BOROUGH OF SEASIDE PARK
REQUEST FOR PROPOSAL
Borough Alternate Prosecutor

Date Issued: November 1, 2013
Return Date & Time: December 6, 2013 at 3:00 p.m.
Return To: Karen Barna, Borough Clerk

Mailing Address:	Hand Delivery Address:
1701 North Ocean Avenue	1701 North Ocean Avenue
Seaside Park, NJ 08752	Seaside Park, NJ 08752

BOROUGH ALTERNATE PROSECUTOR FOR THE BOROUGH OF SEASIDE PARK

The Borough of Seaside Park is soliciting proposals for the position of Borough Prosecutor to provide professional services to the Municipal Court to prosecute all matters before the court for which it has statutory jurisdiction. The Mayor and Council will select one or more New Jersey State licensed attorneys for the position of Alternate Prosecutor pursuant to a Resolution previously adopted by the Mayor and Council to solicit proposals for professional services. In order to have a proposal considered by the Mayor and Council, an interested party must provide evidence that he/she satisfies the minimum requirements for this position, as set forth in Section III of this document and that he/she otherwise complies with the proposal requirements set forth.

SECTION I: Appointment of Borough Alternate Prosecutor

One attorney shall be appointed by the Mayor with the advice and consent of Council to serve as the Borough Alternate Prosecutor, and other attorneys or law firms may be appointed by the Mayor with the advice and consent of Council, for a term of one (1) year, to perform legal services for the Borough of Seaside Park including but not limited to those services as described in Section II of this document.

The Mayor and Council may select, at its sole discretion, individuals or firms for this position, so long as those individuals or firms meet or exceed the minimum requirements set forth in Section III hereof. Once an appointment is made, no substitution of personnel may be made without the express written consent of the Mayor and Council, which consent may be withheld in their sole discretion.

SECTION II: Scope of Services

The Borough Alternate Prosecutor (and other attorneys, if any) shall perform the following minimum duties as well as those prescribed by applicable law, subject to the review and approval of the Mayor and Council:

To provide prosecutorial services to the Municipal Court pursuant to N.J.S.A. 2B:25-1,et.al. and the Regulations of the Administrative Office of the Courts.

To represent State of New Jersey and the Borough of Seaside Park over which the court has jurisdiction.

To attend municipal court sessions in the event the Municipal Prosecutor is unavailable or has a conflict with a particular case.

SECTION III Minimum Qualifications and Response Requirements

In order for an individual's or firm's proposal to be considered by the Mayor and Council, interested parties submitting proposals in response to this solicitation must meet the following:

A. Minimum Qualifications:

1. At least 4 years experience preferred as prosecutor or 5 years Municipal Court experience.

2. That the attorney who is submitting the response to this proposal, is licensed and in good standing with the Bar Association of the State of New Jersey for a minimum of (5) five years;

3. Must be familiar with Title 39 and Title 2C matters that generally arise in Municipal Court.

4. Must also have experience in municipal court with municipal ordinance violations.

5. That the attorney or law firm has sufficient staff to satisfy the scope of services described in Section II of this document;

6. The attorney or firm submitting the response to this proposal carries professional liability insurance in an amount of at least $1,000,000.00 with a carrier that has AAA rating by Best Insurance Digest.

7. That the attorney or law firm submitting this proposal has not represented within the past three years and does not represent any adverse parties and claims whether administrative, civil, criminal, or otherwise, against the Borough of Seaside Park.

B. Minimum Requirements for Vendor Responses:

1. Interested parties wishing to provide a proposal in response to the Borough of Seaside Park's solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and within the time constraint set forth on page 1 of this document.

2. Full name and business address of entity or person submitting the proposal;

3. List of all individuals who, if selected, will provide services to the Borough of Seaside Park, along with a summary of the post high school education and licenses held by each such person;

4. Number of years each attorney in the law firm submitting this proposal has provided representation to municipal entities in the State of New Jersey;

5. A description of the services that will be provided to the Borough of Seaside Park, in addition to those set forth in Section II above;

6. A copy or description of the professional liability insurance policy maintained by the attorney or law firm for the calendar year 2014.

7. A statement and listing of professional service fees that the attorney or law firm would offer to the Borough of Seaside Park, if the attorney or law firm were selected to be the attorney for the Borough of Seaside Park;

8. A statement that applicant complies with the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et. seq., and the Affirmative Action Law of the State of New Jersey, P.L. 1975 C. 127; N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and of P.L. 1963, c. 150 (Prevailing Wage) and Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.); and N.J.S.A. 19:44A-20.4 et seq. (Pay to Play).

9. The name and addresses of at least three (3) references consisting of clients for which the applicant has provided services in the past five (5) years, which should include at least one (1) municipal entity client;

10. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years; and

11. The applicant shall provide the Borough of Seaside Park with four (4) copies of its proposal.

SECTION IV: Basis of Award of Professional Services Contract

The Borough of Seaside Park shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Borough of Seaside Park. The final determination will be based upon the most advantageous price and other factors to the Borough of Seaside Park. The specific basis of award will include:

A. Documented evidence that the firm fulfills all of the Minimum Qualifications as listed in Section III, paragraph A., and all of the information required under paragraph B., including, but not limited to, insurance policy, Affirmative Action Compliance and professional service fees, are provided for review and consideration. Number your responses using the sequential order listed in paragraphs A and B of Section III.

B. Technical Criteria:

1. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?

2. Does the proposal document knowledge of the issues and operations of the Borough of Seaside Park, and how the proposed services will address these issues?

3. Is the proposal complete and responsive to the specific requirements?

4. Has successful past performance of the firm and its principals been documented?

C. Management Criteria:

1. How well does the proposed scheduling timelines meet the borough's needs?

2. Does the firm document a record of reliability of timely delivery of deliverables?

3. Does the firm document municipal/State experience?

4. Does the firm document its availability to attend all scheduled/required public and special meetings?

5. To what extent does the firm rely on in-house resources vs. contracted services?

6. Is there the availability of in-house and contract resources documented?

7. Documentation of experience in performing similar work by employees?

8. Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?

9. Does the vendor demonstrate cultural sensitivity in hiring and training staff?

D. Cost Criteria:

1. Relative Cost – How does the cost compare to other similarly scored proposals?

2. Full Explanation – Is the price and its component charges, fees, etc., adequately explained and documented?

3. Does the proposal include quality control and assurance programs?

4. Does the firm have the sufficient financial resources to meet its obligations?

All awards are and shall be subject to the availability of funds for the professional services in the 2014 Temporary and/or Final Budgets.