

2017-02-28

REQUEST FOR PROPOSAL/QUALIFICATIONS FOR MUNICIPAL PROFESSIONALS

**Issued by the
BOROUGH OF STRATFORD**

Date Issued: November 16, 2017

Responses Due: December 07, 2017

**REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP)
FOR
MUNICIPAL PROFESSIONALS**

I. PURPOSE AND INTENT

Through this Request & Qualifications (RFP), the Borough of Stratford (hereinafter the "Borough") seeks to engage a vendor as (position) for the 2018 Borough year commencing January 01, 2018 or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq.

II. PROPOSAL SUBMISSION

An original, clearly marked as the "ORIGINAL" and two (2) full, complete and exact copies of each proposal shall be in sealed envelopes and must be marked with the "NAME OF POSITION" and addressed to:

Borough Clerk
Borough of Stratford
307 Union Avenue
Stratford, New Jersey 08084

The proposal must be received no later than **December 07, 2017 at 4:00 p.m.**

Proposals will be publicly opened on December 07, 2017 at 4:00 p.m. in the Conference Room of the Borough Hall, 307 Union Avenue, Stratford, NJ 08084.

Faxed proposals will NOT be accepted.

Any inquiry concerning this RFP should be directed in writing to:

Ben Angeli
Borough Clerk
Borough of Stratford
307 Union Avenue
Stratford, NJ 08084

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Borough of Stratford will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Borough of Stratford reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough of Stratford further reserves the right to make such informalities in the proposals. The Borough of Stratford further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Borough of Stratford reserves the right to re-solicit proposals.

III. GENERAL INFORMATION ON THE BOROUGH OF STRATFORD

The Borough of Stratford operates under the Borough form of Government. The Borough of Stratford is approximately 1.6 square miles, has a population of 7,040 an annual operating budget of approximately \$6 million, approximately 27 full time employees. The Borough generally meets the second Tuesday of the month, and the Thursday preceding the second Tuesday as well as special meetings on an as needed basis.

IV. MINIMUM QUALIFICATIONS

Minimum Qualifications differ for each professional specialty; please see Exhibit A for specifics. However, all applicants need to provide the following items contained in Section V.

V. MANDATORY CONTENTS OF PROPOSAL

Definitions

While an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFP.

- | | |
|----------|--|
| Scope: | magnitude of the project, and value of the contract. |
| Size: | when used in this context refers to such things as: budget, miles of roads, number of employees, acres of recreation area, size of municipal bonds, population, number of homes. |
| Similar: | refers to such things as towns that are partially or wholly in the Pinelands, have areas of dense suburban development, have areas of non-dense woodlands, have large recreation complexes, contain streams and lakes, contain federally regulated wetlands and have large commercial areas. |

In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

1. Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
2. A fee proposal for the 2018 Borough year. **A proposal showing minimum and maximum ranges is not acceptable.**
3. An executive summary of not more than two pages, identifying and substantiating why the vendor is qualified to provide the requested services.
4. A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the

vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor.

5. A description of the vendor's experience in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP in similarly sized municipalities. **It is imperative to show experience in similarly sized towns.**
6. The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with the Camden County area.
7. Five references for which similar services have been provided for. Experience with similarly sized municipalities is a plus. Provide the contact names, titles and phone numbers.
8. If the vendor or any principal therein has been subject to any professional disciplinary action over the last three years, the bidder must provide a description of the litigation and/or disciplinary action.
9. In its proposal, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.

VI. INTERVIEW

The Borough Council reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Borough reserves the right to request clarifying information subsequent to submission of the proposal.

VII. SELECTION PROCESS

All proposals will be reviewed by the Borough Clerk to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy IV "Minimum Requirements" and V "Mandatory Contents of Proposal" the Borough will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- a. The vendor's general approach to providing the services required under this RFP.
- b. The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.

- c. The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with the emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by the RFP.
- d. The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criteria will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.
- e. Costs and fee schedules.

VIII. SELECTION AND CONTRACT

The Borough will select the vendor deemed most advantageous to the Borough, price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

Exhibit A

Borough of Stratford

Request for Proposal & Qualifications for Municipal Professionals

Minimum Qualifications

Applicant vendors **must** establish that they meet the following minimum qualifications:

Auditor:

Multi-disciplined firm experience in municipal auditing procedures, bond law, appearing before the Local Finance Board, arbitrage, municipal budgeting and purchasing. The applicant must meet and possess all certifications necessary to practice as a Municipal Auditor in the State of New Jersey. Additionally, as a minimum, the firm shall have five (5) years experience as a Borough Auditor for municipalities in the State of New Jersey with similarly sized budgets. The applicant must demonstrate a high degree of knowledge of (1) the finance and operation of local government in New Jersey, (2) Department of Community Affairs' Local Finance Bulletins and their plethora of rules and regulations for municipal finance administration, (3) New Jersey State financial statutes including but not limited to:

N.J.S.A. 40A:11	Local Public Contracts Law
N.J.S.A. 40A:4	Local Budget Law
N.J.S.A. 40A:2	Local Bond Law
N.J.S.A. 40A:9-22.1	Government Ethics Law

(4) all other matters pertaining to Boroughs, including budgets, assessments, monitoring reports, investments, audit controls, year-end accounting, Annual Financial Statements, budget preparation, annual audit, supplemental debt statements, etc. and a high degree of knowledge and familiarity with municipal trust funds, developer escrow accounts, utility budgets and dedication by rider. The applicant must also meet all certifications necessary to practice as the State of New Jersey.

Borough Attorney

A. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, COAH law and familiarity with Titles 40 and 40A of N.J.S.A. The applicant shall have five (5) years experience as a municipal attorney for a municipality in the State of New Jersey, three years which should be in a similarly sized municipality.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

1. The operation of local government units in New Jersey.
2. Acquisition of real estate (Open Space).
3. Assisting with acquiring and administering grants.
4. Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreements.
5. Municipal Land Use Law
6. Extensive knowledge of Local Public Contracts Law.
7. Selling of Borough real estate and/or property.
8. Experience working in a municipality that is self-insured via a Joint Insurance Fund (JIF).
9. Putting together Employment Practices Liability (EPL) policies to protect the Borough.
10. Experience in a Borough form of government is a plus.
11. Knowledgeable in election law, "pay to play" laws and government ethics laws.
12. Bond law.
13. Employment law.
14. Litigation.

The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFP/Q.

Borough Engineer

All applicable licenses to perform general engineering in NJ. Applicant must have at least five (5) years experience as municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, and engineers who hold licenses in these area, MLUL experience, planners and landscape engineers on staff, experience in environmental assessments (wetlands, archeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, and drainage.

