

## **PUBLIC NOTICE**

### **TWP. OF GREENWICH\*GLOUCESTER COUNTY 2021 REQUEST FOR QUALIFICATIONS**

Notice is hereby given that sealed responses to the Request for Qualifications (RFQ) for professional services, not subject to bidding pursuant to N.J.S.A. 40A: 11-5, shall be received by the Administrator of the Township of Greenwich. The sealed responses to the RFQ must be received at the Municipal Building, 420 Washington Street, Gibbstown NJ 08027, NJ by Thursday, December 4, 2020, at 10:00 a.m. Any interested person seeking to submit a response to the RFQ may obtain a copy of the RFQ from the Township website at [www.greenwich-twp.com](http://www.greenwich-twp.com)/ or during regular office hours Monday through Friday at the Municipal Building.

### **NOTICE FOR SOLICITATION OF RESPONSE TO REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS.**

**TOWNSHIP AUDITOR  
TOWNSHIP ENGINEER  
TOWNSHIP WATER & SEWER ENGINEER  
TOWNSHIP SOLICITOR  
COMBINED PLANNING/ZONING BOARD ATTORNEY  
COMBINED PLANNING/ZONING BOARD ENGINEER  
COMBINED PLANNING/ZONING BOARD PROFESSIONAL PLANNER  
SPECIAL TAX COUNSEL  
SPECIAL EMPLOYMENT/LABOR COUNSEL  
BOND COUNSEL  
TOWNSHIP PROSECUTOR  
TOWNSHIP PUBLIC DEFENDER  
\*JOINT INSURANCE FUND RISK MNGT. CONSULTANT  
\*job details can be found on Twp. website  
MASTER PLAN CONSULTANT  
BUSINESS & ECONOMIC DEVELOPMENT CONSULTANT  
REDEVELOPMENT COUNSEL  
FINANCIAL ADVISOR/CONTINUING DISCLOSURE AGENT  
WATER TREATMENT OPERATOR  
MEDICAL INSURANCE BROKER SERVICES  
ENVIRONMENTAL CONSULTANT  
SLUICE GATE COUNSEL/SPECIALIST  
IT SERVICES**

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**TWP. OF GREENWICH  
JEFFREY GODFREY – ADMINISTRATOR  
420 WASHINGTON ST.  
GIBBSTOWN, N.J.  
(856) 423-1038 ext. 211  
Fax: (856) 423-2989**

# **PART I**

## **1.0 PURPOSE**

The purpose of this RFQ (hereafter "RFQ") is to obtain proposals for a contract to provide any of the following services to the Township of Greenwich, located in Gloucester County, New Jersey:

**TOWNSHIP AUDITOR  
TOWNSHIP ENGINEER  
TOWNSHIP WATER & SEWER ENGINEER  
TOWNSHIP SOLICITOR  
COMBINED PLANNING/ZONING BOARD ATTORNEY  
COMBINED PLANNING/ZONING BOARD ENGINEER  
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IT SERVICES**

## **2.0 BACKGROUND INFORMATION**

Greenwich Township solicits this RFQ as an element of the "fair and open process" utilized to choose a qualified person or entity to provide professional services to the Township.

## **3.0 CONTRACT PERIOD**

The contract resulting from this RFQ will be for a term coincident with the fiscal year of the Township which is the calendar year January 1, 2021 through December 31, 2021.

## **4.0 ACCEPTANCE OF OFFER**

The signed proposal shall be considered an offer on the part of the offeror. Such offer shall be deemed accepted upon execution of a signed contract by Greenwich Township.

## **5.0 COMPLIANCE WITH LAWS**

The successful bidder shall comply with all local, state and federal directives, orders, laws and ordinances as applicable to this agreement.

## **6.0 DISCREPANCIES, ERRORS AND OMISSIONS**

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if applicable) should be reported in writing to the Twp. Administrative Assistant of the Township of Greenwich. Should it be found necessary, a written addendum will be incorporated in the RFQ and will become part of the Agreement. The Township will not be responsible for any oral instructions, clarifications or other communications.

