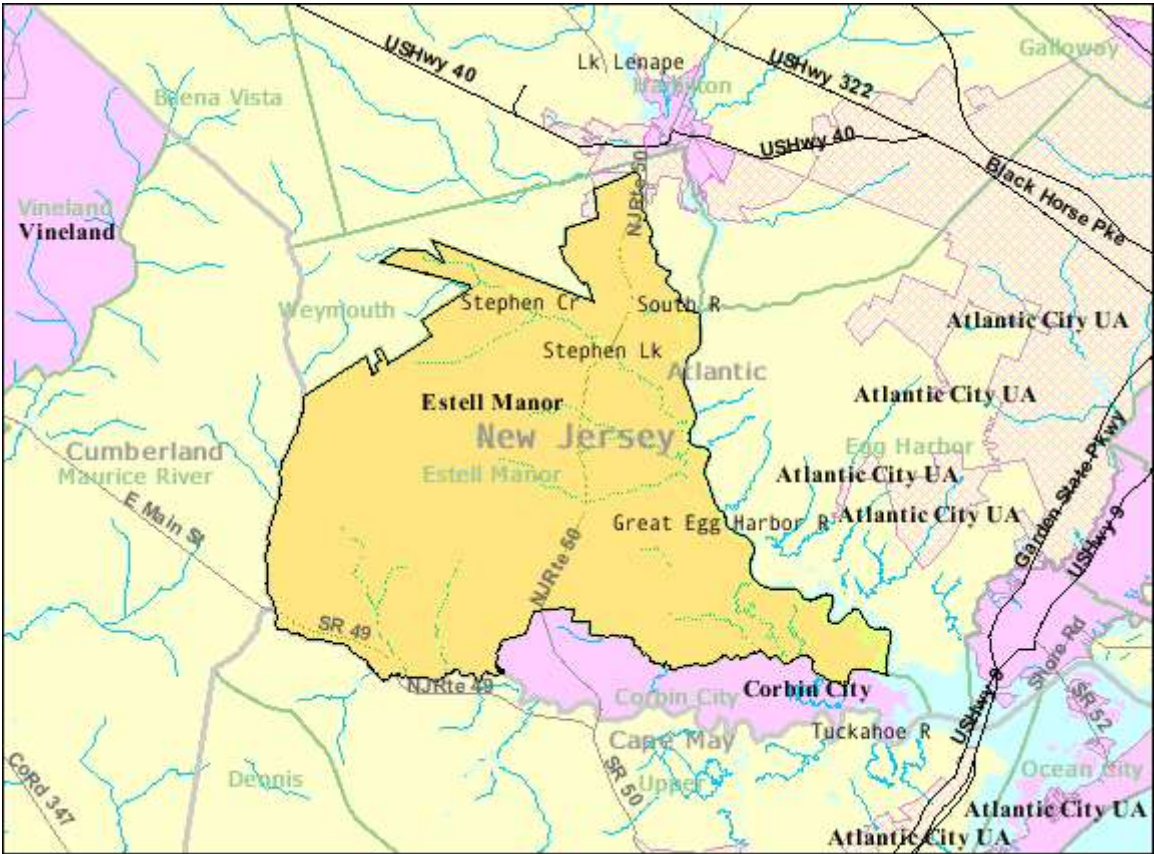


**REQUEST FOR PROPOSALS  
FOR  
MUNCIPAL PROFESSIONALS 2025**

**Issued by  
City of Estell Manor, NJ**



**Date Issued:  
Thursday, November 14, 2024**

**Responses Due by:  
Wednesday, December 11, 2024 at 11:00 am  
Publicly Opened at 12:00 pm**

**CITY OF ESTELL MANOR  
148 CUMBERLAND AVENUE  
ESTELL MANOR, NJ 08319**



**NOTICE OF SOLICITATION FOR PROPOSALS  
FOR MUNICIPAL PROFESSIONALS FOR THE YEAR 2025**

Notice is hereby given that the City of Estell Manor, County of Atlantic and State of New Jersey seeks to engage firms to fill the following positions for the Year January 1, 2025 through December 31, 2025. The contracts will be awarded through a fair and open process pursuant to the provisions of N.J.S.A. 19:44A-20.5 (New Jersey Pay to Play Law). If awarded a contract, Vendors shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

