

PLEASE READ INSTRUCTIONS CAREFULLY. PLEASE NOTE ON PAGE 2, DOCUMENTS 1 THROUGH 4 MUST BE SUBMITTED WITH YOUR PROPOSAL. PROPOSALS SUBMITTED WITHOUT THESE DOCUMENTS WILL AUTOMATICALLY DISMISS YOUR PROPOSAL FROM CONSIDERATION.

**Township of Bordentown
PROFESSIONAL SERVICES AGREEMENTS
2019
SERVICES REQUIRED**

<u>Position</u>	<u>Contract period</u>
Township Attorney	JANUARY 1, 2019 - DECEMBER 31, 2019
Special Counsel for Tax Appeals	JANUARY 1, 2019 – DECEMBER 31, 2019
Special Counsel for Affordable Housing Matters	JANUARY 1, 2019 – DECEMBER 31, 2019
Township Auditor	JANUARY 1, 2019 - DECEMBER 31, 2019
Bond Counsel	JANUARY 1, 2019 - DECEMBER 31, 2019
Township Engineer	JANUARY 1, 2019 - DECEMBER 31, 2019
Township Planner	JANUARY 1, 2019 – DECEMBER 31, 2019
Insurance Broker/Consultant	JANUARY 1, 2019 - DECEMBER 31, 2019
Financial Advisor	JANUARY 1, 2019 – DECEMBER 31, 2019
Planning Board Attorney	MARCH 1, 2019 – FEBRUARY 29, 2020
Zoning Board Attorney	MARCH 1, 2019 – FEBRUARY 29, 2020
Township Webmaster	JANUARY 1, 2019 – DECEMBER 31, 2019
Planning Board Engineer	MARCH 1, 2019 – FEBRUARY 29, 2020
Planning Board Planner	MARCH 1, 2019 – FEBRUARY 29, 2020
Zoning Board Engineer	MARCH 1, 2019 – FEBRUARY 29, 2020
Zoning Board Planner	MARCH 1, 2019 – FEBRUARY 29, 2020
Public Defender Alternate Public Defender	JANUARY 1, 2019 - DECEMBER 31, 2019
Township Prosecutor Alternate Township Prosecutor	JANUARY 1, 2019 - DECEMBER 31, 2019
Planning Board Traffic Engineer	MARCH 1, 2019 – FEBRUARY 29, 2020

Zoning Board Traffic Engineer	MARCH 1, 2019 – FEBRUARY 29, 2020
IT Services	JANUARY 1, 2019 – DECEMBER 31, 2019
Special Counsel for Environmental Matters – SRL Pipeline/Transco	JANUARY 1, 2019 – DECEMBER 31, 2019
Professional Planner – Special Projects	JANUARY 1, 2019 – DECEMBER 31, 2019
Labor Counsel – Special Projects	JANUARY 1, 2019 – DECEMBER 31, 2019
Affordable Housing Administrative Agent	JANUARY 1, 2019 – DECEMBER 31, 2019
Economic Development Consultant	JANUARY 1, 2018 – DECEMBER 31, 2019
Special Counsel for Redevelopment	JANUARY 1, 2019 – DECEMBER 31, 2019

DOCUMENTS REQUIRED WITH SUBMITTAL OF PROPOSAL:

1. COPY OF YOUR BUSINESS REGISTRATION CERTIFICATE
2. CERTIFICATE OF INSURANCE
3. COPY OF YOUR CERTIFICATE OF EMPLOYEE INFORMATION REPORT. IF YOU DO NOT HAVE THIS CERTIFICATE, YOU MUST APPLY FOR THIS THROUGH THE STATE’S DEPARTMENT OF TREASURY BY UTILIZING FORM AA-302 AND SUBMITTING THE APPROPRIATE FEE IN THE AMOUNT OF \$150.00. A COPY OF THE COMPLETED FORM AA-302 AND A COPY OF YOUR CHECK MUST BE SUBMITTED WITH YOUR PROPOSAL.
4. DISCLOSURE OF INVESTMENT ACTIVITIES WITH IRAN, P.L. 2012, C.25

PLEASE NOTE, FAILURE TO SUBMIT ITEMS 1 THROUGH 4 WITH YOUR PROPOSAL WILL AUTOMATICALLY DISMISS YOUR PROPOSAL FROM CONSIDERATION.

