

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY  
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44-01 ET.SEQ.**

The Borough of Barrington solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the Mayor and Council, unless otherwise required by law. All responses are due by Friday, December 15, 2017, at 10:00am. Three copies of each proposal are to be submitted. All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or her representative. All appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the calendar year of 2018 and subject to the execution of an appropriate contract.

**MUNICIPAL ATTORNEY**

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

**MANDATORY MINIMUM REQUIREMENTS:**

1. 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, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of seven (7) years experience in the general representation of municipal governments or municipal authorities. Representation of a municipal government created under the Walsh Act should be addressed.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

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**MUNICIPAL BOND COUNSEL**

**GENERAL CRITERIA:** The Borough of Barrington desires to appoint an attorney or firm who will be the primary legal representative of the Borough in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Borough. Applicant must demonstrate thorough knowledge of municipal bond and finance law. Any

experience or knowledge of matters that directly affect the Borough of Barrington should be addressed.

**MANDATORY MINIMUM REQUIREMENTS.**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of ten (10) years experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services required by the Borough including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
5. Must list past and present public entities represented as Bond Counsel.

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**MUNICIPAL AUDITORS**

**GENERAL CRITERIA:** The Borough of Barrington desires to appoint a firm of certified public accountants to act as municipal auditors for the Borough of Barrington. Applicant must demonstrate thorough knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Borough of Barrington should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. The firm must employ a minimum of ten (10) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. 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
3. Must have a minimum of ten (10) years' experience in providing auditing services to municipalities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey and must describe any special services available to municipal clients.
5. Must list all past and present municipal clients.

**CONSULTING ENGINEERS**

**GENERAL CRITERIA:** The Borough of Barrington desires to appoint a firm or firms to provide consulting engineering services to the Borough. Applicants must demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Barrington should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing consulting services to municipalities including demonstrated experience with road programs, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to waterfront development permits and Brownfield sites preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Barrington including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction clerks.
5. Must maintain a principal office location in close proximity to Barrington so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications and must have project managers with at least fifteen (15) years of municipal experience.
7. Must list past and present municipalities served as Consulting Engineer.

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**INSURANCE BROKER/RISK MANAGER**

**GENERAL CRITERIA:** The Borough of Barrington desires to appoint an insurance broker/risk manager of record responsible for the negotiation and placement of various insurance products required by the Borough of Barrington including, but not limited to, general liability insurance, general property insurance, errors and omissions insurance, fleet motor vehicle insurance and others. Applicant must demonstrate extensive knowledge of all insurance products required by municipal entities and available product lines. Any experience or knowledge of matters directly affecting the Borough of Barrington should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed as a New Jersey insurance broker for a minimum of ten (10) years.
2. Must have a minimum of ten (10) years experience representing New Jersey municipal governments as an insurance broker.
3. Must handle all insurance products required by the Borough of Barrington.
4. Must have access to various competitive insurance lines.
5. Must have available risk management consultant services as requested by the Borough.
6. Must be able to provide consulting services relative to self-insurance programs and other alternative insurance options.
7. Must list past and present municipal entities served as Insurance Broker.

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**TITLE COMPANY**

**GENERAL CRITERIA:** The Borough of Barrington desires to appoint a title company or title companies to perform title examinations and to place title insurance when required on behalf of the Borough of Barrington. Applicants must demonstrate particular knowledge of title issues as it relates to riparian grants and other issues relating to the purchase and development of land along public waterways. Any experience or knowledge of matters directly affecting the Borough of Barrington should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed as a New Jersey title producer for a minimum of ten (10) years prior to appointment.
2. Must be authorized to act as agent for an A Best rated title insurance company.
3. Must maintain an office in Camden County, New Jersey.
4. Must demonstrate familiarity with South Jersey closing practices.
5. Must have sufficient access to title examiners, underwriters and other professionals necessary for the performance of all services required by the Borough of Barrington.