1. City Solicitor/Alternate Solicitor
2. City Auditor
3. City Engineer/Alternate Engineer
4. Labor Counsel
5. Municipal Planner
6. Risk Management Consultant
7. Planning/Zoning Board Solicitor/Alternate Solicitor
8. Planning/Zoning Board Engineer/Alternate Engineer

Copies of the specifications may be obtained from the City Clerk's Office, 148 Cumberland Avenue, Estell Manor NJ 08319 (609-476-2692 Ext. 2) or downloaded from the City website [www.stellmanor.org](http://www.stellmanor.org).

Proposals must be received by the City Clerk no later than 11:00 A.M. prevailing time on Wednesday, December 11, 2024 at 148 Cumberland Avenue, Estell Manor NJ 08319 and will be publicly opened in Council Chambers at 12:00 NOON on the same day.

All questions concerning this notice must be addressed to the City Clerk at 609-476-2692, Ext. 2.

**Lisa Marcolongo, RMC**  
City Clerk

# REQUEST FOR PROPOSALS (RFP) FOR MUNICIPAL PROFESSIONALS



## I. PURPOSE AND INTENT

A. Through this Request for Proposals (RFP), the City of Estell Manor (hereinafter the “City”) seeks to engage a vendor as (position) for the 2025 City year commencing January 1, 2025, or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.5 et seq.

## II. PROPOSAL SUBMISSION

A. Submissions **MUST** include:

- a) One (1) original, paper/hard copy, clearly marked as the “ORIGINAL”; AND
- b) One (1) electronic copy in PDF or Word format (CD, flash memory drive or USB drive)

B. Submissions MUST be in the format specified in Paragraph A above; the City will not accept Faxed proposals nor Emailed proposals. Faxed or Emailed proposals shall not be considered.

C. **Please DO NOT submit your proposal in a three-ring binder or plastic folder cover, spiral bound with a wire or plastic comb, with section dividers between parts, or with pages inserted in plastic sleeves. These materials are expensive for you and actually make it more difficult for us to review and evaluate your proposal. Proposals are evaluated only on their content, not on their appearance.**

D. Submissions shall be submitted in sealed envelopes and must be marked with the “NAME OF POSITION” and addressed to:

City Clerk  
City of Estell Manor  
148 Cumberland Avenue  
Estell Manor, NJ 08319

E. **Vendors who wish to apply for more than one position MUST submit separate, complete proposals for each position. Submissions with multiple positions listed will ONLY be considered for the position listed first.**

F. **The proposal must be received no later than Wednesday, December 11<sup>th</sup>, 2024 at 11:00 a.m.**

G. Proposals will be publicly opened on Wednesday, December 11, 2024 at 12:00 p.m. in the Council Chambers at City Hall, 148 Cumberland Avenue, Estell Manor, NJ 08319.

H. **Any inquiry concerning this RFP should be directed in writing to:**

City Clerk  
City Estell Manor  
148 Cumberland Avenue  
Estell Manor, NJ 08330

I. All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The City will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The City reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The City further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the City reserves the right to re-solicit proposals.

### III. GENERAL INFORMATION ON THE CITY OF ESTELL MANOR

A. The City of Estell Manor operates under the Faulkner Act (Small Municipalities) Form of Government pursuant to N.J.S.A. 40A:69A-115 et seq. The City is approximately 55 square miles; has a population of 1,668; an annual operating budget of approximately \$1.5 million; and approximately 17 employees. The City Council generally meets the first Tuesday of each month as well as special meetings on an as-needed basis. The Planning/Zoning Board generally meets the fourth Wednesday of each month as well as special meetings on an as-needed basis.

