# REQUEST FOR SEALED PROPOSALS FOR PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS

2027 Professionals
City of Gloucester City
512 Monmouth Street, Gloucester City, NJ 08030

Proposal acceptance & opening date:

**Tuesday, December 8, 2026, at 11:00 a.m.**

## INFORMATION TO VENDORS

Sealed qualifications shall be received in accordance with Public Advertisement as required by law, a copy of said notice being attached hereto and part of these specifications. This Request for Proposals is being solicited through a fair and open process in accordance with the requirements of N.J.S.A. 19:44A-20.4 et seq.

### Submission of Proposals

All proposals must be submitted in sealed envelopes bearing on the outside the name of the proposer, his/her address and the name of the professional service for which the proposal is submitted. Bids must be addressed to the attention of:

Vanessa L. Little, City Clerk
512 Monmouth Street, PO Box 150, Gloucester City, NJ 08030

All Proposals shall include the following fully completed and executed documents:

Non-Collusion Affidavit, Affirmative Action Compliance Statement, Americans with Disabilities Acknowledgment Statement, Stockholder Disclosure Certification, Prohibited Russia-Belarus Activities & Iran Investment Activities Form, W-9 and valid New Jersey Business Registration.

### Proposals Forwarded through the Mail

Must contain the following statement on the envelope:

"THIS IS A SEALED PROPOSAL AND SHALL NOT BE OPENED AND READ UNTIL TUESDAY, DECEMBER 8, 2026 AT 11:00 AM BY THE CITY CLERK OR HIS/HER DESIGNEE"

Note: The City of Gloucester City shall assume no responsibility for proposals not delivered in person to the City Clerk prior to the opening.

### Receipt of Proposals

All proposals must be received before or at the time and date specified in the Notice for Qualifications for Professional Services. No proposals will be received after 11 a.m. on December 8, 2026.

### Reservations

The City of Gloucester City reserves the right to reject any or all proposals, to waive irregularities and technicalities, to request re-submissions, and to award proposals as the City deems will best serve the interest of Gloucester City. Questions regarding this Request for Qualifications may be directed to the City Clerk, Vanessa L. Little at (856) 456-0205 (ext. 218).

**NOTICE FOR THE SOLICITATION OF PROPOSALS**
**FOR PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS**

Notice is hereby given that sealed proposals for professional services in accordance withN.J.S.A. 19:44A-24, et seq., and P.L. 2005 c.271, will be received by the City Clerk of the City of Gloucester City on Tuesday, December 8, 2026 no later than 11:00 a.m., at which time the sealed proposals will be opened and recorded at the City of Gloucester City, 512 Monmouth Street Gloucester City, New Jersey, by the City Clerk and witnessed and recorded by his/her designee.

Proposals for the following professional services will be accepted for the calendar year 2027:

City Auditor
City Solicitor
City Engineers
Environmental Engineer
Redevelopment Engineer/Special Projects
Labor Attorney
Special Counsel for Redevelopment
Grants Management Consultant
City Public Defender
City Prosecutor
Managed IT Service Provider
Licensed Water/Sewer Operator
Special Counsel to Tax Office
City Bond Counsel
Planning Board Planner
Planning Board Attorney
Planning Board Engineer
Risk Management Consultant

Each sealed proposal to be considered shall be returned with one (1) original signed copy and (1) electronic copy of the submission and shall provide hourly rates, and/or other terms and conditions, and qualifications. The sealed proposal shall comport to the criteria set forth in the specification packets and as found in the Code of the City of Gloucester City.

Mayor and Counsel shall thereafter select the professional or business entity for the position so advertised, which shall thereafter be confirmed or approved by formal Resolution.

## Applicants/Proposers Responsibility in Responding to City's Request for Proposals Professional Services

1. Qualification requirements to compete for the needed service or activity set forth in the "duties "of the position defined in the City's Request for Proposal. Qualifications, at a minimum, shall include requirements defined as follows:

A. Full name and business address.

B. Dates of Licensure in the State of New Jersey and any other state as to the Professional requested to serve the needs of the City of Gloucester City.

C. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional seeking to provide services to the city. A description of each individual's qualifications including licensure and years of professional experience.

