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

The Borough of Brooklawn 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 & Borough Council, unless otherwise required by law. Responses must be received in the Office of the Borough Clerk no later than 12:00 PM Friday, December 4, 2026. All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or his representative. Responses will be reviewed by the Mayor & Borough Council. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the calendar year of 2027 and subject to the execution of an appropriate contract.

Late submissions will not be accepted and will be returned unopened. No oral, written or other form of amendment will be accepted by the Borough Clerk after this time, unless requested by the Borough. The Borough reserves the right to reject any or all submissions, to waive any requirements of the RFP and to modify or amend, with the consent of the respondent, submissions. All submissions become the property of the Borough.

Submissions which, in the sole judgment of the Borough, fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SELECTION PROCESS

Non-responsive and late responses will be rejected without evaluation. For vendors that satisfy "Minimum Requirements" and "Mandatory Contents of Proposal" evaluations will be made by the Borough on the basis of that which is the most advantageous, price and other factors considered. The evaluation will consider the criteria of experience and reputation in the field, professional expertise, including accreditation, licensing and/or membership in appropriate professional associations, knowledge of the Borough and the subject matter to be addressed under the contract, past performance on other work for the Borough, availability to accommodate any required meetings of the Borough, availability of personnel and other resources to do the work on the schedule set forth by the Borough, designated professional and support staff and location of offices, strength of assurances of performance provided, if required, financial stability and strength of the submitting firm, on-going criminal investigations or litigation, references in general, insurance provided, fee and compensation proposal, and other factors as demonstrated to be in the best interest of the Borough.

In addition, Responses will be evaluated using the following criteria: (i) qualifications of the Respondent and proposed subcontractor(s) based upon (a) experience in providing the desired services and (b) personnel qualifications and experience of the respondent and its

staff; (ii) references; (iii) proposed costs and other charges (if any); and (iv) familiarity with the Borough and its requirements.

Selection of the award shall be based solely on the Borough's evaluation of the submissions and the criteria.

The Borough holds and may at its sole discretion, exercise the following rights and options with respect to this Request for proposals:

1. **To interview the most qualified respondents.**
2. **To negotiate the terms and conditions of the contract to obtain the most advantageous situation for the Borough.**
3. **To reject any or all submissions and to waive information required in the RFP is explicitly reserved by the Borough**
4. **To issue additional solicitations for proposals and/or amendments to the RFP.**
5. **To modify dates.**
6. **To enter into agreements for only portions (or to not enter into an agreement for any) of the services contemplated by the proposal submitted.**
7. **All proposals prepared in response to this RFP are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the Borough for the expense of preparation.**
8. **Proposals submitted in response to this RFP may contain technical, financial, or other data whose public disclosure could cause substantial injury to a Proposer's competitive position, or constitute a trade secret. To protect these data from disclosure, the Proposer should specifically identify the pages of the proposal that contain such information, by properly marking the applicable pages and inserting the following notice in the front of its proposal. The Borough Will not honor any attempt by a Proposer either to designate its entire proposal as proprietary and/or to claim copyright protection for its entire proposal.**

DISCLAIMER

"The contents and information provided in this Request for Proposals (RFP) is meant to provide general information to interested parties. The successful Proposers shall be required to execute an Agreement with the Borough that will govern the rights, duties and obligations between the Borough and the successful Proposer. ACCORDINGLY, THE TERMS SET FORTH WITHIN THIS REQUEST FOR PROPOSALS SHALL NOT CONSTITUTE ANY CONTRACT BETWEEN THE BOROUGH AND THE SUCCESSFUL PROPOSER. MOREOVER, THE BOROUGH ACCEPTS NO RESPONSIBILITY FOR ANY OMISSIONS OR DELETIONS RELATING TO THIS REQUEST FOR PROPOSALS. However, the successful proposal will become part of the Agreement."

Any questions regarding this solicitation or process should be submitted in writing to Office of the Borough Clerk, Borough of Brooklawn, 301 Christiana Street, Brooklawn, New Jersey 08030.

MUNICIPAL ATTORNEY.

GENERAL CRITERIA: The Borough of Brooklawn desires to appoint a municipal attorney who will be the chief, general legal officer of the Borough. 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 Borough of Brooklawn 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.

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.

MUNICIPAL BOND COUNSEL.

GENERAL CRITERIA: The Borough of Brooklawn 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 should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Borough of Brooklawn 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.

MUNICIPAL AUDITORS.

GENERAL CRITERIA: The Borough of Brooklawn desires to appoint a firm of certified public accountants to act as municipal auditors for the Borough of Brooklawn. Applicant should demonstrate 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 Brooklawn 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.

SPECIAL COUNSEL

GENERAL CRITERIA: The Borough of Brooklawn desires to appoint a New Jersey licensed attorney or a firm of attorneys to represent the Borough of Brooklawn in litigation matters in which the Municipal Attorney recommends to the Commissioners that it would be appropriate to utilize the services of Special Counsel to represent the Borough of Brooklawn. Applicants are encouraged to submit information demonstrating particular knowledge relating to the representation of municipal governments in litigation actions. Any experience or knowledge of matters directly affecting the Borough of Brooklawn 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 seven (7) years experience representing defendants in general litigation actions.

3. Must have a minimum of five (5) years experience in representing municipal governments as defendants in actions before the Superior Court of New Jersey and must list past and present public entities represented in actions before the Superior Court of New Jersey.