B. All the following are contained within the City's 55 square miles:

- a) Pinelands National Reserve
- b) Pinelands Protection Areas
- c) CAFRA (Coastal Area Facility Review Act)
- d) Great Egg Harbor National Wild & Scenic River Area
- e) Commercial Development
- f) Large areas of Woodlands
- g) Rural Residential Development
- h) Lakes and Rivers
- i) Large areas of wetlands
- j) State and County Parks and Recreation Areas

### IV. MINIMUM QUALIFICATIONS (EXHIBIT A)

A. Minimum Qualifications differ for each professional specialty; please see Exhibit A for specifics. However, all applicants need to provide the following items contained in Section V.

### V. MANDATORY CONTENTS OF PROPOSAL

#### A. Definitions

While an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFP.

- 1) **SCOPE:** Magnitude of the project, and value of the contract
- 2) **SIZE:** When used in this context refers to such things as: budget, miles of roads, number of employees, acres of recreation areas, size of municipal bonds, population, number of homes.
- 3) **SIMILAR:** Refers to such things as towns that are partially or wholly in the Pinelands, have areas of rural residential development, have areas of dense and non-dense woodlands, contain streams and lakes, contain federally regulated wetlands and have commercial areas.

B. In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

- 1) **Submission Checklist (Exhibit B):** Vendors shall use this Checklist to confirm that all required information is included, and must submit a copy of the completed Checklist with their proposal.
- 2) **Contact Information:** Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
- 3) **A Fee Proposal** for the 2025 City year. A proposal showing minimum and maximum ranges is not acceptable.
  - a. The City will not award fixed contracts. All "fixed rate proposals" should be in the form of "not to exceed" proposals.

- b. 2024 Professional contracts are available for review at the City Clerk’s office and/or on the City’s website, [www.stellmanor.org](http://www.stellmanor.org), under the “*Search Documents*” tab, listed as “*Contracts*.”
- c. **Fee Proposal MUST be placed on the LAST page of your proposal packet.**
- 4) **An Executive Summary** of not more than two (2) pages, identifying and substantiating why the vendor is qualified to provide the requested services.
  - 5) **A Staffing Plan** listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor’s officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person’s relevant professional experience; years and type of experience; and number of years with the vendor.
  - 6) **A description of the vendor’s experience** in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP in similarly-sized municipalities. It is imperative to show experience in similarly-sized towns.
  - 7) **The location of the office**, if other than the vendor’s main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with the Atlantic County area.
  - 8) **Three (3) references** for which similar services have been provided for. Experience with similarly-sized municipalities is a plus. Provide the contact names, titles and phone numbers.
  - 9) If the vendor or any principal therein has been subject to any **professional disciplinary action** over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action.
  - 10) In its proposal, the vendor must identify any existing or potential **conflicts of interest**, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the City.

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11) **Insurance** - The City requires the Vendor to secure and maintain during the life of this contract the following insurance coverages which will insure against claims which may arise out of or result from the business operations under the Contract and for which the Vendor may be legally liable. All required insurance coverages must be underwritten by insurers allowed to do business in the State of New Jersey and acceptable to the City. Insurance shall be written for not less than the limits specified below or required by law, whichever may be greater. The Vendor shall not commence work under this contract until it has obtained the insurance required under this section.

- a. **Commercial General Liability insurance** or its equivalent for bodily injury, personal and advertising injury and property damage including loss of use, with minimum limits of:
  - o \$1,000,000 each occurrence
  - o \$1,000,000 personal and advertising injury
  - o \$2,000,000 general aggregate per project; and
  - o \$2,000,000 products/completed operations aggregate.

**This insurance shall include:**

- o Blanket contractual liability including protection for the Vendor from bodily injury and/or property damage claims arising out of liability assumed under this Contract.
  - o Liability arising from products and ongoing & completed operations
  - o Liability arising from the actions of independent contractors; and
  - o Liability arising from premises operations.
- b. **Business Automobile Liability insurance** or its equivalent including applicable No-Fault coverage, with limits of liability not less than \$1,000,000 per accident combined single limit Bodily Injury and Property Damage. Coverage to include “Owned, Non-Owned, and Hired” automobiles.
  - c. **Workers’ Compensation insurance** or its equivalent with statutory benefits as required by any State or Federal law, including “other states” coverage: **Employer’s Liability insurance** with minimum limits of:
    - o \$1,000,000 each accident for bodily injury by accident
    - o \$1,000,000 each employee for bodily injury by disease; and
    - o \$1,000,000 policy limit for bodily injury by disease.

