

BOROUGH OF MILLTOWN
REQUEST FOR QUALIFICATIONS/ PROPOSALS
VARIOUS PROFESSIONALS 2021

The Borough of Milltown is soliciting qualifications and proposals for the provision of various Professional Services, specifically in the following areas:

General Professional Services

- Appraisal Services
- Bond Attorney
- Borough Attorney- General Matters
- Borough Auditor
- Borough Engineer
- Borough Planner
- Borough Prosecutor
- Bankruptcy Attorney
- Municipal Judge
- Financial Advisor
- Financial Consultant
- Housing Rehabilitation Services
- IT Professional
- Labor Attorney
- Municipal Public Defender
- Sewer Operator
- Tax Attorney
- Special Counsel for Litigation

Ford Avenue Redevelopment Agency Professional Services

- Appraisal Services
- Engineer
- Auditor
- Attorney
- Environmental Engineer
- Special Counsel for Litigation

Combined Planning/ Board of Adjustment

- Attorney
- Planner
- Engineer

The successful respondent(s) shall be selected by the Mayor and Borough Council on the basis of that which is most advantageous to the Borough, taking into consideration the following factors.

The demonstrated ability to successfully perform the requested services and the proposed compensation for these services will carry substantial weight in the selection process:

- Proposed fee schedule on an Hourly Basis and a Monthly Flat fee (if applicable).
- Qualifications, experience and reputation in the field by the firm and its personnel.
- Knowledge of the subject matter
- Availability to attend all required meetings
- Availability of personnel, facilities, equipment and other resources to provide such services.
- Any other factors demonstrated to be in the best interests of the Borough of Milltown.

Therefore, given these factors, all proposals shall include, at a minimum, the following information and documentation in the Borough Prescribed Format.

1. A proposed fee schedule for the calendar year 2021 that shall include either a flat fee on a monthly basis and/or hourly rates for all staff potentially assigned to handle any matter under this contract. It shall also include any costs not included in the monthly flat fee or the hourly staff charges such as mileage, postage, and photocopying.
2. Names, titles, and roles of the individuals who will perform tasks under the proposed contract including narrative, by individual of experience in related and similar tasks as that which is being proposed.

3. A narrative on the experience of the firm in related and similar tasks as that which is being proposed.
4. A list of references for the firm and those individuals, as cited in Item #3 above, including postal and e-mail addresses and telephone numbers. This area shall also include verifiable records of successes in all applicable areas.
5. Complete description of the ability to meet the needs of the Borough in a timely manner including staffing patterns/ levels, familiarity on subjects facing municipal government, and location/ business address of the firm and its key staff as listed in Item #2 above.
6. Any other additional item(s) not covered in Items 1 through 5 that will demonstrate the ability of the firm, its partners, key staff and employees or any other agent(s) to responsibly meet the generally anticipated and specific needs of the Borough of Milltown.

Background Information to be considered when responding to this solicitation.

The Borough of Milltown is located in Middlesex County, New Jersey. The projected population of the 1.6 Square Mile municipality is approximately 6,893. There are 53 full time employees dispersed through eight primary departments. The Borough has 1 volunteer fire department. Borough Council meets on the second and fourth Monday of the month at 7:00PM and conducts special meetings when necessary. The Borough of Milltown has water, sewer and electric utilities.

Meeting Dates *(Subject to change)*

- Borough Council meets on the second and fourth Monday of the month at 7:00PM and conducts special meetings when necessary.
- Combined Planning Board/Board of Adjustment meets on the first Tuesday of the month at 7:00PM.
- Ford Avenue Redevelopment Agency meets on the third Tuesday of the month 7:00PM.

Storm Water Management

The appointed Borough Engineer will prepare and sign off of the annual Storm Water Report with the assistance of the Department of Public Works Director. The Engineer will also ensure that Milltown is up to date and in compliance on any and all storm water regulations.

IT Administration

The Borough currently uses the following programs:

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| • Edmunds | • Car and body worn cameras |
| • Microsoft Office | • Enforsys |
| • Microsoft Exchange for E-mails | • Police Pro |
| • CAD systems | • Liberty Court Recorder |

General Instructions

One Original and seven copies of the proposal package and one electronic version (disk, flash drive, etc) must be submitted to the Borough no later than **2:00PM on Thursday, December 17, 2020** at the following address:

Office of the Borough Clerk
39 Washington Ave.
Milltown, NJ 08850.

The proposals must be sealed and **Clearly Labeled on the exterior of the envelope the position the proposal is being submitted for.** Each position being applied for requires a separate application. Please do not utilize one form for multiple positions or submit multiple positions in one package.