The applicant must demonstrate the ability to:

- a. Prepare, or cause to be prepared, plans, design and specifications for public works projects and improvement.
- b. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the Borough.
- c. Provide technical and engineering advice and assistance to the Borough Council and Borough Clerk.
- d. Attend all Council Meetings as requested by the Borough Council.
- e. Ability to update the Tax Map as per the Tax Assessor's needs.

- f. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Borough Council.
- g. Successful record of applying for and receiving road improvement grants.
- h. Ability to respond to resident concerns when an engineering project impacts their property.
- i. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq. ft.)
- j. Experience administering performance bond and maintenance bonds on behalf of the Borough.
- k. Must demonstrate experience with engineering, design, inspection and contract administration of annual municipal road projects totaling more than \$1 million.
- l. Documented experience with design, inspection and contract administration of large and small recreational projects.

Borough Joint Land Use Board Attorney

The Scope of Services required under this Request for Proposals includes serving as the Borough Joint Planning Board Attorney providing professional legal services relating thereto from January 1, 2018 through the Reorganization in 2019.

Other Specialized Services

The selected Professional will be expected to provide specialized professional services to the Borough Joint Land Use Board during the entire year. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the professional will be expected to return a phone call to the Borough Joint Land Use Board Office on the same day. The professional will also be expected to be available to provide advice to the Borough Joint Land Use Board Office during non-business hours, if necessary and will be expected to attend meetings when requested.

Minimum Qualifications

The firm shall have two or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising land use boards in the State of New Jersey. The firm shall have at least ten (10) years' experience in representing land use boards. The firm shall designate one professional within the firm, who will be assigned to represent the interest of the Borough Joint Land Use Board. This individual shall have been admitted and/or licensed in his/her profession and be in good standing. The firm and individuals assigned to work shall be well versed in all aspects of the Borough Joint Land Use Board's operations.

The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFP/Q.

Redevelopment Attorney

Scope of Services:

Any persons or firms interested in providing professional services to the Borough of Stratford for Redevelopment/Rehabilitation legal services.

Appointment of Redevelopment Attorney. Redevelopment Attorney shall be appointed by Borough Council and shall serve for a term of one (1) year from the date of appointment and until the 2019 Borough Reorganization meeting. The Redevelopment Attorney shall be appointed in a manner consistent with the Local Public Contracts Law and shall receive such compensation as shall be agreed upon by the Borough Council of Stratford.

Duties The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

1. Provide legal services on general redevelopment matters, i.e. preparation of redevelopment related ordinances, etc.
 - a. Redevelopment Attorney will advocate the interests of the Borough on Redevelopment matters.
 - b. Prepare legal opinions.
 - c. Knowledge of the Local Housing and Redevelopment Law and the Long-term Tax Exemption Law in the State of New Jersey.
2. Provide legal services on municipal redevelopment matters.
3. Provide legal services on any County, State or Federal redevelopment matters.
4. Meet with Borough, County and State officials, including their solicitor, auditor and others.
5. Have at least ten (10) years experience.

The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFP/Q.

Joint Land Use Board Engineer

All applicable licenses to perform general engineering in NJ. Applicant must have at least five (5) years experience as municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, and engineers who hold licenses in these area, MLUL experience, planners and landscape engineers on staff, experience in environmental assessments (wetlands, archeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, and drainage.

The applicant must demonstrate the ability to:

- m. Prepare, or cause to be prepared, plans, design and specifications for public works projects and improvement.
- n. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the Borough.
- o. Provide technical and engineering advice and assistance to the Borough Council and Borough Clerk.
- p. Attend all Council Meetings as requested by the Borough Council.
- q. Ability to update the Tax Map as per the Tax Assessor's needs.
- r. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Borough Council.
- s. Successful record of applying for and receiving road improvement grants.
- t. Ability to respond to resident concerns when an engineering project impacts their property.
- u. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq. ft.)
- v. Experience administering performance bond and maintenance bonds on behalf of the Borough.
- w. Must demonstrate experience with engineering, design, inspection and contract administration of annual municipal road projects totaling more than \$1 million.
- x. Documented experience with design, inspection and contract administration of large and small recreational projects.

Redevelopment Planner:

A. Planning firm with at least five (5) years experience in Municipal Land Use, with at least three of those years being from a similarly sized municipality. Experience must include attending and participating at Borough Council Meetings as well as Planning and/or Zoning Board meetings to advise the Governing Body and/or Boards on conformance with all applicable regulations.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

- a. NJ MLUL
- b. Master Plan Update
- c. Drafting or amending land use ordinances for Governing Body/Planning Board consideration.
- d. Familiar with Council on Affordable Housing (COAH) programs and Regional Contribution Agreements
- e. Experience with towns approaching build out.
- f. Plan Review.
- g. Zoning conformance, positive and negative criteria for a variance and calculation of appropriate development fees.
- h. Redevelopment/Rehabilitation

The applicant must be a NJ Licensed Planner. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFP.

2018-07-28

**REQUEST FOR
PROPOSAL/QUALIFICATIONS
FOR
MUNICIPAL PROFESSIONALS**

**Issued by the
BOROUGH OF STRATFORD**

Date Issued: December 19, 2014

Responses Due: January 06, 2015

**REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP)
FOR
MUNICIPAL PROFESSIONALS**

I. PURPOSE AND INTENT

Through this Request & Qualifications (RFP), the Borough of Stratford (hereinafter the "Borough") seeks to engage a vendor as (position) for the 2015 Borough year commencing January 01, 2015 or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq.

II. PROPOSAL SUBMISSION

An original, clearly marked as the "ORIGINAL" and two (2) full, complete and exact copies of each proposal shall be in sealed envelopes and must be marked with the "NAME OF POSITION" and addressed to:

Borough Clerk
Borough of Stratford
307 Union Avenue
Stratford, New Jersey 08084

The proposal must be received no later than **January 06, 2015 at 4:00 p.m.**

Proposals will be publicly opened on January 06, 2016 at 4:00 p.m. in the Conference Room of the Borough Hall, 307 Union Avenue, Stratford, NJ 08084.

Faxed proposals will NOT be accepted.

Any inquiry concerning this RFP should be directed in writing to:

John D. Keenan, Jr., R.M.C.
Borough Clerk
Borough of Stratford
307 Union Avenue
Stratford, NJ 08084

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III. GENERAL INFORMATION ON THE BOROUGH OF STRATFORD

The Borough of Stratford operates under the Borough form of Government. The Borough of Stratford is approximately 1.6 square miles, has a population of 7,040 an annual operating budget of approximately \$6 million, approximately 27 full time employees. The Borough generally meets the second Tuesday of the month, and the Thursday preceding the second Tuesday as well as special meetings on an as needed basis.

IV. MINIMUM QUALIFICATIONS

Minimum Qualifications differ for each professional specialty; please see Exhibit A for specifics. However, all applicants need to provide the following items contained in Section V.