D. Proposed cost of the service(s) or activities, including the hourly rate of the individuals who will perform the services or activities. The proposed cost should include:

a. Meetings.
b. Site visits and expenses.
c. Expenses for travel, postage and telephone excluding from the hourly rate.
d. Additional services defined beyond the scope of regular services.
e. Professionals shall provide The City of Gloucester City with all professional license numbers.
f. No Applicant need be a resident of the City of Gloucester City, primary location of business and its proximity to the city and availability in case of emergencies.
g. All Professionals shall be paid by submission of voucher or monthly billing to the City of Gloucester City.
h. Proposals **MUST** include a dollar amount not to exceed for the Year 2027.

E. **Insurance.** The applicant/proposer, as a member of the profession, which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the City of Gloucester City.

F. **Financial Disclosure.** The applicant/proposer as a "professional", if required by law, shall file a Financial Disclosure Statement pursuant to Local Government Ethics Law N.J.S.A. 40A:9-22(1) et seq.

G. **Law against Discrimination and Affirmative Action.** The applicant/proposer as a "professional" shall file a statement as to compliance with N.J.S.A. 10:5-1 et seq. (Laws against Discrimination) and P.L. 1975, c.127 (Affirmative Action).

H. The applicant/proposer shall **submit one (1) original signed copy and one (1) electronic copy** of his/her proposal for review and consideration by Mayor and Council.

## Request for Proposal for Professional Services

**Purpose:**

The following procedures are designated to provide for a fair and open process in awarding professional services based on qualifications, merit and cost effectiveness through accessible advertising. Services include annual appointments and day to day programs, projects and contracts.

## City Solicitor

1. **Appointment of City Solicitor**. The City Solicitor shall be appointed by the Mayor and Council by a majority vote of a quorum of its members and shall serve for a term of (1) year from the first day of January of the year of their appointment and until their successor has been appointed and qualified. The solicitor shall be an Attorney-at-Law of New Jersey. The Solicitor shall be appointed in a manner consistent with the Local Public Contracts Law and the Fair and Open Process and shall be nominated by the Mayor, upon the advice and consent of Council. If the applicant is not an individual, the name of the person or persons who will interact with the City and their experience and resumes shall be provided. The Vendor shall also submit the compensation sought by way of annual, monthly or hourly fees and/or types or conditions of compensation sought, the primary location of the applicant's business, its proximity to Gloucester City and the availability of applicant in case of emergencies. Proposals shall be accepted for the calendar year 2027.

**2. Duties and Requirements.**

The City Solicitor shall:

A. Have all necessary professional licenses, past experience in municipal law and appropriate related fields, past experience with and familiarity with the City's operations.

B. Represent the City in all legal matters and shall advise and assist the City and all Departments as required in the Administration of a Local Government.

C. Attend all meetings as directed of the City of Gloucester City, draft ordinances and resolutions as directed by the City's Supervisors, give opinions and rulings on questions of law which may arise at the Council meetings or any other times that may be needed.

D. Prepare or approve all legal instruments related to the City of Gloucester City.

E. Represent the City in any litigation, conduct trials, appeals and other legal proceedings affecting the interest of the City of Gloucester City as may in the Attorney's discretion be necessary, subject to the approval of Mayor and Council.

F. Records of all action suits, proceedings and matters which relate to the City's interest, and report thereon as Mayor and Council may require.

G. Have power to enter into any agreement, compromise or settlement or any litigation in which the City is involved, subject to the prior approval and/or ratification of the Mayor and Council.

H. Upon the termination of their service with the City, forthwith surrender to their successor all City property, papers and records, together with written consent to substitution of their successor in any pending actions or proceedings.

3. **Special Counsel.** Whenever it is deemed in the best interest of the City and so required, the City Solicitor may recommend to the Council the appointment of Special Legal Counsel with the approval of the Council and within limits of available fiscal appropriations, may appoint Special Counsel to assist them in preparation, trial or argument of any issue or in such other capacity as they may determine. If the City Solicitor should be disqualified with respect to any matter or recommend the appointment of Special Counsel for any reason, the City may appoint Special Counsel to represent the City for and with respect to such matter, within the limits of available fiscal appropriations.

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## City Auditor

1. **Appointment of City Auditor.** An independent auditor shall be appointed by the Mayor and Council pursuant to general law, upon nomination by the Mayor upon the advice and consent of the majority vote of Council, for a term of one (1) year from the first day of January in the year of his appointment and until his successor is appointed and qualified. He shall receive such compensation as may be agreed upon and determined by Council. Proposals will be accepted for the calendar year 2026 audit.

