



Bellmawr Redevelopment Agency

REQUEST FOR PROPOSALS

PROFESSIONAL SERVICE AWARDS- 2019

Posted: November 28, 2018

Due: By 3pm on December 13, 2018

Contact: Joshua Tregear
Executive Director
Bellmawr Redevelopment Agency

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Submittal: Via email (jtregear@BellmawrRedevAgency.org) by 3pm on 12/13/18

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 Agency 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 Agency Architect,

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Solicitor, Auditor, Engineer, Planner, Risk Management Consultant, Special Counsel- Contract Law, Special Counsel- Environmental Law, and Traffic Engineer.

NOW, THEREFORE, the Bellmawr Redevelopment Agency will solicit requests for proposals for professional contracts for the above positions which shall be accepted by the Bellmawr Redevelopment Agency Executive Director **up until December 13, 2018 @ 3pm**. Awards of contracts may be made by the Agency at the Bellmawr Redevelopment Agency's Re-Organization Meeting tentatively scheduled to occur within the first ten (10) calendar days in January 2019.

A brief description of each position and the criteria which will be used by the Agency in awarding the contract on each position will be posted on the Bellmawr Redevelopment Agency's official website (www.BellmawrRedevelopmentAgency.org) from November 28, 2018 onward, and published to the Borough of Bellmawr's official website (www.bellmawr.com), as well as posted to the bulletin board in Bellmawr Borough Hall, located at 21 East Browning Road, Bellmawr, New Jersey 08031.

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 by the Bellmawr Redevelopment Agency for the year 2019. 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 Agency 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.

Auditor

The position is for an entity or individual to perform all auditing functions required by the Bellmawr Redevelopment Agency for the year 2019. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal auditing and accounting, prior experience with and familiarity with Bellmawr

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Auditor (cont.)

Borough's auditing and accounting procedures. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency 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.

General Engineer

The position is for an entity or individual to perform all engineering functions required by the Bellmawr Redevelopment Agency for the year 2019. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal engineering; prior experience and familiarity with Bellmawr Borough's land development and engineering procedures. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency 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.

Planner

The position is for an entity or individual to perform all planning functions required by the Bellmawr Redevelopment Agency for the year 2019. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal planning and redevelopment; prior experience and familiarity with Bellmawr Borough's planning and redevelopment procedures. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency 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.

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 Agency for the year 2019. Assists the Agency in any claims situations, advises on the most cost-effective measures to reduce the net cost

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Risk Management Consultant (cont.)

of any possible claims, recommends procedures for the investigation, reporting and administration of claims, assists the Agency 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; prior experience and familiarity with Bellmawr Borough's risk management procedures and practices. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency 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.

Solicitor

The position is for an entity or individual to perform all legal services required and directed to be performed by the Agency for the year 2019. 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, prior experience with and familiarity with Bellmawr Borough's planning and redevelopment efforts. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency 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.

Special Counsel- Environmental Law

The position is for an entity or individual to perform legal services pertaining to environmental matters as required and directed to be performed by the Agency for the year 2019. The criteria to be used include: the possession by the applicant of all necessary professional licenses; past experience in representing municipal entities with environmental matters, particularly with regard to land use and municipal redevelopment, prior experience with and familiarity with Bellmawr Borough's planning and redevelopment efforts. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency 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.

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Special Counsel- Contract Law

The position is for an entity or individual to perform legal services pertaining to contracts, leases, financial agreements, and any other relevant documents as required and directed to be performed by the Agency for the year 2019. 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 municipal redevelopment, particularly with public/private partnership agreements, prior experience with and familiarity with Bellmawr Borough's planning and redevelopment efforts. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency 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.

Traffic Engineer

This position is for an entity or individual to assist the Agency in performing and evaluating detailed reviews for any traffic impact reports prepared for the area transportation network, including the review of the analysis, circulation patterns, and proposed roadway improvements related to projects from Federal, State and County agencies. Additionally, the position will review and forecast potential traffic generation associated with the proposed waterfront development project through the use of traffic count data, existing conditions analysis, lane configurations, and local road access alternatives. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes. The compensation sought by way of annual, monthly or hourly fees and/or any other types or conditions of compensation sought; primary location of business and its proximity to Bellmawr and availability in case of emergencies.