V. MANDATORY CONTENTS OF PROPOSAL

Definitions

While an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFP.

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| Scope: | magnitude of the project, and value of the contract. |
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In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

1. Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
2. A fee proposal for the 2015 Borough year. **A proposal showing minimum and maximum ranges is not acceptable.**
3. An executive summary of not more than two pages, identifying and substantiating why the vendor is qualified to provide the requested services.
4. A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the

vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor.

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6. The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with the Camden County area.
7. Five references for which similar services have been provided for. Experience with similarly sized municipalities is a plus. Provide the contact names, titles and phone numbers.
8. If the vendor or any principal therein has been subject to any professional disciplinary action over the last three years, the bidder must provide a description of the litigation and/or disciplinary action.
9. In its proposal, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.

VI. INTERVIEW

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VII. SELECTION PROCESS

All proposals will be reviewed by the Borough Clerk to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy IV "Minimum Requirements" and V "Mandatory Contents of Proposal" the Borough will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- a. The vendor's general approach to providing the services required under this RFP.
- b. The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.

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- e. Costs and fee schedules.

VIII. SELECTION AND CONTRACT

The Borough will select the vendor deemed most advantageous to the Borough, price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

Exhibit A

Borough of Stratford

Request for Proposal & Qualifications for Municipal Professionals

Minimum Qualifications

Applicant vendors **must** establish that they meet the following minimum qualifications:

Borough Engineer/Joint Land Use Board Engineer:

All applicable licenses to perform general engineering in NJ. Applicant must have at least five (5) years experience as municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, and engineers who hold licenses in these area, MLUL experience, planners and landscape engineers on staff, experience in environmental assessments (wetlands, archeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, and drainage.

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- i. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq. ft.)
- j. Experience administering performance bond and maintenance bonds on behalf of the Borough.
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**REQUEST FOR
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FOR
MUNICIPAL PROFESSIONALS**

**Issued by the
BOROUGH OF STRATFORD**

Date Issued: November 12, 2015

Responses Due: December 04, 2015

**REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP)
FOR
MUNICIPAL PROFESSIONALS**

I. PURPOSE AND INTENT

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Borough Clerk
Borough of Stratford
307 Union Avenue
Stratford, New Jersey 08084

The proposal must be received no later than **December 04, 2015 at 4:00 p.m.**

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- b. The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.

- c. The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with the emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by the RFP.
- d. The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criteria will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.
- e. Costs and fee schedules.

VIII. SELECTION AND CONTRACT

The Borough will select the vendor deemed most advantageous to the Borough, price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

Exhibit A

Borough of Stratford

Request for Proposal & Qualifications for Municipal Professionals

Minimum Qualifications

Applicant vendors **must** establish that they meet the following minimum qualifications:

Auditor:

Multi-disciplined firm experience in municipal auditing procedures, bond law, appearing before the Local Finance Board, arbitrage, municipal budgeting and purchasing. The applicant must meet and possess all certifications necessary to practice as a Municipal Auditor in the State of New Jersey. Additionally, as a minimum, the firm shall have five (5) years experience as a Borough Auditor for municipalities in the State of New Jersey with similarly sized budgets. The applicant must demonstrate a high degree of knowledge of (1) the finance and operation of local government in New Jersey, (2) Department of Community Affairs' Local Finance Bulletins and their plethora of rules and regulations for municipal finance administration, (3) New Jersey State financial statutes including but not limited to:

N.J.S.A. 40A:11	Local Public Contracts Law
N.J.S.A. 40A:4	Local Budget Law
N.J.S.A. 40A:2	Local Bond Law
N.J.S.A. 40A:9-22.1	Government Ethics Law

(4) all other matters pertaining to Boroughs, including budgets, assessments, monitoring reports, investments, audit controls, year-end accounting, Annual Financial Statements, budget preparation, annual audit, supplemental debt statements, etc. and a high degree of knowledge and familiarity with municipal trust funds, developer escrow accounts, utility budgets and dedication by rider. The applicant must also meet all certifications necessary to practice as the State of New Jersey.

Borough Attorney

A. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, COAH law and familiarity with Titles 40 and 40A of N.J.S.A. The applicant shall have five (5) years experience as a municipal attorney for a municipality in the State of New Jersey, three years which should be in a similarly sized municipality.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

1. The operation of local government units in New Jersey.
2. Acquisition of real estate (Open Space).
3. Assisting with acquiring and administering grants.
4. Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreements.
5. Municipal Land Use Law
6. Extensive knowledge of Local Public Contracts Law.
7. Selling of Borough real estate and/or property.
8. Experience working in a municipality that is self-insured via a Joint Insurance Fund (JIF).
9. Putting together Employment Practices Liability (EPL) policies to protect the Borough.
10. Experience in a Borough form of government is a plus.
11. Knowledgeable in election law, "pay to play" laws and government ethics laws.
12. Bond law.
13. Employment law.

The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFP/Q.

Borough Engineer/Joint Land Use Board Engineer:

All applicable licenses to perform general engineering in NJ. Applicant must have at least five (5) years experience as municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, and engineers who hold licenses in these area, MLUL experience, planners and landscape engineers on staff, experience in environmental assessments (wetlands, archeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, and drainage.

The applicant must demonstrate the ability to:

- a. Prepare, or cause to be prepared, plans, design and specifications for public works projects and improvement.
- b. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the Borough.
- c. Provide technical and engineering advice and assistance to the Borough Council and Borough Clerk.
- d. Attend all Council Meetings as requested by the Borough Council.
- e. Ability to update the Tax Map as per the Tax Assessor's needs.

- f. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Borough Council.
- g. Successful record of applying for and receiving road improvement grants.
- h. Ability to respond to resident concerns when an engineering project impacts their property.
- i. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq. ft.)
- j. Experience administering performance bond and maintenance bonds on behalf of the Borough.
- k. Must demonstrate experience with engineering, design, inspection and contract administration of annual municipal road projects totaling more than \$1 million.
- l. Documented experience with design, inspection and contract administration of large and small recreational projects.

Planner:

A. Planning firm with at least five (5) years experience in Municipal Land Use, with at least three of those years being from a similarly sized municipality. Experience must include attending and participating at Borough Council Meetings as well as Planning and/or Zoning Board meetings to advise the Governing Body and/or Boards on conformance with all applicable regulations.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

- a. NJ MLUL
- b. Master Plan Update
- c. Drafting or amending land use ordinances for Governing Body/Planning Board consideration.
- d. Familiar with Council on Affordable Housing (COAH) programs and Regional Contribution Agreements
- e. Experience with towns approaching build out.
- f. Plan Review.
- g. Zoning conformance, positive and negative criteria for a variance and calculation of appropriate development fees.
- h. Redevelopment/Rehabilitation

The applicant must be a NJ Licensed Planner. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFP/Q.