The Audit shall be registered municipal accountant of the State of New Jersey, but need not be a resident of the City of Gloucester City. In lieu of appointing an individual auditor, Council may appoint a firm of auditors, one (1) or more members of which shall be a registered municipal accountant of New Jersey.

## 2 Duties and Requirements

The City Auditor shall:

A. The Audit shall be registered municipal accountant of the State of New Jersey, but need not be a resident of the City of Gloucester City. In lieu of appointing an individual auditor, Council may appoint a firm of auditors, one (1) or more members of which shall be a registered municipal accountant of New Jersey.

B. Act as the City Auditor and employ at the Auditor's expense such personnel as are deemed necessary to carry on the duties prescribed for the City Auditor.

C. The Auditor shall audit and prepare the Municipality's financial statements of the various funds for the year ending December 31, 2026 and all other related statements and supplementary schedules prepared in conformity with the Requirements of Audit as promulgated by the Division of Local Government Services, Department of Community Affairs, State of New Jersey for the year then ending, for the purpose of expressing an opinion on them as to whether these financial statements are fairly presented, in all material respects, in conformity with accounting practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which is a comprehensive basis of accounting, and accounting principles generally accepted in the United States of America.

D. The Auditor shall conduct the audit in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards, issued by the Comptroller General of the United States and in compliance with audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, and State of New Jersey.

E. The Auditor shall prepare the State Required document for the Annual Financial Statement and Annual Debt Statement. Additionally, the Auditor shall prepare the State required document for the Annual Municipal Budget.

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## Labor Attorney

1. **Appointment of Labor Attorney**. Labor Attorney shall be appointed by the Mayor and Council by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of January of the year of their appointment and until their successor has been appointed and qualified. Labor Counsel shall be an attorney-at –law of New Jersey. In lieu of appointing an individual attorney, the City may appoint a firm of attorneys, all members of which shall be attorneys-at-law of New Jersey. Labor Counsel shall execute a written contract with the City and shall receive such compensation as agreed upon by the City. Proposals will be accepted for the calendar year 2027.

2. **Duties and Requirements**

Labor Counsel shall:

A. Represent the City in any litigation, and conduct trials, appeals and proceedings involving labor disputes at the direction of Mayor and Council.

B. Assist in the negotiation of labor agreements, and proceedings or disputes arising out of or in connection therewith including disciplinary actions, appeals, mediations and arbitrations.

C. Investigate complaints of labor issues as directed by Mayor and Council.

D. Attend meetings for the City as needed and give opinions as requested by the Mayor, Council members, City Clerk or Chief Financial Officer.

E. Maintain records of all action suits, proceedings and matters being handled by Labor Counsel and report thereon as the City of Gloucester City may require.

F. Have power to enter into any agreement, compromise or settlement or any subject to Council authorization.

G. Upon the termination of their service with the City, forthwith surrender to their successor all City property, papers and records, together with written consent to substitution of their successor any pending actions or proceedings.

H. Must possess all necessary professional licenses, past experience and familiarity with the City of Gloucester City's employment representation. If the applicant is not an individual, the name of the person or persons who will interact with the City and their experience and resumes.

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## City Engineers

1. **Appointment of General Engineer.** There shall be a City Engineer who shall be nominated by the Mayor, upon advice and consent of Council by majority vote for a term of one (1) year, and shall be under a contract for services to be performed with the City. In lieu of appointing an individual, the City of Gloucester City may appoint a firm of engineers. The member of the firm acting as City General Engineer shall be both a licensed civil engineer and a Certified Municipal Engineer of the State of New Jersey. Proposals will be accepted for the calendar year 2027. The City reserves the right to select multiple Engineering Firms to serve the City's needs.

2. **Duties and Requirements.**

A. Prepare or cause to be prepared plans, designs and specifications for public works and improvements undertaken by the City of Gloucester City either on force account or by public contract.

B. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works and facilities owned or operated by the City.

C. Provide technical and engineering advice and assistance to other City departments as needed.

D. Maintain all papers, documents, memoranda, reports and other materials relating to the administration of engineering duties of the City General Engineer within the property of the City. Upon the termination of their services with the City, the City General Engineer shall forthwith surrender to the City of Gloucester City all such property.

