

**PUBLIC NOTICE  
EGG HARBOR CITY**

Notice is hereby given that pursuant to the provisions of NJSA 19:44A-20.4 (New Jersey Pay to Play Law) Egg Harbor City, County of Atlantic and State of New Jersey is seeking proposals for the following Professional Services for the period of January 1, 2020 through December 31, 2020.

City Attorney	Health Management Consultant
Auditor	Municipal Prosecutor
Bond Counsel	Municipal Public Defender
Redevelopment Attorney	City Planner
Foreclosure Attorney	Municipal Land Use Planner
Labor Counsel	Municipal Land Use Attorney
Risk Management Consultant	Municipal Land Use Board Engineer

A detailed “Request for Proposals” (RFP) is on file and available in the Office of the City Clerk, Municipal Building, 500 London Avenue, Egg Harbor City, New Jersey 08215.

Proposals must contain the following minimum information and same must be included at the time of submission (9 Copies needed)

1. List of names and roles of individuals proposed to perform the task along with a description of experiences with projects similar in nature.
2. List of references and record of success.
3. Description of ability to provide services in a timely fashion; including staffing, familiarity and location/business address of key staff.
4. Cost details including hourly rates of each individual proposed to perform the service (s) or a total cost (“not to exceed”), plus any other charges. **Please note that amounts awarded may be different from what is requested.**

All proposals must be received by the City Clerk no later than 3:00 PM on December 3, 2019. All questions concerning this notice must be addressed to the City Clerk’s Office.

Meg Steeb, RMC  
City Clerk  
Egg Harbor City

## **REQUESTS FOR PROPOSALS PROFESSIONAL SERVICES**

### **ALL PROPOSALS FOR PROFESSIONAL SERVICE CONTRACTS SHALL INCLUDE AT A MINIMUM, THE FOLLOWING INFORMATION/DOCUMENTATION:**

1. Names and roles of individuals who will perform the task along with a description of experiences with projects similar to the matter being advertised.
2. A list of references with addresses and telephone contact numbers and verifiable records of success.
3. Description of ability to provide services in a timely fashion; including staffing, familiarity and location/business address of key staff.
4. Fee schedule for the year 2020; detailing hourly rates for all staff that will be or potentially will be assigned, plus any other charges not reflected on the hourly fee schedule. (i.e. mileage, postage, photocopying).
5. Contracts will be awarded on the basis of qualifications and the cost of services. The cost of services will be a consideration, however, the qualifications to perform the required services will carry substantial weight in the decision making process.
6. Individuals/Firms appointed to provide a Professional Service will be required to supply, at the time of contract execution, the following:
  - A Certificate of Insurance issued by an insurance carrier authorized to do business in the State of New Jersey reflecting the amount of professional liability insurance in effect during the contract period. (see attached for minimum limits of liability)
  - Proof of appropriate licensing.
  - Completion of statutory Affirmative Action information/documentation.
  - A copy of your New Jersey Business Registration Certification.
  - The most recent peer review report. (for auditors only)

**All proposals are to be submitted to the City Clerk no later than 3:00 PM on December 3, 2019. Proposals received after the deadline will not be considered.**

### **BASIC CRITERIA FOR PROFESSIONAL SERVICES**

**AUDITOR:** The Auditor must have at least 5 years experience in serving and performing municipal auditing. Must be well versed in the rules and regulations promulgated by the State of New Jersey, Local Finance Board and must have received a “Registered Municipal Accountant” certificated from the State of New Jersey.

**PLANNING BOARD AND ZONING BOARD ENGINEER:** Licensed in the State of New Jersey, must have experience in Municipal Land Use pertaining to Major and Minor Site Plan applications and Major and Minor Subdivision applications. Familiar with New Jersey Pinelands and CAFRA Regulations. Must have at least 5 years experience in representing Land Use Boards in the State of New Jersey.

**CITY ATTORNEY:** Licensed Attorney in the State of New Jersey. Township Solicitor must have at least 5 years experience in representing governmental entities. Must be fully versed in the fields of Municipal Law, Tort Claims Act, Municipal Land Use, Tax Foreclosures and Public Contracts Law. Possess the ability to develop and litigate complex issues including Municipal Land use and constitutional issues.

**PLANNING BOARD AND ZONING BOARD SOLICITORS:** Licensed Attorney in the State of New Jersey. Planning and Zoning Board Solicitor must have at least 5 years experience in representing Land Use Boards (i.e. Planning and/or Zoning). Must have experience in preparing Decisions and Resolutions of Approval or Denial. Familiar with New Jersey Pinelands and CAFRA Regulations.