AUTOMATED RED LIGHT AND SPEED ENFORCEMENT SYSTEM Request for Proposals

The Borough of Stratford is soliciting proposals from responsible vendors for the supply, implementation and continuing performance of the hardware, software and all support services and equipment needed for an Automated Red Light System for the Borough of Stratford.

PROJECTED SCHEDULE

This projected schedule is for the information of submitting responders. Project constraints, including proposal review time and interviews, may cause these dates to change.

RFP Release: Tuesday May 20, 2014

Proposals Due: Tuesday June 3, 2014 3:00pm

Interviews with Responders: As necessary by police department

Recommendation to Borough Council: Thursday June 5, 2014

Council Action: Tuesday June 10, 2014

Notice to Proceed: Wednesday June 11, 2014

QUESTIONS

For questions, please contact Mr. John Keenan, Borough Clerk (856) 783-0600 JohnKeenan@StratfordNJ.org. Any interpretation or clarification given in accordance with this provision shall be in writing and will be distributed to all known vendors who obtained a Request for Proposals packet. The Borough of Stratford shall not be responsible for oral interpretations given by any Borough of Stratford employee, representative or others. Oral and other interpretations or clarifications will be without legal effect. The issuance of written addenda is the only official method whereby interpretation or clarification or additional information can be given.

PROPOSAL DUE DATE

Interested vendors must submit a proposal to the Borough of Stratford by 3:00 p.m., local time, on June 3, 2014 to the following address: Attn Mr. John D. Keenan 307 Union Avenue Stratford, NJ 08084. It shall be the responsibility of the respondent, prior to submitting proposals, to contact John D. Keenan @ 856-783-0600 to determine if addenda were issued and to make such addenda a part of the submission of proposals.

The original proposal and five (5) copies shall be submitted.

It is the respondent's responsibility to deliver responses to the exact location specified on or before the time indicated above.

SELECTION PROCESS

The Borough Clerk will review and analyze each written proposal. Initial selection may be made of respondents deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in this Request for Proposals. The Borough of Stratford is not required to furnish a statement of the reason(s) why a proposal is not deemed to be the most advantageous. The Borough reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality in

the bidding. Further, the Borough reserves the right to enter into any contract deemed to be in the best interest of the Borough.

BACKGROUND

The running of red lights is a contributor to serious injury in traffic collisions and is widespread. The Borough of Stratford believes that automated enforcement is an effective supplement to existing Borough resources and these systems have proven to reduce red light running behavior in other jurisdictions. The ultimate goal of this program is to reduce the number of collisions and frequency of red light violators at signalized intersections. Public participation and satisfaction is a key determinant of the project's success. It is critical that the program be administered with quality assurance and sensitivity to the public.

The Borough of Stratford has conducted some research regarding automated red light enforcement through review of available literature, and conversations with other municipal entities with such systems. The Borough has enacted an ordinance to address the enforceability of automated red light and speeding enforcement systems. The Borough of Stratford has participated in this program for approximately four years. The fine for running a traffic signal or speeding, where observation utilizes a camera system, shall be set by ordinance and current state law. Tickets shall be considered civil penalties and not moving violations; therefore, no driver's license or insurance points are assessed for a citation of this nature.

The Borough of Stratford now desires to invite vendors to respond to this Request for Proposals as a means to supplement the research the Borough has previously undertaken.

GENERAL PROVISIONS

The Request for Proposals should be read in its entirety before preparing the proposal. All materials submitted pursuant to this Request for Proposals shall become the property of the Borough of Stratford.

All information provided shall be considered by the Borough of Stratford in making a recommendation to enter into an agreement with the selected vendor.

1. Scope: The following terms and conditions shall prevail unless otherwise modified by the Borough within this proposal document. The Borough reserves the right to reject any proposal, which takes exception to these terms and conditions.
2. Completing proposal: All information must be legible. Any and all corrections and/or erasures must be initialed. The proposal cover letter must be provided. A neatly typed document is preferred. Expenses incurred in developing and submitting a proposal is borne entirely by the respondent.
3. Confidentiality of proposal information: Each proposal and supporting documents must be submitted in a sealed envelope. All proposals and supporting proposal documents become public information after the proposal opening and are available for inspection by the general public. If a respondent has information which it deems is confidential under New Jersey law, the respondent shall submit such documents in a separate envelope (to be included inside the sealed envelope containing the proposal) and shall mark each page with the word "confidential." In such cases, the Borough will notify the respondent of any public records request for such confidential information and will allow the respondent the opportunity to object to the release of such information. It shall be the respondent's responsibility to litigate any lawsuit arising out of the Borough's refusal to disclose information deemed confidential by the respondent should a lawsuit be filed for lack of disclosure. In such event, the respondent shall be responsible for the Borough's costs associated with such lawsuit, including but not limited to attorneys' fees.

4. Accuracy of proposal: It is necessary that any and all information presented is accurate and/or will be that by which the vendor will complete the contract.
5. Addenda: All changes in connection with this proposal will be issued in the form of a written addendum and sent to all known respondents not less than six (6) days prior to the proposal due date. Oral instructions, clarifications, and additional information supplied by the Borough representatives are not binding. The addenda shall become a permanent part of the Request for Proposals. Signed acknowledgement of receipt of each addendum must be submitted with each proposal.
6. Conditional proposals: Conditional proposals are subject to rejection in whole or in part.
7. Late proposals and modification or withdrawals: Proposals received after the designated deadline shall not be considered and shall be returned unopened. Proposals may be withdrawn or modified prior to the proposal deadline. All such transactions must be submitted in writing and received prior to the proposal deadline.
8. Proposals binding: All proposals submitted in accordance with the terms and conditions of this Request for Proposals shall, upon opening, constitute an irrevocable offer for a period of ninety (90) calendar days after the proposal opening to the Borough of Stratford for the services set forth in the Request for Proposals.
9. Borough reserves right: The Borough reserves the right to accept or reject any or all of the proposals submitted, waive informalities and technicalities, and negotiate any or all elements of the proposals. Upon further analysis of need and analysis of costs resulting from responses to this proposal, the Borough reserves the right to award or reject any portions of the proposal. The Borough shall be the sole judge of the proposals, and the resulting negotiated agreement/contract that is in the Borough's best interests, and its decision shall be final. The Borough also reserves the right to make such investigation as it deems necessary to determine the ability of any submitting entity to perform the work or service requested. Information the Borough deems necessary to make this determination shall be provided by the submitting entity. Such information may include, but shall not be limited to, current financial statements by an independent CPA, verification of availability of equipment and personnel, and past performance records.
10. Debarred, suspended, or ineligible contractors: The respondent certifies by submission of a response to this RFP (proposal), that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State, or local department or agency.
11. Documentation: The successful vendor will provide the Borough with a written statement certifying that the equipment was installed according to the manufacturer's requirements/specifications, if applicable.
12. Borough Officers and Employees Not to have Conflict of Interest: No contract shall be made with any officer or employee of the Borough or any firm or corporation in which any officer or employee of the Borough has a conflict of interest.
13. Responsible companies: Nothing herein is intended to exclude any responsible company or in any way restrain or restrict competition. On the contrary, all responsible companies are encouraged to submit proposals.

