

**BOROUGH OF SOUTH RIVER**  
**REQUEST FOR PROPOSALS AND QUALIFICATIONS**  
**FOR PROFESSIONAL SERVICES FOR 2024**  
**UNDER A FAIR AND OPEN PROCESS**

Notice is hereby given that proposals and qualifications for professional services, not subject to bidding pursuant to NJSA 40A:11-5, are being solicited according to N.J.S.A. 19:44A-20.5 and shall be submitted to the Borough Clerk of the Borough of South River, 48 Washington St., South River, New Jersey 08882 no later than ***Monday, December 4, 2023, 10:00 a.m. EST.*** Proposals for the following professional services will be accepted:

- Bond Counsel
- Borough Attorney
- Borough Auditor
- Borough Engineer
- Borough Planner
- Borough Prosecutor
- Borough Public Defender
- Electrical Engineer
- Electric Attorney
- Energy Axis Automated Meter System Support
- Information Technology Specialist
- Instrumentation, Automation & Computer System – Water Utility
- Planning Board Attorney
- Planning Board Engineer
- Planning Board Planner
- Risk Management – Health Benefits
- Risk Management – Property Casualty
- Special Counsel/Conflict Attorney
- Special Employment/Labor Counsel
- Special Tax Counsel
- Water Quality Testing Services
- Zoning Board Attorney
- Zoning Board Engineer
- Zoning Board Planner
- Water Operator
- Water Treatment Plant Engineer (Non Electrical)

Each submission to be considered shall comport to the criteria set forth herein:

- (1) Three (3) copies of the proposal shall be submitted along with one (1) CD/Flash drive;
- (2) If the applicant shall be a professional requiring licensing in the State of New Jersey; said applicant shall be licensed for a period of not less than five (5) years;

(3) The applicant shall submit a "Certificate in Good Standing", an Affidavit or other similar document evidencing and confirming that the professional's license is not presently suspended or revoked;

(4) The applicant shall submit a resume, which shall set forth information including, but not limited to the following (as applicable to a business entity or individual professional):

- (a) Full name and business address;
- (b) A listing of all post high school education of the applicant;
- (c) Dates of licensure in the State of New Jersey and any other State;
- (d) A listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein;
- (e) The number of licensed professionals employed by/affiliated with the business entity or the entity which employs the applicant;
- (f) A listing of all special accreditations held by the individual licensed professional or business entity;
- (g) A listing of all previous public entities served by the business entity or licensed professional, indication the dates of service and position held.

(5) Fee Schedule for services to be rendered including cost details and hourly rates of individual rendering services.

### **Additional Requirements**

1. Professional to comply with the requirements of P.L. 1975, C.127 (Affirmative Action). Professional must provide a copy of a Certificate of Employment Information Report Approval issued by the State of New Jersey Affirmative Action Office and/or a signed copy of attached Exhibit A, the Mandatory Affirmative Action language.
2. Professional to provide Business Registration Certificate. Bidders are required to comply with the requirements of P.L. 2004, c.57 (Business Registration). A copy of the Business Registration Certificate issued by the Department of the Treasury, Division of Revenue shall be submitted with the proposal.
3. Certificate of Professional Liability Insurance in a minimum amount of \$1,000,000 to be submitted with the proposal submission.
4. N.J.S.A. 52:25-24.2 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the proposal, accompanying the proposal of said corporation or partnership, a statement shall be submitted setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater

interest therein. The included Statement of Ownership shall be completed and attached to the proposal. This requirement applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships and Subchapter S corporations.

5. Disclosure of Investment Activities in Iran.
6. Two (2) sets of contracts.

The Municipal appointing authority shall thereafter publicly select the professional or business entity for the position so advertised which shall thereafter be confirmed or approved as required by Law or Ordinance.

Alyssa D. Hager, RMC  
Borough Clerk of South River