**MUNICIPAL PROSECUTOR:** Licensed Attorney in the State of New Jersey. Must have at least 3 years experience representing a municipal agency. Ability to present matters in Municipal Court. Familiar with motor vehicle and criminal statutes. Must be available as scheduled by Municipal Court.

**PUBLIC DEFENDER:** Licensed Attorney in the State of New Jersey. Must have experience representing/defending members of the public in Municipal Court. Familiar with motor vehicle and criminal statutes. Must be available as scheduled by the Municipal Court.

**BOND COUNSEL:** Licensed Attorney in the State of New Jersey. Must have at least 5 years experience in municipal/government bonding. Specific knowledge of the New Jersey Local Bond Law, Local Budget and Fiscal Affairs Law, regulations promulgated by the New Jersey Division of Local Government Services and Local Finance Board.

**RISK MANAGEMENT CONSULTANT:** At least 5 years experience as an insurance risk consultant and with Municipal Joint Insurance Funds. Ability to assess insurance needs and values, familiar with workers compensation regulations in the State of New Jersey and ability to place insurance coverage and employee bonds in a competitive manner. Must be available to attend Statewide Insurance Fund regular meetings and sub-committee meetings as required. Attendance at City Safety Committee Meetings is mandatory.

**CITY PLANNER:** At least 5 years experience in planning issues.

**PLANNING BOARD CONSULTANT:** At least 5 years experience in planning and development issues.

**FORECLOSURE SOLICITOR:** Licensed Attorney in the State of New Jersey. Must have at least 5 years experience in foreclosure matters.

**REDEVELOPMENT:** Licensed Attorney in the State of New Jersey. Must have at least 5 years experience in Re Development and Land Use Law.

**LABOR COUNCEL:** Licensed Attorney in the State of New Jersey. Must have at least five years experience in Labor Law.

**MUNICIPAL JUDGE:** (3 year appt.) Must be a Judge in the State of New Jersey and have at least 5 years experience as a Judge.

**CITY ENGINEER:** (3 year appt.) Licensed Engineer in the State of New Jersey. Must familiar with Pinelands & DEPE Regulations, all faucets of operating in a Municipal Government setting. Must have at least 5 years experience in being a City Engineer.

**HEALTH MANAGEMENT CONSULTANT:**

Services to be provided include, but are not necessarily limited to the following:

- a. Assisting with the development of and planning of long range health insurance
- b. Assisting in managing of all aspects of the City's health and group life insurance program
- c. Identifying issues and exposures and negotiating on the City's behalf with insurers to procure medical insurance coverage, dental insurance coverage, prescription coverage and group life insurance coverage
- d. Making recommendations in connection with health and group life insurance procurement, and provide analysis of proposals including but not limited to, analysis of service areas, conformance with collective bargaining agreements, plan details, costs, etc.
- e. Keeping the City informed of significant developments affecting its insurance coverages
- f. On-going monitoring and analysis of health care trends, City utilization rates and City claims experience.
- g. Assisting in the development of alternative strategies to reduce claims; consultation as to the probable impact of strategies elected by the City
- h. Assisting the City as a resource during collective bargaining sessions
- i. Providing expert assistance and advice on the design of new benefits
- j. Participating in on-going meetings with City personnel regarding insurance strategies and day to day operations of the City's health and group life insurance needs
- k. Assisting covered employees and retirees in obtaining timely resolution of submitted claims
- l. Following up with insurance carriers for timely issuance of policies and endorsements coverage delivery binders to the City prior to the expiration of the current policies
- m. Reviewing policies and endorsements for accuracy and conformity to specifications and negotiated coverages

- n. Monitoring and ensuring carrier compliance with plans, commitments, and facilitating carrier relationship with City
- o. Attending meetings that the City deems necessary
- p. Assisting in the preparation of all written documents referred by the City, and preparation of such documents for the City, if requested, including employee communication pieces, coverage summaries for all new coverages and updates on changes to existing coverages, collective bargaining agreement language, the employee handbook, inter-office memos, etc.
- q. Facilitating employee group sessions at open enrollments and/or when changes are introduced
- r. Keeping the City apprised of pending or enacted state and federal legislation, which may have a financial/administrative impact on the City's health and group life insurance coverages.
- s. Marketing programs periodically