SCOPE OF SERVICE

Generally

The general scope of this project is to provide a complete turnkey red light photo enforcement program.

A desirable red light photo enforcement system would incorporate, but not be limited to the following features: multiple digital still photographs to include rear scene images, rear plate images, digital video, internet review and approval (both for officer approval and violator review), the availability to select from several triggering options to include induction loops and non-intrusive triggers, and the capability to issue citations, or warnings, provide registered owners information along with the image and proposed violation, related to red light violations associated with straight through, left turn, double left-turn and right-hand turning movements simultaneously for up to 5 lanes of travel and monitoring. The program shall consist of the acquisition, installation of complete camera systems, signs, update road painting / channelization markings, providing complete citation processing (including the ability to run registration checks on license plates), all labor, mailing and postage associated with the issuance of a citation, training of key Borough Police Officers and adjudication personnel, providing expert witness testimony in court, customer service and providing a public awareness / educational program.

The Borough of Stratford anticipates to continue automated red light enforcement at the intersection of White Horse Road & Berlin Road in any and all directions. Automated speed enforcement may be incorporated as legislation allows. The Borough of Stratford is looking for a creative response at no cost to the Borough of Stratford. This RFP, is for the named intersection only, any future intersections may require a separate RFP process.

Cooperation with Various Borough Departments

The vendor shall coordinate its efforts with the Borough of Stratford Police Department, Finance & Administrative Offices and other agencies or offices affected by the project (utilities, phone, etc.). The vendor will be expected to work closely with the Police Department and the Public Works/Engineering Department to ensure design compatibility and uniformity. During installation of the camera systems the vendor will be expected to coordinate all work with Public Works and Engineering Department personnel in charge of signal maintenance and operation. Work performed within the public rights-of-way shall meet all applicable Borough and State standards for construction, including but not limited to, those pertaining to traffic control. The vendor shall be responsible for submission of all applicable permits and fees. A licensed contractor shall perform said work.

Electrical Concerns

Power

Power for the proposed devices will be obtained from an electric service installed in accordance with the Borough of Stratford policies. The successful vendor will be required to obtain permits; sign up for electric accounts and provide other improvements in accordance with those policies.

Qualifications Required to Access Borough of Stratford Owned Traffic Control Equipment:

No work of any kind will be permitted inside of Borough Stratford owned and operated traffic control equipment including especially, but not limited to, traffic control cabinets except by a qualified traffic signal installation and maintenance contractor approved by the Borough of Stratford. The selected vendor (or its subcontractor) must demonstrate extensive experience with the installation and maintenance of such devices. All work involving access to Borough of Stratford equipment must be performed or directly supervised. References for the proposed contractor including documentation of current certifications shall be included with the proposal. Written approval of proposed individuals must be obtained from the Borough

prior to commencement of work.

No work will be performed which requires access to Borough of Stratford traffic control equipment except under the direct on-site inspection of and with the full detailed approval of Borough of Stratford traffic signal specialists.

VENDOR RESPONSIBILITIES

The vendor will be responsible for the supply, implementation, installation, maintenance and continuing performance of the hardware, software, signs and support services described in this Request for Proposals. This includes a complete turnkey operation in which the vendor will design and install the complete system, process the violations, collect the fines (if applicable), provide training for Borough, Police and Court Personnel, as well as implementing a public awareness and promotional campaign. Due to demands on the time of the Selection Committee members, each item under the overview section should be addressed as (1) meets the RFP; (2) does not meet the RFP; or (3) alternate/option or modification with an explanation of the exception.

OVERVIEW

The current program involves the monitoring of approximately one intersection specified by the Borough. The Borough requires under a monetary penalty, that the chosen vendor be fully operational and capable of enforcement by August 25, 2014. The Borough will have the right, at its sole discretion, to add, delete, or revise any Services to meet its changing needs at no cost.

1. Purchase of Equipment

The vendor must have sufficient financial resources to provide equipment approved by the Borough, to monitor a minimum of three intersection approaches. All equipment will remain the property of the vendor. The Borough recognizes that the image-processing field continues to evolve. The Borough would require a photo citation system that uses digital imaging technology and deliver hi resolution full color digital photographs and video. Additionally, the Borough prefers a system, which combines both digital still images and full motion video.

- A. System must be modular in construction that will facilitate easy installation and maintenance.
- B. Vendor shall provide and install all equipment including, but not limited to poles, cabinets, cameras, and related equipment at the intersection.

2. Installation of Equipment

The vendor will be responsible for installing the approved equipment and ensuring that the cameras are fully operational by August 25, 2014.

- B. For each day after August 25, 2014 that the approved approaches are not operational, the vendor will pay the Borough of Stratford a one thousand dollar (\$1000.00) per day stipend which shall be paid monthly until the system is fully operational.
- C. The Borough of Stratford will approve all site selections, with traffic control and collision reduction being the decision-making criteria. Preference will be given to non-intrusive signal monitoring, as well as stand-alone power, wiring and support equipment (poles, housing units, etc.).
- D. The Borough may reasonably expand the program to additional intersections during the terms of the contract. The Borough may also require either temporary or permanent

relocation of any of the cameras to meet changing needs. There will be no unsupervised access to Borough equipment.

- E. Traffic signal operation will be exclusively operated by the Borough of Stratford and will be regulated by approved engineering standards.
- F. Vendor will provide all equipment and electrical service to complete the total system.

3. Citation Processing

- A. The vendor will be required to accurately capture and store images, establish a chain of custody for the image medium, and process and issue citations for red light violations in accordance with Borough's policies, ordinance, NJ Law and AOC regulations.
- B. The vendor must be able to provide a robust, fully web enabled and fully secure citation processing system that includes data processing, initial screening of data, prompt delivery of data to only the Stratford Police Department for violation review and citation authorization. Citation mailing, bad address notification, electronic transfer of data and image of citation to the Stratford Police Department's RMS, and maintenance of secure Internet-based violation viewing capability. The Vendor will be in all ways responsible for the costs and labor associated with the production and mailing of all violations.
- C. The vendor will have the capability to generate clear, easily identifiable images for the citations / violations, allowing an unbiased individual to determine fault (including extenuating circumstances).
- D. Software to process, issue and track citations and payments will be installed and fully operational.
- E. Connections must be established to the New Jersey Department of Motor Vehicles and other states to obtain motor vehicle registration information. If the vendor is unable to establish such a connection, a plan must be submitted detailing how the registration information will be obtained and generated onto the citation.
- F. Citations will be issued within ten (10) business days or less of the violation. If additional enforcement of other traffic regulations is permitted by the Borough in the future, the vendor will provide such additional services at the direction of the Borough.
- G. The Stratford Police Department will have a sworn officer assigned to review each suspected violation prior to a summons issuance to verify that a violation has occurred.
- H. Describe your process of violation data and image set transfer and explain why it can be considered a secure chain of evidence.