E. Attend all Council meetings, and Planning Board meetings as requested by the Council and/or Administrator.

F. Provide planning and general inspection advice as directed by the Council and/or Administrator, to other departments.

G. Engineer shall be both a licensed Civil Engineer and a Certified Municipal Engineer with the State of New Jersey.

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## Public Defender

1. **Appointment of Public Defender.** The Public Defender shall be appointed by Mayor and Council by a majority vote of the quorum and shall serve for a term of one (1) year from the first day of January of the year of the appointment and until a successor has been appointed and qualified. The Public Defender shall receive such compensation as may be agreed upon and determined by Mayor and Council. Proposals will be accepted for the calendar year 2027.

2. **Duties and Requirements.**

A. Perform all the functions of Municipal Public Defender.

B. Have past experience in Municipal legal services.

C. Past experience with and familiarity with the Municipal Court of the State of New Jersey.

D. Attend all court sessions as requested.

E. Public Defender may, in his or her discretion be assisted by employees at the Attorney's firm or other qualified/licensed legal professional.

F. Respond promptly to all legal questions.

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## City Prosecutor

1. **Appointment of Prosecutor.** The Prosecutor shall be appointed by Mayor and Council by a majority vote of the quorum and shall serve for a term of one (1) year from the first day of January of the year of the appointment and until a successor has been appointed and qualified. The Prosecutor shall receive such compensation as may be agreed upon and determined by Mayor and Council. Proposals will be accepted for the calendar year 2027.

**2. Duties and Requirements.**

A. Perform all duties of a Municipal Prosecutor.

B. Have past experience in Municipal legal services.

C. Past experience with and familiarity with the Municipal Court of the State of New Jersey.

D. Attend all court sessions as required.

E. Respond promptly to all legal questions.

F. Prosecutor may, in his or her discretion, be assisted by employees at the Attorney's firm or other qualified/legal professional.

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## Bond Counsel

1. **Appointment of Bond Counsel.** Bond Counsel shall be nominated by the Mayor, upon the advice and consent of Council, by a majority vote of a quorum of Council and shall serve for a term of one (1) year from the first day of January of the year of appointment and until his successor has been appointed and qualified. Bond Counsel shall be appointed in a manner consistent with the Local Public Contracts Law and shall receive such compensation as shall be agreed upon by the Council of the City. Proposals will be accepted for the calendar year 2027.

**2. Duties and Requirements.**

The Bond Counsel shall:

A. Provide legal services on general public finance matters, i.e., preparation of Bond Ordinances, etc.

B. Provide legal services in connection with the issuance of short-term obligations.

C. Provide legal services in connection with the issuance of long-term obligations.

D. Bond Counsel will undertake the following Tasks, as applicable and appropriate including the following tasks:

a. Meet with City officials, including its counsel, auditor and others, as often as necessary for the issuance of the Bonds or Notes and items related thereto.

b. Review or draft all authorizing and operative financial documents necessary to effectuate the transaction. In developing a financing plan, Bond Counsel will give advice with respect to tax law, securities law and state law consequences and will review the proposed use of the proceeds of the Bonds or Notes to ensure compliance with the provisions of the Internal Revenue Code and the regulations promulgated thereunder.

c. Attend meetings with rating agencies and/or insurance companies, as necessary, to assist in obtaining a credit rating for the Bonds or Notes.

d. Prepare all applications and filings and appear before the appropriate state agencies, if necessary, in connection with the sale of the Bonds or Notes.

E. Bond Counsel does not advocate the interests of the City of Gloucester City or any other party in the transaction. Bond Counsel assumes that the City will be represented by its counsel and other parties to the transaction will retain such counsel as they deem necessary and appropriate to represent their interest.

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## RISK MANAGEMENT CONSULTANT SERVICES

1. **Appointment of Risk Management Consultant**. The Risk Management Consultant shall be appointed by the Mayor & City Council (hereinafter "Council") by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of January of the year of their appointment and until a successor has been appointed and

qualified. The Risk Management Consultant shall be a New Jersey licensed property/casualty insurance agent or broker with demonstrated prior experience in the management of public insurance risks. The Risk Management Consultant shall be an "Insurance Producer", pursuant to N.J.S.A. 17:22-A, but shall not be a Fund Commissioner.

2. **Duties.** The Risk Management Consultant (hereinafter the "Consultant") shall:

A. The Consultant shall assist the City in identifying its insurable the exposures and to recommend professional methods to reduce, assume or transfer risk of loss.

B. Assist the City in understanding and selecting the various coverages available from the Camden County Joint Insurance Fund.

