

Kingwood Township Website Posting

The Township of Kingwood is soliciting proposals for the provision of professional services to the Township for the year 2007. Proposals will be accepted for the specific professional services described below.

Proposal requirements:

1. All proposals shall be submitted to James Burke, Deputy Mayor, by electronic mail at the following address: jkkp0728@netzero.com. Please submit your proposal no later than Tuesday, December 12, 2006.

2. All proposals shall include, at a minimum: the name, address and all contact information of the person or firm making the proposal; a statement of qualifications, including all applicable professional licenses held; a statement of experience in rendering such professional services to public entities; and a proposal for compensation or a schedule of fees to be charged for such professional services.

3. All proposals will be evaluated by the Township Committee of the Township of Kingwood. Proposals will be evaluated by the Township Committee and its agencies on the basis of the proposals deemed to be most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge and experience with Township Committee form of government;
- c. Knowledge of the Township of Kingwood and the subject matter to be addressed under the contract;
- d. Availability to accommodate any required meetings of the governing body;
- e. Support staff availability;
- f. Compensation proposal;
- g. Other factors, if determined to be in the best interest of the Township of Kingwood and its agencies.

A description of the professional services required by the Township of Kingwood and its agencies is as follows:

- a. Township Attorney. Responsible as the attorney of record in all proceedings wherein the township shall be a party. Shall also:
 - Attend all regular and special meetings of the Township Committee.
 - Review and/or prepare all ordinances, resolutions, contracts, deeds and other documents at the direction of the Township Committee.
 - Furnish advice to the Township Committee and the township staff on all matters involving the business of the township.

- Serve as Board of Health Attorney when necessary.
- Serve as a member of the Emergency Management Council of the township.
- Represent the Township in any lawsuits, administrative proceedings and before the County Board of Taxation.

b. Planning Board Attorney. Shall provide legal services to the Kingwood Township Planning Board as required under the Municipal Land Use Law and the Land Use Ordinances of the Township of Kingwood.

c. Zoning Board of Adjustment Attorney. Shall provide legal services to the Kingwood Township Board of Adjustment as required by the Municipal Land Use Law and the Land Use Ordinances of the Township of Kingwood.

d. Township Auditor. Responsible for the preparation of the annual audit, annual budget, annual and supplemental debt statement, annual financial statement, and furnishing advice to the Township Committee and the township staff on all matters involving the financial business of the township.

e. Township Engineer. Responsible for performing all professional services as may be required by the Township Committee as well as for attending all regular and special meetings of the Township Committee, as necessary. Will also have custody and control over all municipal documents, books and papers as required by statute or ordinance. Shall also:

- Make appropriate recommendations to safeguard the interests of the township.
- Supervise and provide engineering calculations, specifications and expertise for the purchase of materials and equipment as directed by the township.
- Perform professional services in connection with any township capital improvement.
- Responsible for all work in connection with construction and repair of township roads.
- Perform consulting and professional services as may be required by the Planning Board and Board of Health and as otherwise directed by the Township Committee.

f. Township Consulting Planner to the Township, the Planning Board/Consulting Planner to Board of Adjustment. The Township's Consulting Planner and the Consulting Planner to the Township Planning Board and the Board of Adjustment will provide such services as directed and as required by either the Township of Kingwood, Planning Board or the Board of Adjustment.

A description of part time, non-tenured, paid positions required by the Township of Kingwood is as follows:

a. Township Prosecutor. Shall provide specialized legal services to the Township Municipal Court relative to prosecution in compliance with state and local laws.

b. Public Defender. Responsible for handling all phases of the defense of indigent defendant matters before the Municipal Court.

c. Zoning Officer. Part-time position, responsible for the enforcement of the township zoning ordinance, including provisions established by the Planning Board and the Zoning Board of Adjustment in their resolutions approving development proposals and site plans and regarding the issuance of building permits and certificates of occupancy. This position is to be separate and apart from the Construction Code Official, but the Zoning Officer may be required to serve as the General Code Enforcement Officer.

d. General Code Enforcement Officer. Part-time position, responsible for enforcing the general ordinances and the code of the township, except for those ordinances already under the purview of the Zoning Officer or other municipal officials or bodies. Must have good communications skills and administrative ability to successfully address citizens' complaints and inquiries.

Other part-time positions solicited by Kingwood Township

Job descriptions upon request.

Additional Requirements

1. Professional to comply with the requirements of P.L. 1975, C.127 (Affirmative Action).
2. Professional to provide Business Registration Certificate. Bidders are required to comply with the requirements of P.L. 2004, c.57 (Business Registration). A copy of the Business Registration Certificate issued by the Department of the Treasury, Division of Revenue shall be submitted with the bid proposal.
3. Certificate of Professional Liability Insurance in a minimum amount of \$1,000,000 to be submitted with the proposal submission, if applicable.
4. AMERICANS WITH DISABILITIES ACT OF 1990

Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. Bidders are required to read Americans With Disabilities language that is included in this package and agree that the provisions of Title II of the Act are made a part of the contract. Professional is obligated to comply with the Act and to hold the owner harmless.

5. N.J.S.A. 52:25-24.2 provides that no corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership, bidders shall submit a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. The included Statement of Ownership shall be completed and attached to the bid proposal. This

requirement applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships and Subchapter S corporations.