4. Maintenance

The vendor will be required to maintain the cameras and all associated equipment in good working order.

- A. Any defective camera or other equipment will be repaired or replaced within ninety six (96) hours. If not operational within 96 hours, the vendor will pay a penalty to the Borough in the amount of \$500.00 per day.
- B. The operation of all cameras and equipment will be reviewed routinely. Preventive maintenance and cleaning, as required, will be performed.

- C. The vendor will keep maintenance logs as required by the Borough.
- D. The Borough will give preference to systems which are remotely configurable.
- E. The vendor will warrant and maintain all equipment throughout the duration of the contract.
- F. Vendor will provide all electrical/digital connections and power at no cost to the Borough.
- G. Vendor will describe how they will monitor systems to determine operational usage and system outages.

5. References and financial stability

The vendor must provide references from five (5) other US-based cities, to document successful deployment of vendor's proposed red light camera enforcement solution. The references must be operating a fully outsourced program using the same type equipment (substantially similar) and technology proposed herein. These programs must be currently supported by the Vendor and are required to be in continuous operation for not less than 18 months. Vendors shall provide points of contact for each reference, together with the number of red light photo enforcement approaches deployed with the high resolution digital camera technology and the date the program became operational. Vendor shall state if these referenced programs were originally implemented by said vendor or were purchased or taken over from another vendor that sold such program to the proposer. The exact location of the equipment shall be submitted to allow for the Chief of Police or his designee to visit the site location to inspect the equipment and operating features and functions. Vendor must be financially solvent and able to support the Borough's program. Vendor must document history of profitability, as referenced by three years of independent, **externally audited** and certified audited financial statements by a recognized certified public accounting firm. Copies must be provided.

6. Customer Service

The vendor will respond to public inquiries about the program, citations, and enforcement, or any related citizen concern. The vendor will also coordinate with the Borough and stay involved in the Borough's efforts to inform the public about the program.

- A. Signage will be posted at each intersection where camera systems operate in accordance to NJ Law. Costs to be assumed by the Borough.
- B. Installation will have Borough of Stratford location approval and will meet the design plan of the Borough of Stratford detailing size and design.
- C. Vendor will provide assistance with the content and design of public education program materials.
- D. Vendor will support the Borough by training staff how to present public seminars or presentations with respect to the vendor's system.
- E. The vendor will provide educational materials as requested by the Borough

7) Collections

All collections will be conducted in accordance to:

- A) New Jersey State Law.
- B) New Jersey Motor Vehicles Commission.
- C) New Jersey Administrative of the Courts

Violations for which registered owner data is available shall be issued within New Jersey Law requirements and AOC guidelines.

8) Appeals Process

All appeals process will be conducted in accordance to:

- A) New Jersey State Law.
- B) New Jersey Motor Vehicles Commission.
- C) New Jersey Administrative of the Courts

9) Record Keeping

All record keeping will be conducted in accordance to:

- A) New Jersey State Law & Regulation
- B) New Jersey Motor Vehicles Commission.
- C) New Jersey Administrative of the Courts

10) Red Light Camera System(s)

Red light camera system shall be capable of detecting red light violations and photographing an incident twice, once prior to the violation while the facing signal is red and again after the vehicle has fully crossed the violation line. In Addition the Camera system must be able to deliver a clear cropped or close up image of the offending vehicles' rear license plate

Use of a high quality digital camera system is required. Vendor must detail the image quality specifications and provide real sets of violation image examples captured in daytime, nighttime, and during inclement weather conditions such as rain and snow.

Systems should use a combination of high-resolution still images with an output in excess of 3000 x 2000 pixels per frame/image.

The system must incorporate full motion video for each violation at no less than 30 frames per second; Video must be integrated with the still images at the point of violation.

The equipment should be capable of maintaining traffic data for statistical analysis.

The equipment should be capable of deployment in a wide range of operating conditions (heavy traffic volumes, adverse weather conditions, and road surface configuration) and across all moving lanes of traffic inclusive of left and right turn movements.

The Vendor's system shall be able to simultaneously monitor traffic in up to five lanes including left, double left and right turn lanes.

Night time vision must have a flash system or lighting beyond reliance on ambient light at the intersection however cannot be at all distracting, dazzling, blinding or otherwise impair, impede or trouble motorists, pedestrians within the area.

In order to minimize operator error, cameras should be automated as much as possible with regard to set up (aperture settings, focusing, and leveling).

Red light camera system must be tamperproof with no access points that could be compromised or vandalized. Self contained systems not requiring a separate roadside enclosure or pole mounted cabinet are preferred.

Camera enclosures must be vandal and tamperproof. All glass openings must be bullet resistant and at least 10mm in thickness.

Red light camera enclosures must be designed in such a fashion that maintenance, and other operations can be accomplished easily and quickly without creating a public safety hazard. Explain typical maintenance procedures.

Remote accessibility of images and data is required. Explain security and access methods.

Violation detection and camera triggering must be able to utilize a wide range of detection technologies. The successful vendor will describe their triggering options which may include induction loops and non-intrusive triggers and minimally intrusive triggers.

The equipment should provide a physical but optically isolated connection to the red phase signal and yellow phase signal to assure accurate red phase detection and yellow phase detection

The camera unit must produce an image that contains all of the following:

1. Scene of location where violation occurred.
2. Identification of the traffic lane of the offending vehicle during violation.
3. Display rear license plate of vehicle
4. The day, month, and year of the violation.

5. The time of the violation in hours, minutes, and seconds (1/100 seconds format).
6. The amount of time that has passed since the light turned red (1/100 seconds format)
7. The true reading of the last amber phase timing.
8. Location of violation.
9. Frame sequence number.
10. Imprint all the information along the bottom or top edge of the frame but shall not obstruct the violation image.
11. Color images of all violation imagery are required and shall be forwarded to the violator when a Uniformed Traffic Complaint is issued.

Systems that can reduce the effects of license plate covers and sprays are preferred. Please explain and provide evidence of how your proposed system minimizes or eliminates the effects of such sprays and covers

Systems that employ multiple digital still cameras are desirable as long as all digital cameras are synchronized to each other via a common timing circuit.