**This requirement applies to ALL Vendors, including sole proprietors.**

- d. **Umbrella Liability insurance** or its equivalent with a minimum limit of \$2,000,000 per occurrence/annual aggregate. Coverage shall follow form over the general liability, automobile liability and employer’s liability coverages.
- e. **Professional Liability / Errors & Omissions insurance** or its equivalent with limits of liability not less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate. Insurance must be maintained, and evidence of insurance must be provided for at least two (2) years after completion of the contract of work.
- f. **Cyber Security and Privacy Liability Insurance** - Contracts with Consultants or Contractors with access to Confidential or Personally Identifiable Information (PII) or its equivalent with limits of liability not less than \$1,000,000 per occurrence or claim.
- g. **Additional Insured Status** - **“City of Estell Manor, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers”** shall be added as additional insured on the **General Liability** policy with respect to work performed by the insured. The above wording shall be on the certificate of insurance and a copy of the additional insured endorsement must be provided.

- h. **Primary/Non-Contributory Coverage** shall be primary to the additional insureds and shall not be contributing with any other insurance or similar protection available to the additional insureds, whether other available insurance be primary, contributing or excess.
- i. **Waiver of Subrogation** - Vendor hereby grants to the City a waiver of any right to subrogation which any insurer or contractor may acquire from vendor by virtue of the payment of any loss. Vendor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the vendor, its employees, agents, and subcontractors.
- j. **Subcontractors** - Vendor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.
- k. **Cancellation Clause** - Coverage required under this Agreement shall not be canceled, non-renewed or materially changed without 30 days prior written notice from Vendor to the City, except where cancellation is for nonpayment of premium, then 10 days' prior notice shall be given.
- l. **Proof of Required Insurance** - Vendor shall provide the City along with the proposal Certificate(s) of Insurance evidencing such required coverages. A copy of the General Liability Additional Insured Endorsement must be provided with the certificate(s).

**All Vendors MUST provide the correct Certificates of Insurance/proof of insurance listed above along with their proposal.**

- m. The appointed Professionals shall provide the City at the time the contract is returned to them for execution, Certificate(s) of Insurance and endorsements evidencing all required coverages.
  - n. **Continuation of Coverage** - If any of the above coverages expire during the term of this contract, the Vendor shall deliver renewal Certificate(s) to the City at least ten (10) days prior to the expiration date.
  - o. All appointed professionals MUST return a signed contract and provide all required documentation and insurance proofs no later than January 31, 2025.
- 12) **Indemnification** - Contractor/Vendor shall defend, indemnify, save harmless the Municipality, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the Municipality, from and against any and all liability, suits, damages, costs (including attorney's fees), losses, outlays, and expenses from claims in any manner caused by or allegedly caused by, or arising out of, or connected with, this Contract, or the work of any subcontract thereunder (the Contractor/Vendor hereby assuming full responsibility for relations with subcontractors), including but not limited to claims for personal injuries, death, property damage, and/or for damages from the award of this Contract to the Contractor/Vendor, notwithstanding any possible negligence, whether sole or concurrent, on the part of the Municipality, its officials or agents.

Contractor/Vendor shall indemnify and hold the Municipality harmless from all wages or overtime compensation due any employees in rendering services pursuant to this agreement or any subcontract, including payment of reasonable attorney's fees and costs in the defense of any claim made under the Fair Labor Standards Act, the New Jersey Prevailing Wage Law or any other federal or state law. Nothing herein shall preclude the Municipality from requiring additional documentation as needed to ensure that the appropriate wage rates are being paid in order to ensure compliance with all state and federal rules, regulations and statutes.

