

BOROUGH OF ROSELAND

PLANNING BOARD

In accordance with N.J.S.A. 19:44A-20.5, the Borough of Roseland in the County of Essex solicits resumes setting forth qualifications for the following services to be received in 2020:

PLANNING BOARD ATTORNEY. (The duties of the Planning Board Attorney are in accordance with New Jersey Statutes).

The established criteria for awarding a contract shall be:

1. Attorney-at-law of the State of New Jersey for a minimum of eight (8) years.
2. Experience practicing before State Courts for a minimum of eight (8) years.
3. Experience representing a New Jersey municipal land use board in a community with demographics similar to the Borough of Roseland for a minimum of eight (8) years.
4. Professional Liability Insurance coverage in the minimal amount of \$1 million and proof of workers compensation insurance shall be provided.
5. Reasonableness of Cost Proposal

2020 Fee Schedule must be included. Experience and reputation Cost Proposal

PLANNING BOARD ENGINEER. (The duties of the Borough Engineer are set forth in the Borough of Roseland Code and in accordance with applicable State Law, and shall include, but not be limited to general engineering work, capital improvement design and contract administration, etc.).

The established criteria for awarding a contract shall be:

1. Licenses as a Professional Engineer and is certified as a Certified Borough Engineer in the State of New Jersey for a minimum of eight (8) years.
2. Must have current Certified Public Works Management (CPWM) certificate from the State of New Jersey.
3. Multi-disciplinary engineering firm with at least eight (8) years of experience in providing engineering design and administration services with a New Jersey municipal government in a community with demographics similar to the Borough of Roseland.
4. Professional Liability Insurance coverage in the minimal amount of \$1 million and proof of workers compensation insurance shall be provided.
- 5 Reasonableness of Cost Proposal

2020 Fee Schedule must be included. Experience and reputation Cost Proposal

PROFESSIONAL PLANNER SERVICES FOR PLANNING BOARD. (The duties are in accordance with the New Jersey Municipal land Use Law).

The established criteria for awarding a contract shall be:

1. New Jersey licensed Professional Planner.
2. Must have at least eight (8) years' experience of municipal land use board consulting including development plan application review, report preparation & development inspection, Municipal Master Plan preparation with a municipal government in a community with demographics similar to the Borough of Roseland.
3. Professional Liability Insurance coverage in the minimal amount of \$1 million and proof of workers compensation insurance shall be provided.
4. Reasonableness of Cost Proposal

2020 Fee Schedule must be included. Experience and reputation Cost Proposal

A N.J. business registration certification, pursuant to N.J.S.A. 19:44A-20.8 will be required from each respondent. Completed forms including proof of insurance, Political Campaign Disclosure Statement, Equal Opportunity compliance, Non-collusion Affidavit, Affidavit that respondent is not on State of New

Jersey disbarred, suspended or disqualified bidder's list and Statement of Corporate Ownership shall also be required as a part of the submittal. The submission requirements, forms and instructions are available in the Planning Board Office at 973-226-6565.

A list of current and past municipal government clients showing # of years of contractual service, resumes of partners and managers in the firm that are expected to work on this account will also be provided in the submittal.

Individuals and/or firms are to submit an original and 11 copies of their qualifications in a Sealed envelope to: Borough of **Roseland Planning Board**, 300 Eagle Rock Avenue, Roseland, NJ 07068 no later than 10:15 a.m. on December 18, 2019. Sealed RFQ submittals will be opened and acknowledged in public for consideration by the Borough of Roseland Planning Board in the Conference Room at the above address and time.

Sealed envelopes should be clearly marked:

DO NOT OPEN – Deliver to **Borough of Roseland Planning Board**
“Sealed Request for Qualifications”

Services
Opening Date: December 18, 2019 at 10:15 am

Melissa Barnes
Planning Board Secretary