Provide examples of prosecutable image rates from the camera systems proposed to the Borough. Such examples should demonstrate real sets of violation image examples captured in daytime, nighttime, and during inclement weather conditions such as rain and snow.

Explain how the image and violation data is secured and transmitted to the processing center.

Provide upon request of the Borough, transportation and lodging to a location within the United States which utilizes your proposed technology, equipment and hardware. And arrange for the inspection of the location, workmanship, hardware and software operations including results and summons data.

Provide for the life of the Automated Systems installation, a bond and a one million dollar insurance policy insuring the system, all causes, effects and malfunctions thereof.

Statistical analysis and reporting system

- A. Systems with the capability to produce statistical analysis of camera operations will be preferred, including at minimum, hours of use per camera by operational site, results achieved by each camera by site, offenses recorded by site, equipment malfunctions, status of notices issued (outstanding, cancelled, reissued, etc.), real-time traffic volume and vehicle counts, real-time violation information by individual lane by time of day and day of week.
- B. Preference will be given to systems, which can analyze results obtained from each camera location to show the prosecutable image rate. Vendor will provide the Stratford Police Chief with a monthly activity report by the 2nd day of each new month.

C. The monthly report will provide the following:

1. The number of events detected, citations issued and prosecutable image rate by location and in total.
2. The total number of violations which occurred and percentage of total vehicle traffic by lane.
3. The total number and percentage of rejected images by reason.
4. Monthly financial reports detailing monies collected by citation number

Training and support

- A. The vendor should be prepared to offer ongoing training support for their product subject to mutual agreement.
- B. Hands-on training will be provided for the initial training. Vendor should state the class size. Additional training would be available at a cost to the Borough of Stratford and the pricing section should provide this cost.

Pricing

The ongoing operation of the Borough's program depends on its ability to be self-supporting. The Borough requires a no-cost-to-the-Borough proposal, where the vendor assumes all installation, maintenance, repair and operating costs. Submitted pricing models should include the following services:

- 1) Printing and mailing of citations in accordance to New Jersey Law, New Jersey Administrative of the Court and New Jersey Motor Vehicles Commission.
- 2) Posting of infraction video on the internet for violators to review
- 3) Two photos of the violation to be forwarded to the violator along with the Uniformed Traffic Complaint or approved form of summons.
- 4) Ability for offenders to pay for their violation on line, in person or by telephone within the structure and guidelines of the New Jersey Administrative of the Courts.
- 5) Registered Owner registration Looks Up for all 50 states
- 6) Expert witness testimony (at no charge to the Borough for the first 6 months of program Operation) and training of Borough personnel to act as expert witness.
- 7) Training of police or sworn officers that would be reviewing the evidence packages
- 8) All construction, maintenance and installation costs.
- 9) Robust traffic analysis package.
- 10) Assignment of a vendor project manager as single point of contact for Borough of Stratford
- 11) Comprehensive maintenance schedule.

12) Assistance with public awareness campaign

13) Multiple pricing models shall include flat rate pricing, per paid citation, per issued citation.

Proposal requirements

Interested vendors shall submit the following information for consideration:

1. A completed Proposal Sheet included in this Request for Proposals.
2. A completed Non-Collusion Affidavit included in this Request for Proposals.
3. A completed proposal setting forth the information required in this Request for Proposals.
4. At least three (3) government client references with contact names, addresses, and telephone numbers where similar services were provided and work completed within the last five (5) years.
5. A list of references for the proposed electrical contractor including documentation of a current and acceptable New Jersey Electrical Contractor license.
6. A list of two (2) New Jersey Local Government clients contracted with the vendor for a New Jersey Automated Red Light Enforcement Program.

11. Miscellaneous

1. Specification of a responsive proposal will include that the vendor will reimburse the Stratford Police Department \$1800.00 annually, for a high speed cable internet connection. Internet reimbursement shall be made by the vendor no later than November 1st of each year.
2. A further specification of a responsive proposal shall require that the vendor shall deposit twice annually ,four dollars (\$4.00), per paid violation, into a dedicated Law Enforcement Rider Account as established by the Borough of Stratford as previously approved by the New Jersey Department of Community Affairs. These deposits shall occur twice annually

**AUTOMATED RED LIGHT / SPEED ENFORCEMENT SYSTEM
Request for Proposals
Borough of Stratford**

Proposal Sheet

Item: Automated Red Light Enforcement System Proposal due:

June 3, 2014 3:00pm Eastern Standard Time

Proposal submitted to:

Mr. John D. Keenan
Borough Clerk
307 Union Avenue
Stratford, NJ 08084
(856) 783-0600

If any additional information is needed by the vendor prior to submittal of proposal, please contact:

John D. Keenan Borough Clerk

Stratford Borough Hall

307 Union Avenue Stratford NJ, 08084 JohnKeenan@StratfordNJ.org

PROPOSAL SUBMITTED BY:

Legal Name of _____

Vendor: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Tax ID Number: _____

Signature

Name & Title of Signer _____

Non-Collusion Affidavit

STATE OF _____

COUNTY _____ OF

, being first duly sworn,

deposes and says that:

(1) He/She is the _____ of _____
the vendor that has submitted the attached Proposal;

(2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all
pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or
parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed,
directly or indirectly, with any other vendor, firm or person to submit collusive or sham proposal in
connection with the contract or agreement for which the attached Proposal has been submitted or to
refrain from making a proposal in connection with such contract or agreement, or collusion or
communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the
proposal price or the proposal price of any other firm, or to secure through any collusion, conspiracy,
connivance, or unlawful agreement any advantage against the Borough of Stratford or any person
interested in the proposed contract or agreement; and

(5) The proposal of service outlined in the Proposal is fair and proper and is not tainted by collusion,
conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents,
representatives, owners, employees, or parties including this affiant.

Signature: _____

Title:

Subscribed and sworn before me this day of _____ 2014

_____ Notary Public

My commission expires: _____

**REQUEST FOR
PROPOSAL/QUALIFICATIONS
FOR
MUNICIPAL PROFESSIONALS**

**Issued by the
BOROUGH OF STRATFORD**

Date Issued: November 14, 2014

Responses Due: December 03, 2014

**REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP)
FOR
MUNICIPAL PROFESSIONALS**

I. PURPOSE AND INTENT

Through this Request & Qualifications (RFP), the Borough of Stratford (hereinafter the "Borough") seeks to engage a vendor as (position) for the 2015 Borough year commencing January 01, 2015 or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq.

