

NOTICE
Professional Services Contract Opportunities

Fair and Open process in accordance with "NJ Local Unit Pay-To-Play Law"
NJSA 19:44A-20.4 et seq.

The Township of South Harrison is seeking statements of qualification for applicants for appointments to the following professional positions. Responses should address both the general criteria and mandatory minimum requirements. All responses will be treated as confidential.

Responses must be sent to:
Office of the Township Clerk
ATTN: Nancy Kearns, Municipal Clerk
664 Harrisonville Road
PO Box 113
Harrisonville, NJ 08039

No later than 3:00 p.m. TUESDAY, December 6, 2016.

All responses shall be opened and announced publicly, immediately thereafter by the Clerk. Responses will then be reviewed by the governing body and appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the calendar year of 2017 and subject to the execution of a contract.

MUNICIPAL ATTORNEY

GENERAL CRITERIA: The Township of South Harrison desires to appoint a municipal attorney who will be the chief, general legal officer of the Township. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey redevelopment law and municipal contract law. Any experience or knowledge of matters directly affecting the Township of South Harrison should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

- Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment.
- Must have a minimum of five (5) years experience in the general representation of municipal governments or municipal authorities.
- Must list past and present municipal or government authorities represented.
- Must maintain a bona fide principal office in the State of New Jersey.
- Must have sufficient support staff available to provide all general legal services required by the Township including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

MUNICIPAL PROSECUTOR AND ALTERNATE MUNICIPAL PROSECUTOR

GENERAL CRITERIA: The Township of South Harrison desires to appoint a chief prosecutor who will be the chief legal representative of the State of New Jersey and the Township of South Harrison in the prosecution of cases before the Municipal Court. Any experience or knowledge of matters that directly affect the Township of South Harrison or its municipal court should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

- Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment.
- Must be licensed to practice law in the State of New Jersey.
- Must have a minimum of five (5) years experience as a municipal court prosecutor.
- Must maintain a bona fide principal office in the State of New Jersey.

MUNICIPAL PUBLIC DEFENDER AND ALTERNATE PUBLIC DEFENDER

GENERAL CRITERIA: The Township of South Harrison desires to appoint an attorney at law who will be the principal public defender for those who qualify for public defender services. Applicant should demonstrate knowledge and experience in the defense of matters in the municipal courts of the State of New Jersey. Any experience or knowledge of matters that directly affect the operation of the municipal court of South Harrison Township should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

- Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding appointment.
- Must have a minimum of five (5) years experience in the defense of persons in the municipal courts of the state of New Jersey.
- Must maintain a bona fide principal office in the State of New Jersey.

MUNICIPAL AUDITOR

GENERAL CRITERIA: The Township of South Harrison desires to appoint a firm of certified public accountants to act as municipal auditors for the Township. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues.

MANDATORY MINIMUM REQUIREMENTS:

- The firm must employ a minimum of five (5) certified public accountants.
- The firm must employ a minimum of five (5) registered municipal accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment.
- Must have a minimum of ten (10) years' experience in providing auditing services to municipalities within the State of New Jersey.
- Must maintain a current principal office within the State of New Jersey.
- Must list all past and present municipal clients.

PLANNING/ZONING BOARD SOLICITOR

GENERAL CRITERIA: The Board desires to appoint an attorney who will act as its general counsel. Applicants should demonstrate knowledge of general New Jersey municipal law and New Jersey Municipal Land Use Law. Any experience or knowledge of matters directly affecting the Township of South Harrison should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

- Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment.
- Must have a minimum of five (5) years experience in the general representation of municipal planning boards.
- Must list past and present municipal planning boards represented.
- Must have sufficient support staff available to provide all general legal services required by the Township including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

PLANNING/ZONING BOARD ENGINEER

GENERAL CRITERIA: The Board desires to appoint an engineer or engineering firm to provide engineering services as required by the Board. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by the Board. Any experience or knowledge of matters that directly affect the Township of South Harrison should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

- Must be certified to provide engineering services in the State of New Jersey.
- Must have a minimum of ten (10) years experience in providing engineering services to municipal planning boards.
- Must be experienced in the processes of obtaining permits and approvals from various state, county and local regulatory agencies.
- Must have access to a staff of New Jersey licensed or certified professionals sufficient to service the Board including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
- Must maintain a principal office in the State of New Jersey.
- Must list all present and past planning boards served.

PLANNER

GENERAL CRITERIA: The Board desires to appoint a planner or planning firm to provide planning services as required by the Board. Applicants should demonstrate knowledge and experience with respect to all aspects of planning services. Any experience or knowledge of matters that directly affect the Township of South Harrison should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

- Must be certified planner in the State of New Jersey.
- Must have a minimum of ten (10) years experience in providing planning services to municipal planning boards.
- Must be experienced in the processes of Master Plan updating.
- Must maintain a principal office in the State of New Jersey.
- Must list all present and past planning boards served.