2027 PROFESSIONAL SERVICES

NOTICE IS HEREBY GIVEN that the City of Northfield seeks proposals, pursuant to NJSA 19:44A-20.4 and under a FAIR AND OPEN PROCESS for the following professional services for the period of 1/1/2027 through 12/31/2027: Bond Counsel, Municipal Solicitor, Labor Relations Attorney, Municipal Land Surveyor, Municipal Auditor, Risk Management Consultant, Tax Appeal Attorney; and Municipal Engineer. If selected, your company/firm shall be required to comply with the requirements of N.J.A.C. 17:27 et. seq.

Information regarding the criteria that will be used for the basis of the award and minimum qualifications which must be addressed in response to this solicitation may be obtained by visiting the City of Northfield municipal website at www.cityofnorthfield.org on the Bids and Proposals page, or by calling 609-641-2832, ext 125.

Sealed proposals will be accepted up until 11:30am on Thursday, December 3, 2026, in the office of the Municipal Clerk at 1600 Shore Road, Northfield, NJ 08225. Thereafter, the Common Council of the City of Northfield shall publicly select the professionals for the City positions listed above, which selection shall be confirmed and/or approved as required by law.

Shannon Campbell, RMC
Municipal Clerk

REQUEST FOR QUALIFICATIONS / PROPOSALS
FOR PROFESSIONAL SERVICES
CITY OF NORTHFIELD, NEW JERSEY

A. All interested parties must submit (1) original and (1) electronic copy on a thumb drive, of each proposal in a single sealed envelope CLEARLY marked "City of Northfield 2027 Professional Services". Deadline is 11:30am on Thursday, December 3, 2026.

   a. The proposal must be addressed to:

   City of Northfield Municipal Clerk
   1600 Shore Road, Northfield NJ 08225

   Faxed or emailed proposals will not be accepted

B. Proposals sent by mail or courier must be placed in an outer envelope; the inner envelope shall contain a single sealed envelope CLEARLY marked "City of Northfield 2027 Professional Services", as set forth above.

C. All appointments are for a one-year term January 1, 2027– December 31, 2027.

D. Minimum Requirements for Statements of Qualification are:

   1. Names of individuals who will perform required tasks:
      a. Identify the person who will be primarily responsible for these services required by the City of Northfield and provide a description of the experience of the primary person with projects and issues similar to those that will be undertaken on behalf of the City of Northfield. Include a resume.
      b. Identify persons who will serve as backup to the primary person. Include a resume.
   2. List of references:
      a. Provide names and addresses and telephone numbers of persons who can verify experience and record of success.
   3. Ability to provide services in a timely manner:
      a. Describe staffing
      b. Describe familiarity with the services required in the City of Northfield
      c. Identify the business address of key staff who will be responsible for providing services under the contract
   4. Proposed schedule of fees

E. Criteria to be Used for Evaluation of Qualifications:

   1. Experience and reputation in the field to which the contract applies
   2. Knowledge of the City of Northfield and the subject matter to be addressed under the contract
   3. Availability to accommodate all required meetings of the City of Northfield, including Council meetings, meetings of Committees of Council, and such other meetings as are required

4. Other factors which may be demonstrated to be in the best interest of the City of Northfield

F. Insurance and Other Requirements

1. Prior to execution of a contract, the chosen professional must provide the following:

    a. Proof of general liability insurance
    b. Proof of errors and omissions (malpractice) insurance
    c. Proof of workers' compensation insurance
    d. Proof of auto insurance
    e. Properly executed indemnification agreement (provided by the City of Northfield)
    f. A copy of your Certificate of Employee Information Report (Form AA302)
    g. Valid NJ Business Registration Certificate
    h. Completed W9 Taxpayer Identification Form

G. Qualification Evaluation

1. Experience and reputation in the field to which the contract applies

2. Knowledge of the City of Northfield and the subject matter to be addressed under the contract

3. Availability to accommodate all required meetings of the City of Northfield, including Council meetings, meetings of Committees of Council, and such other meetings as are required

4. Other factors which may be demonstrated to be in the best interest of the City of Northfield

CITY OF NORTHFIELD
BASIC CRITERIA FOR PROFESSIONAL SERVICES LISTED

BOND COUNSEL: Licensed Attorney in the State of New Jersey. At least 5 years' experience in municipal /governmental bonding. Specific knowledge of the New Jersey Local Bond Law, Local Budget and Fiscal Affairs Law, regulations promulgated by the New Jersey Division of Local Government Services and Local Finance Board.

MUNICIPAL SOLICITOR: Licensed Attorney in the State of New Jersey. City Attorney must have at least 5 years' experience in representing governmental entities. Must be fully versed in the fields of Municipal Law, Municipal Land Use, Public Contracts Law and Redevelopment Law. Possess the ability to develop and litigate complex issues including Municipal Land Use and constitutional issues.

LABOR RELATIONS ATTORNEY: Licensed Attorney in the state of New Jersey. Must possess 5 years' experience in representing a governmental agency in Labor Relations, including, but not limited to: contract negotiations, interest arbitration and grievance procedures, plus experience in working with the New Jersey Public Employees Relations Commission (PERC).

MUNICIPAL LAND SURVEYOR: Licensed in the State of New Jersey, ability to demonstrate experience in Municipal Land Use. Must have at least 5 years' experience.

MUNICIPAL AUDITOR: Must be well versed in the rules and regulations promulgated by the State of New Jersey, Local Finance Board and must have received a Registered Municipal Accountant certificate from the State of New Jersey. 5 years' experience in Municipal Auditing required.

RISK MANAGEMENT CONSULTANT: Shall be a New Jersey licensed Property and Casualty insurance producer who has demonstrated prior experience in the management of public insurance risks. At least 5 years' experience as an insurance risk consultant. Shall demonstrate knowledge of the Atlantic County Municipal Joint Insurance Fund (ACM JIF) Programs and Services, and knowledge of municipal operations and exposures. Ability to assess insurance needs and values, familiar with workers compensation regulations in the State of New Jersey and ability to place insurance coverage and employee bonds in a competitive manner. Must be available to attend ACM JIF regular meetings and sub-committee meetings as required. Attendance at City meetings as required.

TAX APPEAL ATTORNEY: Licensed Attorney in the State of New Jersey. Must have 5 years' experience representing Municipalities.

MUNICIPAL ENGINEER: Must have at least 5 years' experience in municipal engineering and have demonstrated experience in Municipal Land Use. Possess the ability to perform inspections on public works projects, onsite and offsite improvements by developers, ability to submit estimates on public works projects and hold a Professional Engineer's License. Also, Engineer (not alternates) must have received a Certified Municipal Engineers (CME) designation from the State of New Jersey.