DOCUMENTS REQUIRED TO BE SUBMITTED AFTER AWARD OF CONTRACT:

1. SIGNED MANDATORY AFFIRMATIVE ACTION LANGUAGE.
2. W-9

Exhibit _____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Page 1 of 2

Bid Name: _____

Bid Due Date: _____

Bidder: _____

PART 1:

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the NJ Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director of the NJ Department of Treasury finds a person or entity to be in violation of the principles which are the subject of this law, he/she shall 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 person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Township of Bordentown under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2 is required to be completed if both certification boxes in PART 1 were not certified.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED 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, engaged in the investment activities in Iran outlined above by completing the section below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED ADDITIONAL ROOM, ADD ADDITIONAL PAGES.

Name _____ Relationship to Bidder/Offeror _____

Description of Activities

Duration of Engagement _____ Anticipated Cessation Date _____

PROPOSALS ARE BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 et seq.

PART 3: CERTIFICATION SIGNATURE:

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 **Township of Bordentown** 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 **Township of Bordentown** to notify the **Township of Bordentown** 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 **Township of Bordentown** and that the **Township of Bordentown** at its option may declare any contract(s) resulting from this certification void and unenforceable. Parts 1 and 3 or Parts 2 and 3 must be completed and signed to be responsive to the specifications. Failure to complete Parts 1 and 3 or Parts 2 and 3 will render the bid non-responsive and the bid shall not be considered for an award.

<hr/>	
Signature	Print Name
<hr/>	
<u>Partner</u>	
Title	Date

PROPOSALS ARE BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 et seq.

**NOTICE OF THE TOWNSHIP OF BORDENTOWN
IN SOLICITATION OF A
PROFESSIONAL SERVICES AGREEMENT
FOR
(INSERT NAME OF PROFESSIONAL SERVICES)**

The Township of Bordentown is seeking proposals for the above services for the calendar year 2019.

All applicants must submit **six (6) copies** of their proposals to **Cindy Dziura**, Deputy Township Clerk, One Municipal Drive, Bordentown, New Jersey, by 4:30 p.m., Eastern Standard Time, on November 27, 2018. The Deputy Municipal Clerk will open all proposals submitted on November 29, 2018, at 11:00 a.m. in the Municipal Clerk's Office of the Municipal Building, 1 Municipal Drive, Bordentown, NJ 08505.

The front exterior of the proposal's transmitting container or packaging must clearly be marked with the words "**Proposed PSA for (Insert Name of Professional Services), Township of Bordentown**".

Information to be addressed by the proposals:

Applicants should, please, refer to the portion of this notice found immediately below entitled **PROFESSIONAL SERVICES AGREEMENTS – 2019 AWARD CRITERIA**. There, applicants will find the information that is required of applicants and that applicants ***must*** address completely. Proposals that, upon Township receipt and review, fail to address all **AWARD CRITERIA** completely shall receive no further consideration.

PROFESSIONAL SERVICES AGREEMENTS – 2019 AWARD CRITERIA

● **CRITERIA 1: QUALIFICATIONS**

The applicant must specify the qualifications that the applicant asserts would address the services required. The qualifications would include, but not necessarily be limited to, education, advanced academic credentials, certifications, licenses, awards, formal recognitions, and affiliations.

● **CRITERIA 2: GENERAL EXPERIENCE**

The applicant must provide evidence of general experience in performing the required services.

● **CRITERIA 3: SPECIFIC EXPERIENCE**

The applicant must, to any specific extent possible, provide the applicant's direct experience in performing the required services for the Township of Bordentown.

● **CRITERIA 4: QUANTIFIED ACHIEVEMENT:**

The applicant must provide a brief synopsis of the most significant achievement attained by the applicant within the scope and nature of the services required. The result of the achievement must be quantifiably demonstrated, and the applicant must explain the significance of the achievement.

● **CRITERIA 5: COMPENSATION**

The applicant must propose compensation for the services required in the form of a monthly retainer to cover all legal services excluding litigation. An hourly rate must be submitted to cover litigation costs. The basis for the proposed compensation must be demonstrated.

● **CRITERIA 6: REFERENCES**

The applicant must provide three professional or business related sources of reference and two personal sources of reference.

If awarded a contract, your company/firm 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.

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