The indemnification obligations of the Contractor/Vendor hereunder shall not be limited by any limitations as to the amount or type of damages, compensation or benefits payable by or for the Contractor/Vendor, under any federal or state law, to any person asserting the claim against the Municipality, its elected or appointed officials, agents and employees, for which indemnification is sought.

The indemnification obligations herein shall not negate, abridge or reduce in any way any additional indemnification rights of the Municipality, its elected or appointed officials, agents and employees, which are otherwise available under statute, or in law or equity.

Contractor/Vendor affirms that it has had the opportunity to recover the costs of liability insurance required in this agreement in its contract price. Contractor/Vendor's obligation under this agreement to defend, indemnify and hold harmless any person from that person's own negligence or wrongdoing is limited to the coverage and limits of the applicable insurance required of the Contractor/Vendor under this agreement.

The Contractor/Vendor shall indemnify and hold the Municipality harmless for any penalties, fines, fees or costs, including costs of defense, which are charged or assessed by any Federal, State or local agency including, but not limited to, the Environmental Protection Agency or Department of Natural Resources and the New Jersey Department of Environmental Protection.

The Contractor/Vendor shall hold and save the Municipality, its elected or appointed officials, agents, servants and employees harmless for liability of any nature or kind, including costs and expenses for, or on account of any patented or unpatented invention, process, article, or appliance manufactures or used in the performance of the Contract including its use by the Municipality, unless otherwise specifically stipulated in the Contract document.

If the Contractor/Vendor uses any design device, materials covered by letters, patent or copyright, any proprietary computer hardware, software/software applications or telecommunications systems or equipment, the Contractor/Vendor shall provide for such use by suitable agreement with the owner of such patented or copy-righted design device or material or any proprietary computer hardware, software/software applications or telecommunications systems or equipment. It is mutually agreed and understood that without exception, the contract prices shall include all royalties or costs arising from the use of such design, device, applications or materials, in any way involved in the work.

The Contractor/Vendor and/or his Sureties shall indemnify and save harmless the Municipality/Owner of the project from any and all claims for infringement by reason of the use of such patented or copy-righted design, device or materials, any proprietary computer hardware, software/software applications or telecommunications systems or equipment and any trademark or copyright in connection with work agreed to be performed under this Contract, and shall indemnify the Municipality/Owner for any cost, expense, or damage which it may be obligated to pay by reason of such infringement at any time during the performance of the work or after completion of the work.

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## VI. ADMINISTRATIVE REQUIREMENTS AND INFORMATION

A. **Business Registration** – Section I of P.L. 2001, c.134 is amended to read as follows:

An act concerning business registration for providers of goods and services to the State, State colleges and universities, county colleges, local contracting units, boards of education, water and wastewater contractors and casinos, supplementing Title 54 of the revised Statutes and amending P.L. 1977, c.110.

No contract shall be entered into by any contracting agency unless the contractor provides a copy of its business registration.

**All professionals submitting proposals shall submit a copy of their Business Registration Certificate with their proposal.**

B. **Affirmative Action Requirements (Exhibit C)** – If awarded a contract, Vendor shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127) and N.J.A.C. 17:27 et seq.

- a) Procurement, Professional and Service Contracts – All successful vendors must 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:
- i. Letter of Federal Affirmative Action Plan Approval;
  - ii. Certificate of Employee Information Report; or
  - iii. Employee Information Report Form AA-302

C. **Stockholder Disclosure (Exhibit D)** – Chapter 33 of the Public Law of 1977 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid for said corporation or partnership, there is a submitted statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or greater interest therein. Form of Statement shall be completed and attached to the bid proposal.

D. **Disclosure of Investment Activities in Iran (Exhibit E)** – The Vendor must submit a completed form with the proposal. Failure to submit the completed form will render the proposal non-responsive.

Pursuant to N.J.S.A 52, 32-55, et seq., any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete a certification with their proposal, in the form provided, to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division of Purchase and Property's website at: [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

## VII. INTERVIEW

- 1) The City Council (or, if designated, the City Clerk) reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The City reserves the right to request clarifying information subsequent to submission of the proposal.

