

# City of Pleasantville

## PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the City of Pleasantville seeks qualifications for professional services for the period of January 1, 2021 to December 31, 2021, under a fair and open process. Sealed qualifications for those professional services, not subject to public bidding will be received by the City Clerk of the City of Pleasantville.

Qualifications for the following professional services will be accepted:

Municipal Attorney	City Physician
Alternate Municipal Attorney	Grant Analyst
Conflict Municipal Attorney	Redevelopment Project Coordinator
Municipal Judge	Video Recording Services
City Engineer	Planning Board Attorney
City Planner	Alternate Planning Board Attorney
Municipal Prosecutor	Planning Board Engineer
Alternate Municipal Prosecutor	Alternate Planning Board Engineer
Conflict Prosecutor	Planning Board Planner
Public Defender	Alternate Planning Board Planner
Alternate Public Defender	Zoning Board Attorney
Labor Relations Attorney	Alternate Zoning Board Attorney
City Auditor	Zoning Board Engineer
Bond Counsel	Alternate Zoning Board Engineer
Risk Management Consultant	Zoning Board Planner
City Appraiser	Alternate Zoning Board Planner

The qualification packet may be obtained at the Office of City Clerk, 18 N First Street, Pleasantville, NJ 08232. The minimum requirements which must be addressed in response to this solicitation can be obtained at the Office of the City Clerk. Further information regarding the criteria that will be used as the basis of the award is also available through the Office of the City Clerk. All appointments for positions referred to herein are for a period of one year from January 1, 2021 to December 31, 2021. All

responses to this solicitation for qualifications (two copies) must be received in the Office of City Clerk no later than 4:00 p.m., Friday, December 4, 2020, *sealed and clearly marked on the exterior envelope*, to the address referenced above.

Thereafter, the City Council of the City of Pleasantville shall publicly select the professionals for the positions listed above, which selection shall be confirmed and/or approved as required by law. The City Planning Board and Zoning Board of Adjustment shall publicly select the professionals of their respective Boards, which selection shall be confirmed and/or approved as required by law. If interested, please obtain the qualifications and submission requirements from the City Clerk's Office.

### **REQUEST FOR QUALIFICATIONS** **PROFESSIONAL SERVICES**

All statements of qualifications for professional services contracts shall include at a minimum the following information.

1. Names of the individuals who will perform required tasks;
  - a. Identify the person who will be primarily responsible for these services required by the City of Pleasantville and provide a description of the experience of the primary person with projects and issues similar to those that will be undertaken on behalf of the City of Pleasantville. Attach a resume.
  - b. Identify person(s) who will serve as backup to the primary person. Attach a resume.
2. List at least three (3) references;
  - a. Provide names, addresses and telephone numbers of person(s) who can verify experience and record of success.
3. Ability to provide services in a timely manner;
  - a. Describe staffing.
  - b. Describe familiarity with the services required in the City of Pleasantville.

- c. Identify the business address of key staff who will be responsible for providing services under the contract.
4. Provide rate(s) or fee schedule.

### **QUALIFICATION EVALUATION**

Qualifications submitted to the City of Pleasantville for a professional services contract shall be evaluated based upon the following:

1. Experience and reputation in the field to which the contract applies.
2. Knowledge of the City of Pleasantville and the subject matter to be addressed under the contract.
3. Availability to accommodate all required meetings of the City of Pleasantville including Council meetings, meetings of the committees of Council, meetings of the Urban Enterprise Zone Board and such other meetings as are required.
4. Other factors which may be demonstrated to be in the best interest of the City of Pleasantville.

### **BASIC CRITERIA FOR PROFESSIONAL SERVICES**

**If interested, please obtain the qualifications and submission requirements from the City Clerk's Office.**

#### **MUNICIPAL, ALTERNATE OR CONFLICT ATTORNEY**

Licensed Attorney in the State of New Jersey. Municipal Attorney must have a minimum of 5 years of experience for a municipal entity or governmental entities in the State of NJ. Must be fully versed in the fields of Municipal Law, Municipal Land Use Laws, Public Contracts Law and Redevelopment Law. Must also have knowledge of the New Jersey Urban Enterprise Zone Act and experience representing Urban Enterprise Zone municipalities. Possess the ability to develop and litigate complex municipal issues including Municipal Land Use Laws and public works construction.

#### **MUNICIPAL ENGINEER OR ALTERNATE ENGINEER**

Licensed by the State of New Jersey Professional Board as an Engineer. The Alternates must have at least 10 years experience in municipal engineering and have demonstrated experience in Municipal Land Use. Possess the ability to perform inspections on public works projects, on-site and off-site improvements by developers, ability to submit estimates on public works projects and hold a Professional Engineer's License. Possess ability to conduct property surveys, prepare site plans and other filings for planning board

consideration. Possess knowledge of NJ Brownfields programs and be able to conduct preliminary assessments and site investigations, prepare remediation work plans and conduct or supervise environmental testing. Must have knowledge of New Jersey Urban Enterprise Zone Act and have the ability to perform engineering services within the designated Urban Enterprise Zone.

