

**WEST DEPTFORD TOWNSHIP**

**RESOLUTION #2018-278**

**RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING A FAIR AND OPEN PROCESS FOR THE AWARDING OF THE 2019 PROFESSIONAL SERVICES CONTRACTS FOR WEST DEPTFORD TOWNSHIP**

**WHEREAS**, West Deptford Township requires the services of an Administrative Agent For COAH, Labor Counsel, Licensed Site Remediation Professional, Municipal Prosecutor, Special Counsel-Redevelopment Counsel, Township Financial Adviser, Township Auditor, Township Bond Counsel, Township Engineer, Affordable Housing Solicitor, Township Solicitor, Risk Management Consultant, Township Solicitor for Multiple Dwelling Regulation Board, Public Defender, Employee Assistance Program, Planning Board Solicitor, Zoning Board Solicitor, Planning Board Engineer, Zoning Board Engineer, Planning Board Planner, Zoning Board Planner, Architect; and

**WHEREAS**, West Deptford Township will advertise for Proposals for Professional Services for the calendar year 2019 on November 9, 2018; and

**WHEREAS**, the retaining of services of qualified professionals for such positions has long been exempt from "public bidding" by N.J.S.A. 40A:11-5(a) due to the important policy consideration of allowing a public body to appoint candidates they deem to be most qualified and advantageous to the needs and goals of the public body; and

**WHEREAS**, N.J.S.A. 19:44A-20.7 permits West Deptford Township to establish a "fair and open process" that allows for public solicitation of qualifications of persons interested in providing such services; and

**WHEREAS**, West Deptford Township has determined that establishing such a process protects its right to appoint the most qualified candidates while making the process more open and competitive.

**NOW THEREFORE BE IT HEREBY RESOLVED** by the West Deptford Township Committee as follows:

1. There is hereby established a "Fair and Open Process" for the awarding of Professional Services contracts for the positions of Administrative Agent For COAH, Labor Counsel, Licensed Site Remediation Professional, Municipal Prosecutor, Special Counsel-Redevelopment Counsel, Township Financial Adviser, Township Auditor, Township Bond Counsel, Township Engineer, Affordable Housing Solicitor, Township Solicitor, Risk Management Consultant, Solicitor for Multiple Dwelling Regulation Board, Public Defender, Employee Assistance Program, Planning Board Solicitor, Zoning Board Solicitor, Planning Board Engineer, Zoning Board Engineer, Planning Board Planner, Zoning Board Planner, Architect and may be expected to exceed \$17,500.00;

2. The Fair and Open Process shall be as follows:

a. West Deptford Township shall cause to be advertised a notice of solicitation of qualifications for such positions in a form substantially similar to Exhibit "A" attached hereto. Said notice shall be published at least 10 calendar days in advance of the date set forth therein as the deadline to submit proposals.

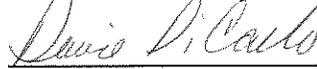
b. West Deptford Township shall make the necessary arrangements to publicly open and announce all proposals received. West Deptford Township shall forthwith thereafter review all

proposals received and transmit them to the West Deptford Township Committee members with a summary report and recommendations.

c. Award of any contracts based on the submissions received shall be made by Resolution of West Deptford Township at an open public meeting, after receipt of the materials from the West Deptford Township Purchasing Agent.

**ADOPTED** at a meeting of the Township Committee of the Township of West Deptford held Wednesday, October 17, 2018.

**TOWNSHIP OF WEST DEPTFORD**



Denice DiCarlo, Mayor

**ATTEST:**



LEE ANN DEHART, Registered Municipal Clerk

**CERTIFICATION**

I, Lee Ann DeHart, Registered Municipal Clerk, of the Township Of West Deptford, in the County of Gloucester, do hereby certify that the foregoing Resolution was presented and duly adopted by the Township Committee at a meeting of the Township of West Deptford held on October 17, 2018.



LEE ANN DEHART, Registered Municipal Clerk

Exhibit A  
**PUBLIC NOTICE**

West Deptford Township is soliciting proposals through a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.7 for the following positions: an Administrative Agent For COAH, Labor Counsel, Licensed Site Remediation Professional, Municipal Prosecutor, Special Counsel-Redevelopment Counsel, Township Financial Advisor, Township Auditor, Township Bond Counsel, Township Engineer, Affordable Housing Solicitor, Township Solicitor, Risk Management Consultant, Public Defender, Employee Assistance Program, Planning Board Solicitor, Zoning Board Solicitor, Planning Board Engineer, Zoning Board Engineer, Planning Board Planner, Zoning Board Planner, and Architect.

The Township will be seeking to fund several projects through the NJ Environmental Infrastructure Trust (NJEIT) Program. Professionals responding for Annual Appointments should include in their submission specific qualifications and experience working with the program and implementing similar projects. Specific projects being planned for implementation include;

- Replacement of Sanitary Sewer Pump Station #1 (Cumberland Ave & Grove Rd)
- Improvements, Structural Repairs and Painting of 2.0 Million Gallon Water Storage Tank located on Jessup Road.
- Replacement of existing sanitary sewer gravity pipe crossing Matthews Branch with a pump station and force main starting at Westwood Court.
- Construction of a Central Water Treatment Plant to service municipal wells #3, #4, #5 and #8 using activated carbon filters, ultraviolet and advanced oxidation Treatment Processes.
- Furnishing and installing of seven thousand (7,000) new magnetic read, resin case water meters with remote read capability for the residents and Businesses of West Deptford. The project will consist of various meter reading options such as drive by type reader, fixed base reading system (Tower System), external transmitters, and the hardware and software required for each option.

Services required would be for Engineering, Bond Counsel, Financial Advisor and Legal. Engineering services would include planning, design, and construction administration with inspection services. The selected firms will enter into specific contracts for the selected projects.

To request a proposal packet contact Barbara Lamplugh, Purchasing Agent at 856-845-4004 ext. 132 or email [blamplugh@westdeptford.com](mailto:blamplugh@westdeptford.com)

Interested applicants must submit one (1) original proposal **CLEARLY** marked as **original**, one (1) electronic copy and eight full complete copies of the required information by mail to **Attention: Barbara Lamplugh, Purchasing Agent, 400 Crown Point Road West Deptford, New Jersey 08086 to be received no later than 11:00 a.m. on Thursday, November 29, 2018** at which time all proposals received shall be publicly opened and announced by the Purchasing Agent or her designee. The information to be submitted in order to be considered is as follows: professional resume and/or other materials which shall include at a minimum full name and business address; dates of licensure in the State of New Jersey, if applicable; a listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein; the number of licensed professionals employed by/affiliated with the applicant; a listing of all special accreditations held by the individual licensed professional or business entity; and a listing of all previous public entities

served by the business entity or licensed professional, indicating the dates of service and position held. The applicant shall also submit the proposed rate(s) of compensation that is requested.

Proposals will thereafter be received by West Deptford Township, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the required submissions as outlined in the Request for Proposal; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of West Deptford Township and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of West Deptford Township; (v) availability to accommodate meeting and interface requirements with West Deptford Township for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of West Deptford Township; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

West Deptford Township reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of West Deptford Township.

West Deptford Township's determination of the applicant who is most advantageous to the goals and objectives of the Township shall be final and conclusive.

By order of: Mayor and Township Committee of West Deptford Township.