

**City of Asbury Park
Fair and Open Process
Request for Qualifications - 2018**

The City of Asbury Park is seeking statements of qualification for applicants for appointments to the following professional positions for 2018. Responses should address both the general criteria and mandatory minimum requirements. All responses will be treated as confidential until read aloud. The full specifications can be found here:

<http://cityofasburypark.com/category/subcategory.php?categoryid=28>

Responses must be sent to:
City Manager/Purchasing Agent
ATTN: Michael Capabianco
Municipal Plaza
Asbury Park, NJ 07712

All responses must be received by
and opened and read:
11:45 AM on Wednesday
February 21, 2018

All responses shall be opened and announced publicly, immediately thereafter by the City Manager. Responses will then be reviewed by the appropriate governing body and appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the calendar year of 2018 and subject to the execution of a contract.

The selections of qualified respondents are not subject to public bidding or competitive contracting provisions of the Local Public Contracts Law, NJSA 40A:11-1 et. seq. The selection is, however, subject to the fair and open process authorized by the New Jersey Local Unit Pay-To-Play Law, NJSA 19:44A-20.4 et. seq. The City has structured a procurement process that seeks to obtain the desired results while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a submission. All insurance requirements of the State of NJ are to be met. The City has sole discretion in determining if respondents insurance is acceptable. The City may request additional insurance coverage before award. Please include one hard copy of the proposal and sample contract. All proposals must include a digital copy on a media (CDR, DVDRWE, flash drive, etc.) of respondent's choice which will not be returned. Specific number of required paper copies is included in each section.

The City and its agencies reserve 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. Those responding to the RFQ are required to comply with the provisions of NJSA 10:5-21 et seq. and NJAC 17:27-1 et seq. if applicable.

INSTRUCTIONS

The City (inclusive of its boards and commissions) is seeking proposals for the following professional positions. Respondent's submissions must clearly demonstrate experience in the mandatory minimum requirements. All respondents also must provide a statement on letterhead if they have any ethics violation pending or active against them. If there are "none," then the letter must reflect that.

The City reserves the right to appoint one (1) or more individuals and/or firms if desired.

It is mandatory that each respondent state if there are any ethics violations existing against the firm and/or the individual responding. Failure to include this statement will result in disqualification.

Ranking and Rating

The City, in part, will evaluate respondent's proposals based upon the following criteria. Qualified contractors shall be awarded a contract in the reviewing body's sole judgment as to the public interest. The evaluation will be based upon the following:

- Knowledge of the City of Asbury Park – specifically within the last five (5) years;
- Organizational and assigned staff experience;
- Costs;
- Other information provided and completeness of application

Planning Board Planner and Conflict Planner

The Planning Board desires to appoint a planner or planning firm to provide planning services as required by the Board. Applications should demonstrate knowledge and experience with respect to all aspects of planning services. Any experience or knowledge of matters that directly affect the City of Asbury Park should be addressed.

The Planning Board may also appoint a conflict planner to serve in cases where a conflict arises. Any application for Planner shall automatically be considered for conflict planner unless specifically stated via a letter in the response.

Mandatory Minimum Requirements:

- Must be certified planner in the State of NJ
- Must have a minimum of ten (10) years' experience in providing planning services to municipal planning boards
- Must maintain a principal office in NJ
- Twelve (12) copies of the proposal

Zoning Board Conflict Planner

The Zoning Board desires to appoint a planner or planning firm to provide planning services as required by the Board. Applications should demonstrate knowledge and experience with respect to all aspects of planning services. Any experience or knowledge of matters that directly affect the City of Asbury Park should be addressed.

The Board may also appoint a conflict planner to serve in cases where a conflict with the appointed Planner arises. Any application for Planner shall automatically be considered for conflict planner unless specifically stated via a letter in the response.

Mandatory Minimum Requirements:

- Must be certified planner in the State of NJ
- Must have a minimum of ten (10) years' experience in providing planning services to municipal planning boards
- Must maintain a principal office in NJ
- Ten (10) copies of the proposal

Planning Board Conflict Engineer

The Planning Board desires to appoint an individual or firm to serve as Conflict Engineer in cases where a conflict with the appointed Engineer arises. The Conflict Engineer shall perform all of services customarily performed by a Planning Board Engineer. Such services include, but not limited to: attendance at a meeting; review and respond to all correspondence pertaining to germane engineering matters; perform site inspections as required; other services as required.

Mandatory Minimum Requirements:

- Must be certified engineer in the State of NJ
- Must have a minimum of ten (10) years' experience in providing engineering services to municipal planning boards
- Must maintain a principal office in NJ
- Twelve (12) copies of the proposal

Zoning Board Conflict Engineer

The Zoning Board desires to appoint an individual or firm to serve as Conflict Engineer in cases where a conflict with the appointed Engineer arises. The Conflict Engineer shall perform all of services customarily performed by a Zoning Board Engineer. Such services include, but not limited to: attendance at a meeting; review and respond to all correspondence pertaining to germane engineering matters; perform site inspections as required; other services as required.

Mandatory Minimum Requirements:

- Must be certified engineer in the State of NJ
- Must have a minimum of ten (10) years' experience in providing engineering services to municipal zoning boards
- Must maintain a principal office in NJ
- Ten (10) copies of the proposal

PLANNING BOARD CONFLICT ATTORNEY

GENERAL CRITERIA: The Board desires to appoint an attorney who will act as its conflict counsel in a situation that there is a conflict with the appointed attorney arises. Applicants should demonstrate knowledge of general New Jersey municipal law and New Jersey Municipal Land Use Law.

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 have a minimum of five (5) years' experience in the general representation of municipal planning boards.
- Must list past (3 years) and present municipal planning boards represented.
- Twelve (12) copies of the proposal

ZONING BOARD CONFLICT ATTORNEY

GENERAL CRITERIA: The Board desires to appoint an attorney who will act as its conflict counsel in a situation that there is a conflict with the appointed attorney arises. Applicants should demonstrate knowledge of general New Jersey municipal law and New Jersey Municipal Land Use Law.

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 have a minimum of five (5) years' experience in the general representation of municipal planning boards.
- Must list past (3 years) and present municipal planning boards represented.
- Twelve (12) copies of the proposal