C. Review with the City any additional coverages that the Consultant feels should be carried but are not available from the Fund and subject to the City's authorization place such coverages outside the fund.

D. Assist the City 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.

E. Review the City's assessment as prepared by the Fund and assist the City in the preparation of its annual insurance budget.

F. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives.

G. 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 adjustor.

H. Attendance at the majority of meetings of the Fund and the performance of such other services as required by the City or the Fund.

I. Any other services required by the Fund's Bylaws.

3. The Risk Management Consultant shall be a New Jersey licensed property/casualty insurance agent or broker with demonstrated prior experience in the management of public insurance risks. The Risk Management Consultant shall be an "Insurance Producer", pursuant to N.J.S.A. 17:22-A, but shall not be a Fund Commissioner. Must have a minimum of seven (7) years' experience representing municipalities in risk management services. Must have sufficient support staff to provide all services required by the City. Must list past and present public employers

represented as Risk Management Consultant.

4. Proposed cost of the services or activities, may be proposed as an hourly rate with a not to exceed, a flat fee, or as a percentage of annual assessment. The proposed cost should include:

a. Meetings.
b. Site visits and expenses.
c. Expenses for travel, postage and telephone excluded from the hourly rate.
d. Additional services defined beyond the scope of regular services.

5. **Insurance.** The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the City.

## Special Counsel to the Tax Office

The Attorney shall be a New Jersey licensed attorney with at least eight (8) years experience in all aspects of local government law, and familiarity with Titles 40 & 40A of the New Jersey Statutes. The individual(s) appointed as Special Counsel to the Tax Office or primarily assigned by a firm must be a New Jersey licensed attorney, admitted to the bar for at least five (5) years and have five (5) years prior experience as Special Counsel to the Tax Office. The Special Counsel to the Tax Office may, in his/her discretion be assisted by employees of the Attorney's firm with lesser levels of experience. Alternatively, the City will consider candidates who meet the experience levels set forth above through devotion of a significant portion of their practice time to representing municipal entities but who may not have achieved the requisite number of years.

**PROPOSAL**

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as Special Counsel to the Tax Office based upon the attached compensation schedule.

*Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.*

## City Grants Application and Management Consultant

The City Grants Application and Management Consultant shall have at least ten (10) years experience in a wide field of grant subject areas including but not limited to federal, state, county, and private grant programs, the application therefore and the management thereof, with a minimum of five (5) years experience in municipal grant writing, application and management field. At least five (5) years experience working grant programs offered by the State of New Jersey.

**PROPOSAL**

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City Grants Application and Management Consultant based upon the attached compensation schedule.

[*Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.*]

## City Environmental Engineer

The City Environmental Engineer shall have all applicable licenses to perform environmental engineering in New Jersey. His firm must be disciplined with at least eight (8) years experience in all aspects of municipal environmental engineering. The individual appointed or assigned by a Firm shall have been licensed as an environmental engineer for a minimum of five (5) years and have three (3) years prior experience as a Municipal Environmental Engineer. The appointed engineer may, in his/her discretion be assisted by employees of his firm with lesser levels of experience. Alternatively, the City will consider candidates who meet the experience levels set forth above through devotion of a significant portion of their practice time to representing municipal entities but who may not have achieved the requisite number of years as the appointed City Environmental Engineer. Such candidates shall submit at least two (2) letters of recommendation from engineers who meet the time of service as City Environmental Engineer requirements.

**PROPOSAL**

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as based upon the attached compensation schedule.

[*Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.*]

## City Redevelopment Engineer/Special Projects

The City Redevelopment Engineer/Special Projects shall have all applicable licenses to perform redevelopment engineering in New Jersey. His firm must be disciplined with at least eight (8) years experience in all aspects of municipal redevelopment engineering. The individual appointed or assigned by a Firm shall have been licensed as a redevelopment engineer for a minimum of five (5) years and have three (3) years prior experience as a Municipal Redevelopment Engineer or shall provide evidence of experience in the redevelopment field in the state of New Jersey for five (5) years. The appointed engineer may, in his/her discretion, be assisted by employees of his firm with lesser levels of experience. Alternatively, the City will consider candidates who meet the experience levels set forth above through devotion of a significant portion of their practice time to representing municipal entities but who may not have achieved the requisite number of years as the appointed City Redevelopment Engineer/Special Projects. Such candidates shall submit at least two (2) letters of recommendation from engineers who meet the time of service as City Redevelopment Engineer requirements.