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## VIII. SELECTION PROCESS

- 1) All proposals will be reviewed by the City Council to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy Part IV - “Minimum Qualifications” and Part V - “Mandatory Contents of Proposal”, the City will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:
  - a) The vendor’s general approach to providing the services required under this RFP.
  - b) The vendor’s documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
  - c) The qualifications and experience of the vendor’s management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
  - d) The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor’s management, supervisory and other staff proposed.
  - e) Costs and fee schedules.

## IX. SELECTION AND CONTRACT

- 1) **The City will select the vendor deemed most advantageous to the City, price and other factors considered.** The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor’s proposal, and any changes negotiated by the parties.

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## EXHIBIT A

### Request for Proposal & Qualifications for Municipal Professionals 2025

## Minimum Qualifications

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*Applicant Vendors **must** establish that they meet the following minimum qualifications:*

### City Solicitor:

- 1) Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, COAH law and familiarity with Titles 40 & 40A of N.J.S.A. The applicant shall be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing; Prior experience as a municipal City Attorney for a similarly-sized municipality in the State of New Jersey is preferred.
- 2) The applicant also should demonstrate knowledge, experience and ability with the operation of local governmental units in New Jersey; Local Public Contracts Law, Election Law, “Pay to Play” and NJ Ethics Law; municipal real estate transactions; the Pinelands Commission and municipalities located in the Pinelands. Experience in a Faulkner Act/Small Municipality form of government is a plus.

### City Auditor:

- 1) Multi-disciplined firm experienced in municipal auditing procedures, bond law, appearing before the Local Finance Board, arbitration, municipal budgeting and purchasing. The applicant must meet and possess all license and certification necessary to practice as a registered municipal accountant in New Jersey. Experience as a City Auditor for municipalities in the State of New Jersey with similarly sized budgets is preferred. The applicant should demonstrate knowledge of the following:
  - a) The finance and operation of local government in New Jersey
  - b) Department of Community Affairs’ Local Finance Bulletins and their plethora of rules and regulations for municipal finance administration
  - c) New Jersey State financial statutes, including but not limited to:
    - i) NJSA 40A:11 (Local Public Contracts Law)
    - ii) NJSA 40A:4 (Local Budget Law)
    - iii) NJSA 40A:2 (Local Bond Law)
    - iv) NJSA 40A:9-22.1 (Government Ethics Law)
  - d) All other financial matters pertaining to cities, including budgets, assessments, monitoring reports, investments, audit controls, year-end accounting, Annual Financial Statements, budget preparation, annual audit, supplemental debt statements, etc. and a high degree of knowledge and familiarity with municipal trust funds, developer escrow accounts, utility budgets and dedications by rider. The applicant must also meet all certifications necessary to practice in the State of New Jersey.
- 2) Auditor shall complete, if requested by the Chief Financial Officer, the Annual Financial Statement and the Annual Debt Statements by Statutory due dates as a manner of convenience from data provided by the Finance Department or face a \$100 per day deduction of the annual contract amount.

## **City Engineer:**

- 1) Must have all applicable licenses to perform general engineering in New Jersey. Experience as municipal engineer in a similarly-sized municipality is preferred. Firm should be multi-disciplined with expertise in road construction, construction management, dams with engineers who hold licenses in these areas, MLUL experience, planners & landscape engineers on staff, experience in environmental assessments (wetlands, archaeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge of the Pinelands Commission's rules and regulations.
- 2) The applicant must demonstrate the ability to:
  - a) Prepare, or cause to be prepared, plans, designs and specifications for Public Works projects and improvement
  - b) Provide and maintain surveys, maps, plans, specifications and control records with respect to Public Works projects in the City
  - c) Provide technical and engineering advice and assistance to the City Council and City Clerk
  - d) Ability to update the Tax Map as per the Tax Assessor's needs
  - e) Attend all Council meetings as requested by the City Council
  - f) Administer and oversee road opening permits on behalf of the City
  - g) Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the City Council
  - h) Successful record of applying for and receiving road improvement grants
  - i) Ability to respond to resident concerns when an engineering project impacts their property as requested by the City Council
  - j) Experience in engineering inspections of both residential developments and commercial/industrial projects
  - k) Experience administering performance bonds and maintenance bonds on behalf of the City
  - l) Must demonstrate experience with engineering design, inspection and contract administration of annual municipal road projects totaling more than \$1 million
  - m) Experience with design, inspection and contract administration of large and small recreation projects a plus

