

PUBLIC NOTICE

CITY OF PLEASANTVILLE

NOTICE IS HEREBY GIVEN that the City of Pleasantville seeks qualifications for professional services for the period of January 1, 2016 to December 31, 2016, 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
Alternate Municipal Attorney
Conflict Municipal Attorney
City Engineer
City Planner
Municipal Prosecutor
Alternate Municipal Prosecutor
Public Defender
Alternate Public Defender
Labor Relations Attorney
City Auditor
Bond Counsel
Risk Management Consultant

Zoning Board Attorney
Alternate Zoning Board Attorney
Zoning Board Engineer
Alternate Zoning Board Engineer
Zoning Board Planner
Alternate Zoning Board Planner
Planning Board Attorney
Alternate Planning Board Attorney
Planning Board Engineer
Alternate Planning Board Engineer
Planning Board Planner
Alternate Planning Board Planner
Information Technology Service
Technician
Video Recording Services
Redevelopment Project Coordinator
Animal Control Services

City Physician
City Appraiser
Grant Analyst

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, 2016 to December 31, 2016. All responses to this solicitation for qualifications must be received in the Office of City Clerk no later than 4:00 p.m., Friday, December 4, 2015, 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, obtain separate Request for Qualifications and submission requirements from the City Clerk.

Gloria V. Griffin, RMC
City Clerk

REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES

CITY OF PLEASANTVILLE

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

- Names of the individuals who will perform required tasks;
 - 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.
 - Identify person(s) who will serve as backup to the primary person. Attach a resume.
- List at least three (3) references;
 - Provide names, addresses and telephone numbers of person(s) who can verify experience and record of success.
- Ability to provide services in a timely manner;
 - Describe staffing.
 - Describe familiarity with the services required in the City of Pleasantville.
 - Identify the business address of key staff who will be responsible for providing services under the contract.

BASIC CRITERIA FOR PROFESSIONAL SERVICES

MUNICIPAL ATTORNEY:

Licensed Attorney in the State of New Jersey. Municipal Attorney must have at least 10 years experience in representing governmental entities. 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. **If interested, obtain separate Request For Qualifications and submission requirements from the City Clerk.**

MUNICIPAL ENGINEER, ALTERNATE:

Scope of Services: 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 N.J. 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. If interested, obtain separate Request For Qualifications and submission requirements from the City Clerk.

CITY PLANNER, ALTERNATE:

Scope of Services: 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. If interested, obtain separate Request For Qualifications and submission requirements from the City Clerk.

MUNICIPAL PROSECUTOR, ALTERNATE:

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. Obtain submission requirements from the City Clerk.

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. Obtain submission requirements from the City Clerk.

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). Obtain submission requirements from the City Clerk.

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. If interested, obtain separate Request For Qualifications and submission requirements from the City Clerk.

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. Obtain submission requirements from the City Clerk. Obtain submission requirements from the City Clerk.

RISK MANAGEMENT CONSULTANT:

At least 10 years experience as an insurance risk consultant. 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. Obtain submission requirements from the City Clerk.

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. Obtain submission requirements from the City Clerk.

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. 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. If interested, obtain separate Request For Qualifications and submission requirements from the City Clerk.

PLANNING BOARD AND ZONING BOARD SOLICITOR:

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. Obtain submission requirements from the City Clerk.

PLANNING BOARD AND ZONING 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. If interested, obtain separate Request For Qualifications and submission requirements from the City Clerk.

PLANNING BOARD AND ZONING 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. If interested, obtain separate Request For Qualifications and submission requirements from the City Clerk.

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. If interested, obtain separate Request For Qualifications and submission requirements from the City Clerk.

INFORMATION TECHNOLOGY SERVICE TECHNICIAN:

Knowledge of the industry standard Network Operating Systems including development, implementation and maintenance in a multiuser environment. Must have expertise in the following: troubleshooting hardware and software, providing software support, performing system design and analysis, security and data recovery, license management and technical support. The City of Pleasantville requires certifications in one of the following: Comp TIA-A+, Network + and Security, Microsoft-MCSA and MCSE, Novell-CAN and CNE or Cisco-CCNA and CCNP. Familiarity with the following software system preferred: Edmonds, Firehouse, Cisco and Shop Key 5. Obtain submission requirements from the City Clerk.

VIDEO RECORDING SERVICES

Obtain submission requirements from the City Clerk.

ANIMAL CONTROL SERVICES

Obtain submission requirements from the City Clerk.

QUALIFICATION EVALUATION

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

- Experience and reputation in the field to which the contract applies;
- Knowledge of the City of Pleasantville and the subject matter to be addressed under the contract;
- 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;
- Other factors which may be demonstrated to be in the best interest of the City of Pleasantville.

Gloria V. Griffin, RMC
Municipal Clerk

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Pub. Date: November 2, 2015

Order No. 1345516