**PROPOSAL**

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as based upon the attached compensation schedule.

[*Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.*]

## Planning Board Attorney

The Planning Board attorney shall be a New Jersey licensed attorney with at least five (5) 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 five (5) years, with experience in the all aspects of planning, zoning, and municipal land use law. Extensive work and knowledge of the Municipal Land Use Law, experience in devising Master Plans, site plan review, variance application review, COAH experience and related issues is required.

**PROPOSAL**

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City Planning Board Attorney based upon the attached compensation schedule.

[*Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.*]

## Planning Board Engineer

The Planning Board Engineering firm shall have at least eight (8) years of experience as municipal planning or zoning board engineers in all aspects of municipal land use law, Master Plans, storm and sanitary sewers, site plan review and related issues. The individual(s) assigned shall have at least five (5) years experience as an appointed engineer to a planning or zoning board.

**PROPOSAL**

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City Planning Board Engineer based upon the attached compensation schedule.

[*Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.*]

## City/Planning Board Planner

The City/Planning Board Planner shall be a New Jersey licensed firm with at least ten (10) years of experience in all aspects of municipal planning including extensive work with and knowledge of the New Jersey Municipal Land Use Law, COAH requirements and regulations, and consulting with respect to drafting and revising Master Plans. The individual(s) primarily assigned shall have at least five (5) years experience as a municipal planning or zoning board planner.

**PROPOSAL**

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as City/Planning Board Planner based upon the attached compensation schedule.

[*Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.*]

## Special Counsel for Redevelopment

Each submission to be considered shall comport to the criteria set forth herein:

(1) Should the applicant be a professional acquiring licensure in the State of New Jersey, said applicant shall be licei a period not less than five (5) years.

(2) The applicant shall submit a "Certificate of Good Standing" or other similar document evidencing that the profes not presently suspended or revoked.

(3) The applicant shall submit a resume, which shall set forth information including, but not limited to the follov applicable to a business entity or individual professional):

(a) Full name and business address;
(b) A listing of all post high school education of the applicant;
(c) Dates of licensure in the State of New Jersey and any other State;
(d) A listing of any professional affiliations or memberships in any professional societies organizations, with an indication as to any offices held therein;
(e) The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant;
(f) A listing of all special accreditations held by the individual licensed professional or business entity;
(g) A listing of all previous public entities served by the business entity or licensed professional, indicating the services and position held.
(h) Fee Schedule
(i) **Two (2) copies of each submission**

**PROPOSAL**

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.) The undersigned individual, firm, or corporation, hereby proposes to serve as Special Counsel to the Tax Office based upon the attached compensation schedule.

*Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.*

The Municipal appointing authority shall thereafter publicly select the professional or business entity for the position so advertise shall thereafter be confirmed or approved as required by law or Ordinance.

**SPECIAL LICENSED WATER AND SEWER OPERATOR FIRM**

Term: January 01, 2027 to December 31, 2027.

I. **PURPOSE:** The purpose of this Request for Qualifications is to solicit interest from qualified firms and/or individuals to provide professional services for the City of Gloucester City. A qualified firm and/or individual will be selected through a

competitive, quality-based, fair and open process at the sole discretion of the City. The City reserves the right to qualify multiple firms.

## A. WATER AND SEWER OPERATOR:

Gloucester City Department of Utilities Water/Sewer Licensed Operator Requirements:

To operate the Gloucester City Water Treatment Plant/Distribution System and Sewer collection System, incumbent shall possess a NJDEP T-4 Water Treatment License, W-2 Water Distribution License, and a C-2 Sewer Collection License. Must also be the Certified Stormwater Management Officer. Responsibilities include but are not limited to operating and maintaining T-4 water treatment plant consisting of aeration, pre-chlorination, coagulation, flocculation, sedimentation, filtration, air stripping, GAC filtration, sequestering and Post Chlorination. Water Distribution responsibilities include operating and maintaining water mains, fire hydrants, water services, pumping equipment, Lab sampling and analysis, filing all reports to NJDEP and certifying all required reports and paperwork. Sewer Collection responsibilities include cleaning and maintaining sewer collection system, Seven (7) pumping stations and net chambers for Combined Sewer System. Must supervise all Utility Department personnel and report directly to the City Administrator.
The NJDEP guidelines for Licensed operators are as follows:

In accordance with Federal guidelines, owners of all community and nontransient noncommunity water systems must place the direct supervision of their water system, including each treatment facility and/or distribution system, under the responsible charge of an operator(s) holding a valid certification equal to or greater than the classification of the treatment facility and/or distribution system. The New Jersey State regulations governing licensed operators can be found in N.J.A.C. 7:10A, Licensing of Water Supply and Wastewater Treatment System Operators.