## **City Labor Counsel:**

- 1) Firm or attorney specializing in public sector labor relations and whose practice is primarily or solely comprised of representing public sector management. Experience as a municipal labor attorney for a municipality in the State of New Jersey is preferred.
- 2) The applicant also must demonstrate knowledge, experience and ability with the following:
  - a) US Federal Labor Law
  - b) New Jersey Labor Law
  - c) Employer-Employee Relations Act, ADA, FMLA, NJ FMLA
- 3) The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications, experience and/or credentials you feel are relevant to this RFP.

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**Municipal Planner:**

- 1) New Jersey licensed firm or individual with substantive experience in all aspects of municipal planning and landscape architecture.
- 2) Extensive work with and knowledge of the Municipal Land Use Law, COAH and consulting with respect to drafting and revising Master Plans and land development ordinances.
- 3) The individual primarily assigned shall be a licensed Planner in the State of New Jersey.

**Risk Management Consultant (RMC):**

- 1) Firm or agent specializing in public sector Joint Insurance Funds and who has experience representing municipalities as an RMC. Experience in municipalities of a similar scope and size is preferred.
- 2) The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:
  - a) Loss Control
  - b) Risk Management
  - c) Claims Review
  - d) Attendance at JIF Meetings
  - e) Safety Programs
  - f) Identifying insurable exposures
  - g) Certificates of Insurance
  - h) Claims processing and assistance
- 3) Applicant shall submit quarterly bill/reports to the City Clerk delineating duties performed, projects worked on and any other efforts on behalf of Estell Manor.
- 4) Applicant must list any other public sector JIF clients they are currently representing as RMC.
- 5) Provide an annual cost proposal in a flat dollar amount (not percentage) to perform all of the duties of Risk Management Consultant for 2025. The 2024 annual City assessment was estimated at approximately seventy five thousand dollars (\$75,000).

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**Planning/Zoning Board Solicitor:**

- 1) A licensed attorney in the State of New Jersey and a member of the Bar in good standing.
- 2) Firm must have experience in representing Land Use Boards and/or municipalities.
- 3) Experience in preparing decisions and resolutions of approval and denial a plus.

**Planning/Zoning Board Engineer:**

- 1) Licensed Engineer in the State of New Jersey.
- 2) Firm must have experience in representing Land Use Boards in the State of New Jersey in a municipality of similar scope and size.
- 3) Experience in municipal land use pertaining to major and minor site plan applications and pertaining to minor and major subdivision applications preferred.

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## EXHIBIT B

### *City of Estell Manor*

## **Request for Proposals for Municipal Professionals Submission Checklist**



For your convenience, the following is a checklist of items that all Vendors must include with an RFP in order to fulfill the City's mandatory requirements. Please see Section V. "Mandatory Contents of Proposal" for specific requirements for each item; and please include a copy of this completed Checklist with your submission.