II. PROPOSAL SUBMISSION

An original, clearly marked as the "ORIGINAL" and two (2) full, complete and exact copies of each proposal shall be in sealed envelopes and must be marked with the "NAME OF POSITION" and addressed to:

Borough Clerk
Borough of Stratford
307 Union Avenue
Stratford, New Jersey 08084

The proposal must be received no later than **December 03, 2014 at 4:00 p.m.**

Proposals will be publicly opened on December 03, 2014 at 4:00 p.m. in the Conference Room of the Borough Hall, 307 Union Avenue, Stratford, NJ 08084.

Faxed proposals will NOT be accepted.

Any inquiry concerning this RFP should be directed in writing to:

John D. Keenan, Jr., R.M.C.
Borough Clerk
Borough of Stratford
307 Union Avenue
Stratford, NJ 08084

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Borough of Stratford will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Borough of Stratford reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough of Stratford further reserves the right to make such informalities in the proposals. The Borough of Stratford further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Borough of Stratford reserves the right to re-solicit proposals.

III. GENERAL INFORMATION ON THE BOROUGH OF STRATFORD

The Borough of Stratford operates under the Borough form of Government. The Borough of Stratford is approximately 1.6 square miles, has a population of 7,040 an annual operating budget of approximately \$6 million, approximately 27 full time employees. The Borough generally meets the second Tuesday of the month, and the Thursday preceding the second Tuesday as well as special meetings on an as needed basis.

IV. MINIMUM QUALIFICATIONS

Minimum Qualifications differ for each professional specialty; please see Exhibit A for specifics. However, all applicants need to provide the following items contained in Section V.

V. MANDATORY CONTENTS OF PROPOSAL

Definitions

While an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFP.

- | | |
|----------|--|
| Scope: | magnitude of the project, and value of the contract. |
| Size: | when used in this context refers to such things as: budget, miles of roads, number of employees, acres of recreation area, size of municipal bonds, population, number of homes. |
| Similar: | refers to such things as towns that are partially or wholly in the Pinelands, have areas of dense suburban development, have areas of non-dense woodlands, have large recreation complexes, contain streams and lakes, contain federally regulated wetlands and have large commercial areas. |

In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

1. Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
2. A fee proposal for the 2015 Borough year. **A proposal showing minimum and maximum ranges is not acceptable.**
3. An executive summary of not more than two pages, identifying and substantiating why the vendor is qualified to provide the requested services.
4. A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the

vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor.

5. A description of the vendor's experience in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP in similarly sized municipalities. **It is imperative to show experience in similarly sized towns.**
6. The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with the Camden County area.
7. Five references for which similar services have been provided for. Experience with similarly sized municipalities is a plus. Provide the contact names, titles and phone numbers.
8. If the vendor or any principal therein has been subject to any professional disciplinary action over the last three years, the bidder must provide a description of the litigation and/or disciplinary action.
9. In its proposal, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.

VI. INTERVIEW

The Borough Council reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Borough reserves the right to request clarifying information subsequent to submission of the proposal.

VII. SELECTION PROCESS

All proposals will be reviewed by the Borough Clerk to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy IV "Minimum Requirements" and V "Mandatory Contents of Proposal" the Borough will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- a. The vendor's general approach to providing the services required under this RFP.
- b. The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.

- c. The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with the emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by the RFP.
- d. The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criteria will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.
- e. Costs and fee schedules.

VIII. SELECTION AND CONTRACT

The Borough will select the vendor deemed most advantageous to the Borough, price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

Exhibit A

Borough of Stratford

Request for Proposal & Qualifications for Municipal Professionals

Minimum Qualifications

Applicant vendors **must** establish that they meet the following minimum qualifications:

Auditor:

Multi-disciplined firm experience in municipal auditing procedures, bond law, appearing before the Local Finance Board, arbitrage, municipal budgeting and purchasing. The applicant must meet and possess all certifications necessary to practice as a Municipal Auditor in the State of New Jersey. Additionally, as a minimum, the firm shall have five (5) years experience as a Borough Auditor for municipalities in the State of New Jersey with similarly sized budgets. The applicant must demonstrate a high degree of knowledge of (1) the finance and operation of local government in New Jersey, (2) Department of Community Affairs' Local Finance Bulletins and their plethora of rules and regulations for municipal finance administration, (3) New Jersey State financial statutes including but not limited to:

N.J.S.A. 40A:11	Local Public Contracts Law
N.J.S.A. 40A:4	Local Budget Law
N.J.S.A. 40A:2	Local Bond Law
N.J.S.A. 40A:9-22.1	Government Ethics Law

(4) all other matters pertaining to Boroughs, including budgets, assessments, monitoring reports, investments, audit controls, year-end accounting, Annual Financial Statements, budget preparation, annual audit, supplemental debt statements, etc. and a high degree of knowledge and familiarity with municipal trust funds, developer escrow accounts, utility budgets and dedication by rider. The applicant must also meet all certifications necessary to practice as the State of New Jersey.

Borough Attorney

- A. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, COAH law and familiarity with Titles 40 and 40A of N.J.S.A. The applicant shall have five (5) years experience as a municipal attorney for a municipality in the State of New Jersey, three years which should be in a similarly sized municipality.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

1. The operation of local government units in New Jersey.
2. Acquisition of real estate (Open Space).
3. Assisting with acquiring and administering grants.
4. Administering Council on Affordable Housing (COAH) programs and Regional Contribution Agreements.
5. Municipal Land Use Law
6. Extensive knowledge of Local Public Contracts Law.
7. Selling of Borough real estate and/or property.
8. Experience working in a municipality that is self-insured via a Joint Insurance Fund (JIF).
9. Putting together Employment Practices Liability (EPL) policies to protect the Borough.
10. Experience in a Borough form of government is a plus.
11. Knowledgeable in election law, "pay to play" laws and government ethics laws.
12. Bond law.
13. Employment law.

The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFP/Q.

Borough Engineer/Joint Land Use Board Engineer:

All applicable licenses to perform general engineering in NJ. Applicant must have at least five (5) years experience as municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, and engineers who hold licenses in these area, MLUL experience, planners and landscape engineers on staff, experience in environmental assessments (wetlands, archeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, and drainage.

The applicant must demonstrate the ability to:

- a. Prepare, or cause to be prepared, plans, design and specifications for public works projects and improvement.
- b. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the Borough.
- c. Provide technical and engineering advice and assistance to the Borough Council and Borough Clerk.
- d. Attend all Council Meetings as requested by the Borough Council.
- e. Ability to update the Tax Map as per the Tax Assessor's needs.

- f. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Borough Council.
- g. Successful record of applying for and receiving road improvement grants.
- h. Ability to respond to resident concerns when an engineering project impacts their property.
- i. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq. ft.)
- j. Experience administering performance bond and maintenance bonds on behalf of the Borough.
- k. Must demonstrate experience with engineering, design, inspection and contract administration of annual municipal road projects totaling more than \$1 million.
- l. Documented experience with design, inspection and contract administration of large and small recreational projects.