As defined in the regulations, public water distribution systems require a W license. A public water distribution system is a system comprising structures which is a public community water system or a public nontransient noncommunity water system identified by a specific ID number pursuant to the Safe Drinking Water Act Regulations, N.J.A.C. 7:10, and which operating alone or with other structures, results in the derivation, conveyance (or transmission) or distribution of piped water for human consumption and domestic purposes. 2) Public water treatment systems require a T license. A public water treatment system is any structure or structures that deliver water into a public water distribution identified by a specific ID number pursuant to the Safe Drinking Water Act regulations, N.J.A.C. 7:10, and which subjects water, prior to use for potable purposes, to the addition or subtraction of a substance or substances in order to enhance the safeness, palatability, public health, purity, or aesthetic qualities; or reduce the corrosive or hazardous properties of the water used. g. "Public wastewater collection system" means any collection system regulated by the department pursuant to the "Water Pollution Control Act," P.L. 1977, c. 74 (C. 58:10A-1 et seq.), and which system consists of structures which, operating alone or with other structures, result in the collection and conveyance or transmission of wastewater from private, commercial, institutional or industrial sources, to public wastewater treatment systems for subsequent treatment.

# CITY OF GLOUCESTER CITY

## 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 that I executed the said proposal with
(Title of bid proposal)

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 _____ _____relies upon the truth of the statements contained in said Proposal
(Name of contracting unit)

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

_____, 2____ _____

(Type or print name of affiant under signature)

_____

Notary public of

My Commission expires _____

(Seal)

**CITY OF GLOUCESTER**

**CITY EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**
**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

_____

Signature & Date

## APPENDIX A

## AMERICANS WITH DISABILITIES ACT OF 1990

### Equal Opportunity for Individuals with Disability

The contractor and the City of Gloucester City, (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. S121 01* 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.

_____

Signature & Date

## CITY OF GLOUCESTER CITY

### 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:_____

Home Address:_____

_____

Name:_____

Home Address:_____

_____

Name:_____

Home Address:_____

_____

Name:_____

Home Address:_____

_____

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Subscribed and sworn before me this____day of _____, 2_.

(Notary Public)

My Commission expires:

_____

(Affiant)

_____

(Print name & title of affiant)

(Corporate Seal)

# Prohibited Russia-Belarus Activities & Iran Investment Activities

| **Person or Entity** | |
|---|---|

## Part 1: Certification

COMPLETE PART 1 BY CHECKING **ONE OF THE THREE BOXES BELOW**

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf
www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

## CONTRACT AWARDS AND RENEWALS

| | |
|---|---|
| ☐ | *I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf.* (Skip Part 2 and sign and complete the Certification below.) |

| CONTRACT AMENDMENTS AND EXTENSIONS | |
|---|---|
| ☐ | *I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf.* (Skip Part 2 and sign and complete the Certification below.) |
| **IF UNABLE TO CERTIFY** | |
| ☐ | *I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.* |

## Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

## Part 3: Certification of True and Complete Information

*I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, 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 Contracting Unit is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Contracting Unit to notify the Contracting Unit 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. 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 Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.*

| | | | |
|---|---|---|---|
| **Full Name (Print)** | | **Title** | |
| **Signature** | | **Date** | |

# REQUEST FOR PROPOSAL CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL:

**Please initial below, indicating that your proposal includes the itemized document.**

**PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL**

A. An original with one (1) signed copy of your complete proposal and one (1) electronic copy. _____

B. Non-Collusion Affidavit properly notarized _____

C. Public Disclosure Statement, properly notarized, listing the names of all persons owning ten (10) percent or more of the proposing entity. _____

D. Authorized signatures on all forms. _____

**E.** Business Registration Certificate(s) **Must be submitted prior to award** _____

F. Americans with Disabilities Form _____

G. Prohibited Russia-Belarus Activities & Iran Investment Activities _____

Note: N.J.S.A 52:32-44 provides that the City shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate for the State of New Jersey, and the business registration certificate of any subcontractors, at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

**THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.**

_____ _____

**Signature of Vendor** **Date:**