## **7.0 PROCEDURES**

The extent and character of the services to be performed by the successful individual and/or entity shall be subject to the general control and approval of the Mayor and Council of the Township of Greenwich and in accordance with the official position created and regulated by the Greenwich Township Code.

## **8.0 TERMINATION**

The contract awarded based on this RFQ may be terminated in accordance with the law of the State of New Jersey and shall take effect when a successor is duly qualified and appointed.

## **9.0 INVOICING AND PAYMENT**

The successful individual and/or entity shall submit invoices in accordance with procedures required by the Greenwich Township Code and the statutes and regulations governing the financial affairs of the municipality. All invoices shall be forwarded to the following address:

**Merrie A. Schmidt  
Greenwich Township CFO  
420 Washington Street  
Gibbstown NJ 08027**

## **10.0 INSTRUCTIONS FOR SUBMITTING PROPOSAL**

Preparation and Submission of Proposals.

**10.1** All proposals shall be signed in ink by the individual or authorized principals of the successful individual and/or entity.

**10.2** Proposals are to be returned in a sealed container. The face of the container shall indicate clearly on the outside the particular professional service (e.g., RESPONSE TO GREENWICH TOWNSHIP'S REQUEST FOR QUALIFICATIONS FOR THE POSITION OF TOWNSHIP ENGINEER-SEALED BID) for which the responder is submitting a proposal.

**10.3** Proposals must be received by the Administrator of the Township of Greenwich **no later than December 4, 2020, at 10:00 a.m.** Requests for extensions of this time and date will not be granted. Proposers mailing their proposals should allow for normal mailing time to ensure receipt of their proposals prior to the time and date fixed for the acceptance of the proposals. Proposals or unsolicited amendments to the proposal received by the Township after the acceptance date will not be considered.

**10.4** Each Proposer shall submit two (2) copies of its proposal, clearly marked 'RFQ' to **Jeffrey Godfrey, Township of Greenwich/Administrator, 420 Washington St., Gibbstown, NJ 08027.**

**10.5** Failure to follow the instructions in the RFQ may be cause for rejection of offer.

## **11.0 MISCELLANEOUS REQUIREMENTS**

- 11.1** The Township of Greenwich will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this request by itemize responses to the list of questions or requests for information appearing in Section 12.2 of this proposal.
- 11.2** The contents of the proposal submitted by the successful individual and/or entity and this RFQ will become part of any contract award as a result of this solicitation. The successful firm will be expected to sign said contract with the Township of Greenwich.
- 11.3** The Township of Greenwich reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the Township.
- 11.4** The successful individual and/or entity is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval in writing by the Township of Greenwich.
- 11.5** The successful individual and/or entity shall be required to comply with the requirements of NJAC 17:27 (Mandatory Equal Employment Opportunity Language).
- 11.6** As required by NJSA 40A:11-15, this contract is subject to the availability and appropriation of sufficient funds annually.
- 11.7** The proposer submitting this RFQ offering to render services under this contract shall be duly licensed in the State of New Jersey when such licenses are required for the profession being practiced under the terms of this RFQ.

## **12.0 EVALUATION OF PROPOSALS: *SELECTION FACTORS***

The Township of Greenwich will independently evaluate each proposal. The following criteria will be used in accepting proposals and evaluating the selection of the successful individual and/or entity.

- 12.1** Proposals will be evaluated by the Greenwich Township Mayor & Township Administrator on the basis of the qualifications demonstrated by the proposer, price and other factors considered. The evaluation will consider:
- a.** Experience and reputation in the field
  - b.** Knowledge of Greenwich Township and the subject matter to be addressed under the contract
  - c.** Availability to accommodate any required meetings of the governing body;
  - d.** Compensation proposal

- e. Other factors demonstrated to be in the best interest of the municipality

The overall completeness, clarity and quality of proposal will be evaluated as well. The responses to the RFQ shall be reviewed in accordance with the Township Ordinance establishing the "fair and open process" for the making of professional appointments in the Township.

