

Township of Woodbridge

REQUEST FOR QUALIFICATIONS FOR

Bond Council

**Period of Qualifications
July 1, 2019 through June 30, 2020**

SUBMISSION DEADLINE

**10:00 A.M.
June 19, 2019**

ADDRESS ALL PROPOSALS TO:

**TOWNSHIP OF WOODBRIDGE
Attn: Marianne Horta, Purchasing Agent
1 Main Street
Woodbridge, NJ 07095**

I.

**NOTICE TO BIDDERS
TOWNSHIP OF WOODBRIDGE
MIDDLESEX COUNTY NEW JERSEY**

The Township of Woodbridge, Middlesex County, State of New Jersey, at the Purchasing Department, 3rd floor, 1 Main Street, Woodbridge, NJ 07095, will receive proposals/ qualifications on Wednesday, June 19th, 2019 at 10 AM at which time they will be publicly opened and read for:

RFQ: Legal: Insurance Commission, Labor Attorney, Property Tax, Zoning, Planning, Municipal Council, Director of Law, Rent Board, Environmental, Planning Bd, Wastewater & Redevelopment

Engineering : Environmental, Wastewater, Stormwater, Redevelopment, Traffic, Milling/Paving

RFQ: Planner, Physician, Architectural, Appraiser, Bond Council & Environmental Consultant

RFP: Audit Services, Health Benefit Services & Vet Services

Bid Forms, Specifications, Drawings and Instructions to Bidders may be obtained at the office of the Purchasing Agent, 1 Main Street, Woodbridge NJ 07095

Bid Documents may be picked-up at Woodbridge Townhall between the hours of 8:30 AM and 4:30 PM Monday through Friday, except Holidays. Bid Documents may **not** be sent via Federal Express or UPS. Bidders are required to comply with the requirements of (N.J.A.C. 17:27 & N.J.S.A. 10:5-31 et seq.).

Each Bid (in duplicate) must be enclosed in a sealed envelope bearing the name and address of the bid, bidder, endorsed and addressed to the Township of Woodbridge, 1 Main Street, Woodbridge, NJ 07095.

All proposals submitted by corporation or partnerships shall submit a list of those stockholders owning ten percent (10%) or more interest in the firm in accordance with P.L. 1977, c.33. The successful bidder shall be required to comply with the provisions of the New Jersey Prevailing Wage Act, chapter 150, Laws of 1963. The Township of Woodbridge hereby reserves the right to reject any or all bids and to award the contract to any bidder whose proposal in its judgment best serves its interests.

John Bennett
Business Administrator

Marianne Horta
Purchasing Agent

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING PROPOSAL

TOWNSHIP OF WOODBRIDGE
1 MAIN STREET
WOODBIDGE, NJ 07095

CONTACT PERSON

MARIANNE HORTA, PURCHASING AGENT

PURPOSE OF REQUEST

The Township of Woodbridge is requesting proposals from qualified individuals and firms to provide Bond Council. Proposals will be evaluated in accordance with the criteria set forth in this RFQ. One or more individuals/firms may be selected to provide services.

PERIOD OF QUALIFICATIONS

July 1, 2019- June 30, 2020

CONTRACT FORM

The successful proposer shall be required to execute the Township's form contract, which includes the indemnification, insurance, termination and licensing provisions.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the Township arising out of, or by reason of, the work done and materials furnished under this Contract.

DETAILED REQUIREMENTS OF THE REQUEST FOR PROPOSAL FOR Bond Council SERVICES

- **NATURE/ SCOPE OF SERVICES** – The Township of Woodbridge is requesting proposals from qualified individuals and firms to provide Bond Council services. This request is being solicited through a fair and open process in accordance the N.J.S.A. 19:44A-20.5 et seq.

- **STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL** –

- a. Bond Council shall advise the Township and the appropriateness of the bond work related to such, including extensive municipal clientele work.
- b. Bond Council may also provide assistance in preparation of ordinance, general obligation bonds, multi-purpose bonds, issuance of bond anticipation notes, issuance of Tax anticipation notes, issuance of: revenue bonds, utility bonds, redevelopment bonds, and official statement preparation.

- c. Appearance before the local finance board on matters related to municipal debt, advice on the structure of anticipated debt.
- d. Bond Council shall also provide ongoing phone consultations to the Township for any issues as they arise, advise the commission with respect to legal issues as requested and render written opinions where so requested.
- e. Bond Council shall represent the Township in all suits and other proceeding wherein his professional services may be requested by the Township, but such representation shall first be authorized by resolution wherever practicable.
- f. Bond Council may be consulted at all times by the Mayor, The Township Business Administrator, the Law Department Attorney on all business concerning legal advice pertaining to the Township, and when requested, shall render a written opinion
- g. Bond Council shall perform such other duties as provided for by the Township, its bylaws and the laws and regulations of the State of New Jersey.