1. \_\_\_\_\_ Submission Checklist (Exhibit B)
2. \_\_\_\_\_ Contact Information
3. \_\_\_\_\_ Executive Summary
4. \_\_\_\_\_ Staffing Plan
5. \_\_\_\_\_ Description of Vendor's Experience
6. \_\_\_\_\_ Location of Office (if other than Vendor's main office)
7. \_\_\_\_\_ Three (3) References
8. \_\_\_\_\_ Any Professional Disciplinary Action
9. \_\_\_\_\_ Any Potential Conflicts of Interest
10. \_\_\_\_\_ Business Registration
11. \_\_\_\_\_ Affirmative Action Requirements  
*By checking this item, Vendor certifies that it has either attached proof of compliance, or will be able to provide proof of compliance upon award of contract, as outlined in Section VI. 3)a).*
12. \_\_\_\_\_ Stockholder Disclosure Form (Exhibit D)
13. \_\_\_\_\_ Disclosure of Investment Activities in Iran Form (Exhibit E)
14. \_\_\_\_\_ Proof of Insurance and Indemnification  
*Vendor must include Certificates of Insurance and/or policies acceptable to the municipality as listed in 11)b) i.-iii. with proposal.*
  - a. \_\_\_\_\_ Commercial General Liability AND Motor Vehicle Liability Certificates of Insurance
  - b. \_\_\_\_\_ Professional Liability Insurance/Errors & Omissions Certificates of Insurance
  - c. \_\_\_\_\_ **If appointed, Vendor agrees to provide proof of Workers Compensation & Employer's Liability Insurance and updated Certificates of Insurance and/or policies acceptable to the municipality as listed in V. 11) a. – i. no later than January 31, 2025.**
15. \_\_\_\_\_ Fee Proposal (**MUST BE PLACED ON THE LAST PAGE OF YOUR PROPOSAL PACKET**)
16. \_\_\_\_\_ Proposal Submission
  - a. \_\_\_\_\_ One (1) original, paper/hard copy, clearly marked as the "ORIGINAL"
  - b. \_\_\_\_\_ One (1) electronic copy in PDF or Word format (CD, flash memory drive or USB drive)

## EXHIBIT C

**City of Estell Manor**  
*148 Cumberland Avenue*  
*Estell Manor, NJ 08319*



**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 et seq.**

**GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS**

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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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, 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 equal employment opportunity 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with 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, and labor unions, that it does not discriminate on the basis of age, race, 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 targeted 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, race, 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; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

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**EXHIBIT D**

**City of Estell Manor  
148 Cumberland Avenue  
Estell Manor, NJ 08319**



**STOCKHOLDER DISCLOSURE CERTIFICATION**

- I certify that the list below contains the names and home addresses for all stockholders, members, or partners holding 10% or more of the issued and outstanding stock (in the case of a corporation) or holding 10% or greater interest (in the case of a limited liability company, partnership, or sole proprietorship) of the undersigned, *in accordance with N.J.S.A. 52:25-24.2.* (If additional space is needed, information may be provided on an additional sheet which shall be executed and notarized in the manner set forth below.)
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned OR no one member, partner, or person holds a 10% or greater interest in the undersigned.

- Partnership     Corporation     Sole Proprietorship     LLC \_\_\_\_\_  
 Other \_\_\_\_\_

**PLEASE CHECK APPROPRIATE BOXES ABOVE AND SIGN BELOW.  
10% or Greater Interest Holders  
STOCKHOLDERS:**

**NAME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**THIS STATEMENT MUST BE INCLUDED WITH BID SUBMISSION.**

\_\_\_\_\_  
(AFFIANT)

Subscribed and sworn before me  
This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Print name & Title of Affiant)

\_\_\_\_\_  
(Notary Public)  
My Commission Expires:

(Corporate Seal)

## EXHIBIT E

**City of Estell Manor**  
*148 Cumberland Avenue*  
*Estell Manor, NJ 08319*



### DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN (PAGE 1 OF 2)

#### PART 1: CERTIFICATION

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

#### **FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

Bidders must review this list prior to completing the below certification. **Failure to complete the certification may render a bidder's bid proposal non-responsive.** If the City of Estell Manor (the "City") determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran pursuant to section 4 of P.L. 2012, c.25 (C.52:32-58), the local contracting unit shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L. 2012, c.25 (C.52:32-59). The City may also take action as may be appropriate and 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.

#### **PLEASE CHECK THE APPROPRIATE BOX:**

I certify, pursuant to Public Law 2012 c.25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited 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 I am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

#### **OR**

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will assessed as provided by law.

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN (PAGE 2 OF 2)**

**PART 2: PLEASE PROVIDE FURTHER INFORMATION TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, ATTACH ADDITIONAL PAGES.**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**Certification:**

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

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto 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.

Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_