4. Must maintain a bona fide office in the State of New Jersey.

CONSULTING ENGINEERS

GENERAL CRITERIA: The Borough of Brooklawn desires to appoint a firm or firms to provide consulting engineering services to the Borough. Applicants should 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 Brooklawn 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 Brooklawn 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 Brooklawn 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.

INSURANCE BROKER OF RECORD.

GENERAL CRITERIA: The Borough of Brooklawn desires to appoint an insurance broker of record responsible for the negotiation and placement of various insurance products required by the Borough of Brooklawn including, but not limited to, general liability insurance, general property insurance, errors and omissions insurance, fleet motor vehicle insurance and others. Applicant should demonstrate an 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 Brooklawn 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 Brooklawn.

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.

BROKER OF RECORD FOR EMPLOYEE BENEFIT PROGRAM.

GENERAL CRITERIA: The Borough of Brooklawn desires to appoint a broker of record for its employee benefit programs (such as health, dental, prescription and vision programs). Applicants should demonstrate knowledge and experience in the placement of insurance and alternative benefit programs on behalf of municipal entities with particular experience in areas of cost containment. Any specific experience or knowledge of matters affecting the Borough of Brooklawn 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 employee benefit program broker. Must demonstrate the ability to handle all employee benefit programs required by the Borough of Brooklawn.

3. Must have access to various competitive insurance products.

4. Must be able to provide consulting services relative to cost containment and alternative products available to municipal governments for employee benefit programs.

5. Must list past and present municipal entities served as Employee Benefit Program Broker.

TITLE COMPANY.

GENERAL CRITERIA: The Borough of Brooklawn 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 Brooklawn. Applicants should demonstrate particular knowledge of title issues as it relating 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 Brooklawn 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 Brooklawn.

BOROUGH APPRAISER.

GENERAL CRITERIA: The Borough of Brooklawn desires to appoint an appraiser who will provide general appraisal services as required by the Borough of Brooklawn. Applicant should 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 Brooklawn 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.

MUNICIPAL PLANNER.

GENERAL CRITERIA: The Borough of Brooklawn desires to appoint a municipal planner for the purposes of reviewing the Borough Master Plan and Borough's requirements under the rules and regulations promulgated by the State of New Jersey, Council on Affordable Housing (COAH). Applicants should demonstrate knowledge of general New Jersey municipal land use law and specific knowledge as to the creation and revisions to municipal master plans and municipal requirements under COAH. Any experience or knowledge of matters directly affecting the Borough of Brooklawn should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Applicants must be licensed and/or certified, if required by the State of New Jersey, to provide professional planning services in the State of New Jersey.

2. Must have a minimum five (5) years experience in providing service to New Jersey municipalities in the review of their Master Plan and requirements under the rules and regulations promulgated by the State of New Jersey, Council on Affordable Housing (COAH).

3. Must list all past and present municipal clients.

PLANNING BOARD ATTORNEY

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 the Borough of Brooklawn 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 five (5) 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 five (5) years' experience in the general representation of municipal planning and/or zoning boards.

3. Must list past and present municipal planning boards represented.

4. Must be able to provide all general legal services required by the Board including, but not limited to, legal research and preparation of resolutions.

LICENSED ELECTRICIAN

GENERAL CRITERIA: The Borough of Brooklawn desires to appoint a licensed electrician to provide electrical services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of electrical services required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Brooklawn should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide electrical services in the State of New Jersey.
2. Must have a minimum of five (5) years' experience in providing electrical services to municipalities including demonstrated experience with the make-up and condition of Borough of Brooklawn residential homes and public owned buildings and grounds.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Brooklawn.
5. Must maintain a principal office location in close proximity to Brooklawn so as to be able to respond to emergent matters promptly.
6. Must list past and present municipalities served as Licensed Electrician.

LICENSED PLUMBER

GENERAL CRITERIA: The Borough of Brooklawn desires to appoint a licensed plumber to provide plumbing services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of plumbing services required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Brooklawn should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide plumbing services in the State of New Jersey.
2. Must have a minimum of five (5) years' experience in providing plumbing services to municipalities including demonstrated experience with the make-up and condition of Borough of Brooklawn residential homes and public owned buildings and grounds.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Brooklawn.
5. Must maintain a principal office location in close proximity to Brooklawn so as to be able to respond to emergent matters promptly.
6. Must list past and present municipalities served as Licensed Plumber.

CYBER SECURITY SERVICES

GENERAL CRITERIA: The Borough of Brooklawn desires to appoint Cyber Security Services who will protect computer systems, networks, applications, and data from cyberattacks for the Borough of Brooklawn.

MANDATORY MINIMUM REQUIREMENTS:

1. Must have a minimum of five (5) years' experience in the general representation of cyber security services.

2. Must list past and present municipal or government authorities represented.

3. Must have sufficient support staff available to provide all general cybersecurity services required by the Borough including, **but not limited to**, Datto monthly server, Brooklawn Police Datto, duo monthly server, workstation management plan, unlimited online support, unlimited remote control support. Maintenance: Online asset management, online trouble ticket management, desktop optimization & management, VPN client management, Microsoft patch management, event log monitoring, log file maintenance, drive space monitoring, printer setting management, quarterly on-site maintenance.

Security: user account administration, file sharing permission administration, security administration, online asset management, online trouble ticket management, online license management, desktop optimization & management, 24/7/365 security operations center, monitoring with threat management, windows patch management, antivirus software management & update

4. Must maintain a bona fide principal office in the State of New Jersey.