**12.2** The applicant shall submit a resume which shall set forth information including, but not limited, the following (as 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 or 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 dates of services and position held
  - h. Compensation proposal
  - i. Knowledge of Greenwich Township and the subject matter to be addressed under the contract
  - j. Availability to accommodate any required meetings of the governing body
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### **INSURANCE REQUIREMENTS**

1. The Contractor(s) shall provide and pay for insurance coverage of such type and in such amounts as will completely protect the Contractor and the Township, its elected officials, officers, agents, servants, employees and assigns against any and all risks of loss (including costs of defense) or liability arising out of this Contract.
2. The insurance should be furnished by insurance companies with an "A-(Excellent) VI" or better rating as published in the most recent editions of Best Insurance Key Rating and shall be authorized to conduct business in the State of New Jersey.
3. It is recognized that in some instances that insurance may be acceptable which is underwritten by an insurance company that is not reported in the Best Guide, or the coverage is extended under a self-insurance program. This insurance, or self-insurance, must be in conformity with the rules and regulations of the Commissioner of Insurance of the State of New Jersey. Any Insurance or self-insurance of this type is subject to the review and acceptance by the Townships Risk Manager or Legal Counsel. Furthermore, written proof of acceptability by

the Office of the Commissioner of Insurance may be necessary.

4. Upon request, the Contractor(s) shall furnish the Township with Certificates of Insurance. Policies for general Liability must be endorsed to include the Township of Greenwich as an “Additional Insured”. The Certificate of Insurance shall set out the types of coverage, the limits of liability, describe the operation by reference to the contract and provide for thirty (3) days written notice to the Township of cancellation or non-renewal. All of the Contractors deductibles or retentions shall be the sole responsibility of the Contractor. Those in excess of \$10,000 are to be disclosed and are subject to approval by the Township. If requested actual policy copies or incurred loss information may be required.
5. The policies and specified limits of coverage must be effective prior to the commencement of work and must remain in force until the end of the Contract.
6. The Contractor(s) shall obtain and furnish the Township, certificates of insurance for any subcontractors showing policies in force with coverage and limits described under these insurance requirements.
7. The Certificate of Insurance are to be signed by a person authorized by the insuring company to bind coverage on its behalf. Neither approval by the Township nor failure to disapprove Certificates of Insurance furnished by the Contractor shall release the Contractor from full responsibility for all liability including costs of defense. Insurance is required as a measure of protection and the Contractor’s liability is not limited thereby.
8. The Certificate of Insurance must be submitted to the Township and shall be subject to the approval of the Township Counsel or Risk Manager.
9. If at any time during the term of the Contract or any extension thereof, if any of the required policies of insurance should expire, change or be canceled, it will be the responsibility of the Contractor, prior to the expiration, change or cancellation, to furnish to the Township a Certificate of Insurance indicating renewal or a replacement of the policy so that there will be no lapse in coverage. In the event of any interruption of any coverage for any reason, all payments and work under the contract shall cease and not be resumed until coverage has been restored and a current Certificate of Insurance received and approved.
10. Insurance maintained by the Township shall be considered as Excess over Contractors Insurance. Insurance maintained by the Township does not provide protection for contractor’s liability.
11. Certificates of Insurance shall show the certificate Holder and Additional Insured as:

Township of Greenwich  
420 Washington Street  
Gibbstown, NJ 08027

#### SPECIFIC COVERAGE REQUIREMENTS

The following are the minimum mandatory types of coverage to be carried under the preceding requirements:

General Liability in a comprehensive form, with minimum limits as follows:

Each Occurrence	\$1,000,000
Damage to rented or leased property	\$ 100,000
Medical Expense	\$ 5,000
Personal and Adv. Injury	\$1,000,000
General Aggregate	\$2,000,000