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**BOROUGH APPRAISER**

**GENERAL CRITERIA:** The Borough of Barrington desires to appoint an appraiser who will provide general appraisal services as required by the Borough of Barrington. Applicant must demonstrate experience and knowledge of the field of appraisal, particularly as it relates to municipal tax appeals and condemnation issues. Any experience or knowledge of matters directly affecting the Borough of Barrington should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Applicants must be MAI and SRA appraisers qualified as such for a period of not less than ten (10) years prior to appointment.
2. Must have a minimum of fifteen (15) years experience appraising real property within the County of Camden.
3. Must have a minimum ten (10) years experience in the representation of municipalities in matters before the County Board of Taxation or must have demonstrable experience as an appraiser establishing values for the purpose of condemnation matters on behalf of municipal entities.
4. Must list all past and present municipal clients.



**PLANNING BOARD ATTORNEY**

**GENERAL CRITERIA:** The Borough of Barrington desires to appoint an attorney who will be general legal counsel to the Planning Board of the Borough. Applicants must demonstrate knowledge of general New Jersey municipal land use law, zoning and redevelopment law. Any experience or knowledge of matters directly affecting the Barrington Planning Board should be addressed. Must be available to personally attend the meetings of the Barrington Planning Board, which occurs on the fourth Monday of the month.

**MANDATORY MINIMUM REQUIREMENTS:**

1. 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, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of seven (7) years experience in the general representation of municipal planning boards and/or municipal zoning boards of adjustment. Representation of a combined municipal planning/zoning board should be addressed.
3. Must list past and present municipal planning boards and/or municipal zoning boards of adjustment represented.
4. Must maintain a bona fide principal office in the State of New Jersey.

5. Must have sufficient support staff available to provide all general legal services required by the Barrington Planning Borough including, but not limited to, legal research, preparation of resolutions, preparation of opinion letters and other legal documents.\_

**PLANNING BOARD ENGINEERS**

**GENERAL CRITERIA:** The Borough of Barrington desires to appoint a firm or firms to provide consulting engineering services to the Planning Board. Applicants must demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal planning board. Any experience or knowledge of matters that directly affect the Borough of Barrington should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years ' experience in providing consulting services to municipal planning boards including demonstrated experience with development projects, improvement projects, drainage projects, site improvement projects, public building improvement programs, recreational facilities, land surveying and mapping projects.
3. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Barrington including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction clerks.
4. Must maintain a principal office location in close proximity to Barrington so as to be able to respond to emergent matters promptly.
5. Must list past and present municipalities served as Planning Board Engineer.



**ECONOMIC DEVELOPMENT CONSULTANT**

**GENERAL CRITERIA:** The Borough of Barrington desires to appoint a Economic Development Consultant who will assist the Borough in all facets of the redevelopment of various areas in the Borough. Entities must demonstrate knowledge of municipal finance law and financial practices with particular emphasis on the application of that knowledge and experience to redevelopment areas. Any experience or knowledge of matters that directly affect the Redevelopment Areas of the Borough of Barrington should be addressed.

**MANDATORY MINIMUM REQUIREMENTS:**

1. Must have a minimum of ten (10) years experience providing financial advisory

services to municipal governments in New Jersey.

2. Must possess in depth experience in municipal bond transactions.
3. Must have a minimum of least one (1) principal with at least a bachelor's degree in public administration or equivalent.
4. Must maintain a bona fide office in the State of New Jersey.
5. Must list all past and present municipal clients.

#### **FINANCIAL ADVISOR/DISCLOSURE SPECIALIST**

**GENERAL CRITERIA:** The Borough of Barrington desires to appoint a municipal financial advisor to provide financial services as needed in conjunction with the issuance of general obligation bonds as needed and financial reporting and compliance. The services shall consist of, but shall not be limited to, the following:

#### **MANDATORY MINIMUM REQUIREMENTS:**

1. Recommendation of structure for the transaction and alternatives to minimize overall debt service costs as needed.
2. Assisting in reviewing and preparing, as applicable, relevant bond documents, including, but not limited to, official statements, as needed.
3. Assisting in preparations, discussions and meetings with rating agencies as needed.
4. Identifying financing opportunities available to the Borough.
5. Providing pre and post-closing analysis of debt issuances as needed.
7. Providing such financial advisory and continuing disclosure services as requested by the Borough.