

# Bellmawr Redevelopment Authority

## 2018 REQUEST FOR PROPOSALS

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**Posted:** March 20, 2018

**Due:** By 3pm on April 6, 2018

**Contact:** Joshua Tregear  
Administrator  
Borough of Bellmawr  
PH: (856) 933-1313, x1204  
Email: [jtregear@bellmawr.com](mailto:jtregear@bellmawr.com)

**Submittal:** Via email ([jtregear@bellmawr.com](mailto:jtregear@bellmawr.com)) by 3pm on April 6, 2018

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WHEREAS, N.J.S.A. 19:44A-20.2 provides that no State agency in the Executive Branch shall enter into a contract having an anticipated value in excess of \$17,500.00 with a business entity, except a contract that is awarded pursuant to a fair and open process, if during the preceding one-year period that business entity has made a political contribution to the local political parties; and WHEREAS, the Bellmawr Redevelopment Authority is desirous of putting in place a fair and open process for the award of professional services contracts which shall include but not be limited to the positions of Authority Architect, Solicitor, Auditor, Engineer, Planner and Risk Management Consultant.

NOW, THEREFORE, the Bellmawr Redevelopment Authority will solicit requests for proposals for professional contracts for the above positions which shall be accepted by the Borough of Bellmawr Administrator **up until April 6, 2018 @ 3pm**. Awards of contracts may be made by the Authority at the Authority's meeting on **April 16, 2018**.

A Brief description of each position and the criteria which will be used by the Authority In awarding the contract on each position will be posted on the Bellmawr Borough website from March 20, 2018 onward, posted on the Borough Bulletin Board and published in the official newspaper as soon as practicable.

### **Authority Architect**

The position is for a municipal architect that is responsible for the development, design and/or review of the design of buildings and facilities in redevelopment projects, as required for the year 2018. Assists in the collection of details and development of cost estimates for all types of redevelopment construction projects and maintains up to date records of building/construction costs. Makes site inspections to enforce compliance with the approved plans and prepares reports. Applicants must possess a valid license or certificate as a Registered Architect issued by the New Jersey State Board of Architects. If the applicant is not an individual, the name of the person or persons who will interact with the Borough and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

### **Authority Auditor**

The position is for an entity or individual to perform all auditing functions required by the Bellmawr Redevelopment Authority for the year 2018. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal auditing and accounting, past experience with and familiarity with Bellmawr Borough's auditing and accounting procedures. If the applicant is not an individual, the name of the person or persons who will interact with the Authority and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

### **Authority Engineer**

The position is for an entity or individual to perform all engineering functions required by the Bellmawr Redevelopment Authority for the year 2018. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal engineering; past experience and familiarity with Bellmawr Borough's land development and engineering procedures. If the applicant is not an individual, the name of the person or persons who will interact with the Authority and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

### **Authority Planner**

The position is for an entity or individual to perform all engineering functions required by the Bellmawr Redevelopment Authority for the year 2018. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal planning and redevelopment; past experience and familiarity with Bellmawr Borough's planning and redevelopment procedures. If the applicant is not an individual, the name of the person or persons who will interact with the Authority and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

### **Authority Risk Management Consultant**

This position is for an entity or individual to perform all of the risk management consultant services and directed to be performed by the Authority for the year 2018. Assists the Authority in any claims situations, advises on the most cost-effective measures to reduce the net cost of any possible claims, recommends procedures for the investigation, reporting and administration of claims, assists the Authority in the selection and renewal of insurance policies, and performs other administrative functions related to insurance and risk management, as needed. The criteria to be used: the possession by the applicant of all necessary professional licenses; past experience in municipal risk management consultation; past experience and familiarity with Bellmawr Borough's risk management procedures and practices. If the applicant is not an individual, the name of the person or persons who will interact with the Authority and their resumes, the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought, its proximity to Bellmawr and the availability of applicant in case of emergencies.

### **Authority Solicitor**

The position is for an entity or individual to perform all legal services required and directed to be performed by the Authority for the year 2018. The criteria to be used include: the possession by the applicant of all necessary professional licenses; past experience in representing municipal entities, particularly with regard to land use and redevelopment municipal legal services, past experience with and familiarity with Bellmawr Borough's planning and redevelopment efforts. If the applicant is not an individual, the name of the person or persons who will interact with the Authority and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.