- **COST PROPOSAL**

Please attach in a separate sealed envelope listing of rates that will be utilized during the engagement. If upon a review of the rates or submission and review of a cost proposal, it is determined either not reasonable, the Township reserves the right not to award the contract

- **PROPOSAL EVALUATION** – The Township will select the most advantageous proposals based on all of the evaluation factors set forth at the end of this RFQ. The Township will make the award(s) that is in the best interest of the Township.

Each proposal must satisfy the objectives and requirements detailed in this RFQ. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Township reserves the right to:

- a. Not select any of the proposals;
- b. Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal; every proposal should be valid through this time period.

The Township shall not be obligated to explain the results of the evaluation process to any proposer. The Township may require proposers to demonstrate any services described in their proposal prior to award.

- **PROPOSAL LIMITATIONS** – This RFQ is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Township by issuance of this RFQ. The Township reserves the right at the Township's sole discretion to refuse any proposal submitted. This document is a RFQ and does not constitute a RFP. Furthermore, this document does not commit the Township to issue a RFP.

- **USE OF INFORMATION** - Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like (“Information”) furnished or disclosed by the Township to the proposer in connection with this RFQ shall remain the property of the Township. When in tangible form, all copies of such information shall be returned to

the Township upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Township or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

• **GENERAL TERMS AND CONDITIONS** –

- A. The Township reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the Township to do so.
- B. In case of failure by the successful proposer, the Township of Woodbridge may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under the contract and hold the proposer responsible for any excess cost occasioned thereby.
- C. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
- D. Each proposal must be signed by the person authorized to do so.
- E. The contract shall be in effect through December 31, 2019 unless otherwise stated.
- F. Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, the Township assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened. Proposals will not be accepted by facsimile or e-mail.
- G. In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful proposers must agree to submit individual employer certifications and number or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) the contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause: (b) the contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants

will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex or handicap; (c) the contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.

- H. By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Township harmless in any case of any such infringement.
- I. No proposer shall influence, or attempt to influence, or cause to be influenced, any Township officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- J. No proposer shall cause or influence, or attempt to cause or influence, any Township officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
- K. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Township Council's decision shall be final and conclusive.
- L. The Township of Woodbridge shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.
- M. The checklist, affidavits, notices and the like presented at the end of this Request for Qualifications are a part of this Request for Qualifications and shall be completed and submitted as part of this proposal.

END OF GENERAL INSTRUCTIONS

BASIS OF AWARD

EVALUATION FACTORS- to be included with bid package

- A. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned- please enclose list**

- B. Knowledge of the Township of Woodbridge and the subject matter to be addressed under this engagement- please enclose list**

- C. Relevance and Extent of Similar Engagements performed- please enclose list**

- D. Technical Proposal contains all required information- please enclose list**

- E. Reasonableness of Cost Proposal- please enclose in separate envelope**

REQUEST FOR QUALIFICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL:

**Please initial below, indicating that your proposal includes the itemized document.
A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.**

INITIAL BELOW

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------|
| A. An original and two (2) signed copies of your complete proposal. | _____ |
| B. Non-Collusion Affidavit properly notarized | _____ |
| C. Owners Disclosure Statement, properly notarized, listing the names of all persons owning ten (10) percent or more of the proposing entity. | _____ |
| D. Authorized signatures on all forms. | _____ |
| E. Business Registration Certificate(s) | _____ |
| F. Affirmative Action Statement | _____ |

Note: N.J.S.A 52:32-44 provides that the Township shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

**THE UNDERSIGNED HEREBY ACKNOWLEDGES
THE ABOVE LISTED REQUIREMENTS.**

NAME OF PROPOSER:

Person, Firm or Corporation

BY: (NAME) (TITLE)

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable Township employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable Township employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

Exhibit A (Continued)

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
TOWNSHIP OF WOODBRIDGE

ss:

I AM _____

OF THE FIRM OF _____

UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE TOWNSHIP OF WOODBRIDGE RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDED THE CONTRACT FOR THE SAID ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO

BEFORE ME THIS _____ DAY

OF _____ 20____.

(TYPE OR PRINT NAME OF
AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF

MY COMMISSION EXPIRES: _____, 20____.

OWNER DISCLOSURE INFORMATION

Set forth below are the names and addresses of all owners of 10% or more of the proposing business entity.

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

NAME OF BUSINESS ENTITY

SIGNATURE

TITLE

Notary Public of

My Commission Expires: _____, 20____.