

SPECIAL PUBLIC NOTICE
CY 2017
REQUEST FOR QUALIFICATIONS/PROPOSALS:

Purpose:

The following general requirements must be met in order for any firm to be considered to provide professional services covered by N.J.S.A. 44A-20.5 *et seq* with the City. The process is designed to find qualified service providers in an open and fair manner in order to have the most qualified service provider for the City.

Scope:

Any person or firms interested in providing professional services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40: 11-2(6), to the City of South Amboy.

General Requirements:

1. The Request for Qualifications (“RFQ”) shall be used to determine what companies, firms, or individuals offer the municipality the best opportunity to secure the highest quality professional services.
2. The Request for Proposals (“RFP”) shall be used to determine whether the costs of fees proposed to provide the professional services are fair and reasonable, both in terms of the City's budgetary interests, the general market rate for the services, and the level of experience, breadth of services, reputation, and expertise of the professional.
3. Advertising of the RFQ/RFP will, at a minimum, include the City website and City official bulletin board, and filed with the Municipal Clerk at least ten (10) days prior to the submission deadline.
4. The RFQ shall list the minimum requirements of the service being sought. Where the Request for Qualifications lists separate experience requirements for the firms and for individuals, professionals in solo practice shall meet the experience requirements for a firm.
5. Submissions will be required on the date specified which shall be not less than ten (10) days following the advertisement of the RFQ. Candidates selected to submit proposals shall be notified within fifteen (15) days of the date of advertisement.
6. All RFQs/RFPs will be delivered by mail or in person by applicants to the City Clerk in sealed envelopes with the name of the applicant and the specific RFQ noted on the outside of the envelope.

Requirements to Qualify

The requirements listed below are the minimum levels expected from the professional indicated.

BOND COUNSEL

The Bond Counsel shall be a licensed attorney at law of the State of New Jersey with a minimum of ten (10) years' experience representing municipalities on all bond related issues. The Bond Counsel performs and provides legal advice with regard to the following activities:

- 1) The preparation of bond ordinances and the review of the adoption proceedings;
- 2) The preparation and review of public finance resolutions;
- 3) The preparation and issuance of bond anticipation, special emergency and tax anticipation notes;
- 4) The preparation and issuance of general obligation bonds.

In addition, the Bond Counsel is responsible for the preparation and/or review of any preliminary official statement and official statement of the City. The Bond Counsel is also responsible for the preparation and/or review of any application to the Local Finance Board, and attendance at any related meetings of the Board.

THE REQUIRED RFQ/RFP SUBMISSION FORMS **MUST** BE OBTAINED BY CONTACTING:

ANGEL ALBANESE, CFO
CITY OF SOUTH AMBOY
140 N. BROADWAY
SOUTH AMBOY, NJ 08879
albanesea@southamboynj.gov

Phone: 732.525.5922
Fax: 732.727.6139

DEADLINE FOR ALL SUBMISSIONS FOR THIS RFQ IS WEDNESDAY, DECEMBER 14th, 2016 AT 1PM. ALL SUBMISSIONS MUST INCLUDE ONE (1) ORIGINAL AND THREE (3) COPIES DELIVERED IN A SEALED ENVELOPE CLEARLY MARKED WITH THE NAME OF THE SUBMITTER AS WELL AS THE WORDS "BOND COUNSEL-CSA" ON THE OUTSIDE OF THE ENVELOPE ADDRESSED TO:

**LAURA KEMBLE, ACTING CITY CLERK
CITY OF SOUTH AMBOY
140 NORTH BROADWAY
SOUTH AMBOY, NJ 08879**

The City of South Amboy retains the right to reject any and all submissions deemed unacceptable for any reason.