

**Borough of Little Ferry  
Fair and Open Process  
Request for Qualifications - 2016**

The Borough of Little Ferry is seeking statements of qualification for applicants for appointments to the following professional positions for 2016. Responses should address both the general criteria and mandatory minimum requirements. All responses will be treated as confidential until read aloud.

Responses must be sent to:  
Office of the Borough Clerk  
ATTN: Barbara Maldonado  
Borough Clerk  
215 -217 Liberty St.  
Little Ferry, NJ 07643

All responses must be received by  
and opened and read:  
10:30 AM on Thursday,  
January 28, 2016

All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk. Responses will then be reviewed by the governing body and appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the calendar year of 2016 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 Borough 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 Borough has sole discretion in determining if respondents insurance is acceptable. The Borough may request additional insurance coverage before award. Please include two copies of your proposed "contract" for professional services. Only one copy of the submission is required.

The Mayor and Council 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 Borough is seeking proposals for the following professional positions. Respondent's submissions must clearly demonstrate experience in the mandatory minimum requirements.

### **Ranking and Rating**

The Borough, in part, will utilize a ranking and rating system (scoring) for review of respondent's proposals. This scoring system will not disqualify the Borough from exercising 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. The ranking and rating system will be scored upon the following:

- 35 points for knowledge of the Borough in regards to what position respondent is applying for;
- 35 points for general experience in the field;
- 20 points for general experience in the field points for cost;
- 10 points for other information provided (including price);

### **Planning Board/Zoning Board Engineer**

A firm must designate one (1) engineer to serve as Planning Board/Zoning Board Engineer. The designated engineer must be licensed as an engineer in the State of New Jersey for at least 15 years, and have represented municipalities and municipally-owned water and sewerage utilities for at least ten (10) years. The individual engineer should be a certified municipal engineer. The engineer must be thoroughly familiar with the Municipal Land Use Law, and the rules & regulations of the New Jersey Meadowlands Commission. The engineer must also be experienced in preparing bid specifications for various municipal construction projects and knowledge and experience in preparing and submitting grant applications. The firm and/or engineer must have sufficient support staff to provide all services required by the Borough of Little Ferry including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the engineer's duties and responsibilities. Please include experience in working with Federal funded programs such as CDBG, FHWA, etc.

### **Borough Public Defender**

AT A MINIMUM, THE RESPONDING FIRM OR ENTITY:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than five (5) years preceding the proposed appointment, and eligible to appear before all municipal, state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years experience in the representation of defendants in the municipal courts of the State of New Jersey.
3. Must list past and present municipalities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all legal services required by the Borough Municipal Court.

### **Planning Board/Zoning Board Architect**

A firm must designate one (1) architect to serve as Planning Board/Zoning Board Architect. The designated architect must be licensed as an architect in the State of New Jersey for at least 15 years, and have represented municipalities for at least ten (10) years. The architect must be thoroughly familiar with the Municipal Land Use Law, applicable building codes, and the rules & regulations of the New Jersey Sports and Exposition Authority (formerly New Jersey Meadowlands Commission). The architect must also be experienced in preparing bid specifications for various municipal construction projects and knowledge and experience in preparing and submitting grant applications. The firm and/or architect must have sufficient support staff to provide all services required by the Borough of Little Ferry including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the architect's duties and responsibilities. Please include experience in working with Federal funded programs such as CDBG, FHWA, etc.

### **IT Consulting**

The Borough of Little Ferry is seeking an individual and/or firm to provide IT support. This support will be for the entire Borough and not any specific department.

A two hour response time is required for all emergency work. Please state that you can comply with this.

Proposals should reflect the following along with any other information respondent deems relevant:

- (1) The ability to service and maintain Edmunds, CSI, NCIC, and other Borough software packages.
- (2) The ability to manage wired and wireless connectivity.
- (3) The ability and understanding to manage the Borough's existing fiber network.
- (4) The ability and understanding to manage existing hardware configurations and provide recommendations for upgrades.
- (5) The ability to deploy patches, service packs and other software and security updates.
- (6) Provide support (within 2 hours) of a network failure or other disaster.
- (7) Monitor backup software (2 devices – one in Police, one in Administration)
- (8) Certified in WatchGuard firewalls
- (9) Provide security clearance to work on Criminal Justice systems

Pricing for IT Consulting:

An overall annual contract to cover all items listed above, with an hourly rate for projects outside the scope of this outline, including server upgrades, server installation or reinstallation,

disaster recovering, planning and design. The hourly rate should be available for purchase in blocks of time with remaining time to carry over if applicable.