### **CITY PLANNER OR ALTERNATE PLANNER**

Licensed by the State of New Jersey Professional Board as a Planner. Familiar with New Jersey Municipal Land Use Laws. Must have experience conducting redevelopment investigations and drafting redevelopment plans. Must have knowledge of the New Jersey Urban Enterprise Zone Act and have the ability to perform planning functions within the designated Urban Enterprise Zone. Must have at least 10 years experience in serving as a Municipal or County Planner in the State of New Jersey.

### **MUNICIPAL PROSECUTOR OR ALTERNATE PROSECUTOR**

Licensed Attorney in the State of New Jersey. Must have 10 years experience representing a municipal agency and/or serving as a Municipal Prosecutor. Ability to present matters in Municipal Court. Familiar with motor vehicle and criminal statutes. Ability to be available as scheduled by the Pleasantville Municipal Court.

### **PUBLIC DEFENDER OR ALTERNATE PUBLIC DEFENDER**

Licensed Attorney in the State of New Jersey. Must have 10 years experience representing/defending members of the public in Municipal Court. Familiar with motor vehicles and criminal statutes. Ability to be available as scheduled by the Pleasantville Municipal Court.

### **LABOR RELATIONS ATTORNEY**

Licensed Attorney in the State of New Jersey. Must possess 10 years experience in representing a governmental agency in Labor Relations, including, but not limited to contract negotiations, interest arbitration and grievance procedures, plus experience in working with the New Jersey Public Employees Relations Commission (PERC).

### **CITY AUDITOR**

The City Auditor must have at least 10 years experience in serving and performing municipal auditing. Must be well versed in the rules and regulations promulgated by the State of New Jersey, Local Finance Board and must have received a Registered Municipal Accountant certificate from the State of New Jersey.

### **BOND COUNSEL**

Licensed Attorney in the State of New Jersey. At least 10 years experience in municipal/governmental bonding. Specific knowledge of the New Jersey Local Bond Law, Local Budget and Fiscal Affairs Law, regulations promulgated by the New Jersey Division of Local Government Services and Local Finance Board.

## **RISK MANAGEMENT CONSULTANT**

A licensed New Jersey property/casualty insurance agent or broker with at least 10 years experience in management of public insurance risks. Ability to assess insurance needs and values, familiar with workers compensation regulations in the State of New Jersey and ability to place insurance coverage's and employee bonds in a competitive manner. Must have experience in working with and administering "self insured" benefit programs. Must be available to attend Atlantic County Municipal Joint Insurance Fund regular meetings and sub-committee meetings as required. Attendance at City meetings as required.

## **CITY PHYSICIAN**

Licensed Physician in the State of New Jersey with at least 10 years of experience. Ability to provide comprehensive medical/physical examinations, secondary medical opinions) evaluation, treatment and referral of work-related injuries, office hours and staff to accommodate expedited examinations for work related injuries and insurance billing capabilities.

## **CITY APPRAISER**

The City Appraiser must have at least 10 years experience in appraising both residential and commercial properties. Must hold a General Real Estate Appraiser License issued by the New Jersey Board of Real Estate Appraisers. Must be a member of the Appraisal Institute with the MAI designation. Obtain submission requirements from the City Clerk.

## **GRANT ANALYST**

The service provider must have at least 5 years professional experience in the review, analysis, and evaluation in area of community development and, 1) the operations of business or governmental organizations, 2) demonstrated experience in developing funding sources to support existing and planned program activities, 3) as well as coordination in development, writing and submission of grant proposals, 4) comprehensive knowledge in research, interpreting, collecting and analyzing diverse data, and 5) demonstrated experience in database management skills, responding to public/private grant opportunities with knowledge of the methods involved in obtaining federal, state, and private financial aid.

## **PLANNING/ZONING ALTERNATE ATTORNEY**

Licensed Attorney in the State of New Jersey. Planning Board and Zoning Board Solicitor must have at least 10 years experience in representing Municipal Land Use Boards (i.e. Planning and/or Zoning) and/or municipalities. Must have experience in preparing Decisions and Resolutions of Approval or Denial.

## **PLANNING/ZONING ALTERNATE BOARD ENGINEER**

Licensed in the State of New Jersey, ability to demonstrate experience in New Jersey Municipal Land Use Laws pertaining to Major and Minor Site Plan applications and

Major and Minor Subdivision applications. Must have at least 10 years experience in representing Land Use Boards in the State of New Jersey.

### **PLANNING/ ZONING ALTERNATE BOARD PLANNER**

Licensed by the State of New Jersey as a Professional Planner. Familiar with New Jersey Municipal Law Use Laws. Must have experience conducting redevelopment investigations and drafting redevelopment plans. Must have at least 10 years experience in serving as a Municipal or County Planner in the State of New Jersey.

### **REDEVELOPMENT PROJECT COORDINATOR**

The service provider must have at least 5 years professional experience in managing, administering or supervisory coordination of 1) a large scale real estate development, and/or 2) a residential, commercial, industrial or similar community development project(s), and/or 3) a neighborhood revitalization and/or economic development project(s), and/or 4) formulation of a comprehensive community or economic development plan, and demonstrated experience working in the public sector, i.e. local, county or state government or subdivisions, commissions or authorities thereof.

### **VIDEO RECORDING SERVICES**

The videographer will transport, set up, and operate equipment for the recording of the City Council meetings that are held.

Davinna P. King-Ali, RMC  
Municipal Clerk