's duties and responsibilities. Please include experience in working with Federally-funded programs such as CDBG, FHWA, etc. and rate schedule.