



Bellmawr Redevelopment Agency

REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES- 2023

Posted: December 16, 2022

Due: By 5pm on Friday, January 6, 2023

Contact: Joshua Tregear
Executive Director
Secretary to the Board of Commissioners

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Submittal: Via email (jtregear@BellmawrRedevAgency.org) by 5pm on 1/6/2023

WHEREAS, N.J.S.A. 19:44A-20.2 provides that no State agency in the Executive Branch shall enter into a contract having an anticipated value in excess of \$17,500.00 with a business entity, except a contract that is awarded pursuant to a fair and open process, if during the preceding one-year period that business entity has made a political contribution to the local political parties; and WHEREAS, the Bellmawr Redevelopment Agency is desirous of putting in place a fair and open process for the award of professional services contracts which shall include but not be limited to the positions of Agency

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Architect, Solicitor, Auditor, Engineer, Planner, Risk Management Consultant, Special Counsel- Contract Law, Special Counsel- Environmental Law, and Traffic Engineer.

NOW, THEREFORE, the Bellmawr Redevelopment Agency will solicit Request for Proposal <RFP> submittals for professional service contracts for the above- named positions which shall be accepted by the Bellmawr Redevelopment Agency Executive Director up until **Friday, January 6, 2023 @ 5pm**. Awards of contracts may be made by the Board of Commissioners at the Bellmawr Redevelopment Agency's Re-Organization Meeting tentatively scheduled to occur in mid- to late January 2023.

A brief description of each position, along with the criteria which will be used by the Agency Board of Commissioners in awarding the contract for each position is posted on the Bellmawr Redevelopment Agency's official website (www.BellmawrRedevelopmentAgency.org) now thru January 6, 2023. The RFP has also been sent to the Bellmawr Borough Clerk for posting to the Borough of Bellmawr's 'Bulletin Board' located in Bellmawr Borough Hall, 21 East Browning Road, Bellmawr, New Jersey 08031, as well as the official Borough of Bellmawr website (www.bellmawr.com).

Architect

The position is for an entity or individual to hold responsibility for the development, design and/or review of the design of buildings and facilities in redevelopment projects, as required by the Bellmawr Redevelopment Agency for the year 2023. Assists in the collection of details and development of cost estimates for all types of redevelopment construction projects and maintains up to date records of building/construction costs. Makes site inspections to enforce compliance with the approved plans and prepares reports. Applicants must possess a valid license or certificate as a Registered Architect issued by the New Jersey State Board of Architects. If the applicant is not an individual, the name of the person or persons who will interact with the Agency and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

Auditor

The position is for an entity or individual to perform all auditing & financial functions required by the Bellmawr Redevelopment Agency for the year 2023. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past

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Auditor (cont.)

experience in municipal auditing and accounting, prior experience with and familiarity with Bellmawr Borough's auditing and accounting procedures. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

General Engineer

The position is for an entity or individual to perform all engineering functions as required by the Bellmawr Redevelopment Agency for the year 2023. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal engineering; prior experience and familiarity with Bellmawr Borough's land development and engineering procedures. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

Planner

The position is for an entity or individual to perform all planning functions required by the Bellmawr Redevelopment Agency for the year 2023. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal planning and redevelopment; prior experience and familiarity with Bellmawr Borough's planning and redevelopment procedures. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

Risk Management Consultant

This position is for an entity or individual to perform all of the risk management consultant services as directed to be performed by the Agency for the year 2023. Assists the Agency in any 'claims' situations, advises on the most cost-effective measures to reduce the net

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Risk Management Consultant (cont.)

cost of any possible claims, recommends procedures for the investigation, reporting and administration of claims, assists the Agency in the selection and renewal of insurance policies, and performs other administrative functions related to insurance and risk management, as needed. The criteria to be used: the possession by the applicant of all necessary professional licenses; past experience in municipal risk management consultation; prior experience and familiarity with Bellmawr Borough's risk management procedures and practices. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their resumes, the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought, its proximity to Bellmawr and the availability of applicant in case of emergencies.

Solicitor

The position is for an entity or individual to perform all legal services as required and directed to be performed by the Agency for the year 2023. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in representing municipal entities, particularly with regard to land use and redevelopment municipal legal services, prior experience with and familiarity with Bellmawr Borough's planning and redevelopment efforts. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

Special Counsel- Environmental Law

The position is for an entity or individual to perform legal services pertaining to environmental matters as required and directed to be performed by the Agency for the year 2023. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in representing municipal entities with environmental matters, particularly with regard to land use and municipal redevelopment, prior experience with and familiarity with Bellmawr Borough's planning and redevelopment efforts. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

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Special Counsel- Contract Law

The position is for an entity or individual to perform legal services pertaining to contracts, leases, financial agreements, and any other relevant documents as required and directed to be performed by the Agency for the year 2023. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in representing municipal entities, particularly with regard to land use and municipal redevelopment, particularly with public/private partnership agreements, prior experience with and familiarity with Bellmawr Borough's planning and redevelopment efforts. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

Traffic Engineer

This position is for an entity or individual to assist the Agency in performing and evaluating detailed reviews for any traffic impact reports prepared for the area transportation network, including the review of the analysis, circulation patterns, and proposed roadway improvements related to projects from Federal, State and County agencies for the year 2023. Additionally, the position will review and forecast potential traffic generation associated with the proposed waterfront development project through the use of traffic count data, existing conditions analysis, lane configurations, and local road access alternatives. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes. The compensation sought by way of annual, monthly or hourly fees and/or any other types or conditions of compensation sought; primary location of business and its proximity to Bellmawr and availability in case of emergencies.