PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS FOR 2027 PROFESSIONAL SERVICES

PUBLIC NOTICE IS HEREBY given that on November 9, 2026 the Governing Body of the Township of Deptford, in the County of Gloucester, State of New Jersey, has authorized the Township Clerk to advertise for Request for Qualifications (RFQ) pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5 and N.J.S.A. 40A:11-5.

All sealed Request for Qualifications submissions are to be sent to the Township Clerk's office no later than Tuesday, December 8th, 2026 at 10:00 a.m. Qualifications will not be accepted after 10:00 a.m.; see general instructions for submission details. The Township assumes no responsibility for delivery methods.

The following Professional Qualifications shall be sought for the year 2027:

Affordable Housing Solicitor
Architect
Auditor
Bond Counsel
Engineer
Financial Advisor
General Special Projects Engineer
Hearing Officer
IT Support
Joint Municipal Court Prosecutor
Joint Municipal Court Conflict Prosecutor
Joint Municipal Court Public Defender
Joint Municipal Court Conflict Public Defender
Labor Counsel
Licensed Site Remediation Professional
Township Planner
Planning Board Engineer
Planning Board Solicitor
Planning Board Traffic Consultant
Risk Management Consultant
Township Solicitor
Special Counsel
Special Labor Counsel
Zoning Board of Adjustment Engineer
Zoning Board of Adjustment Solicitor
Zoning Board of Adjustment Traffic Consultant

1- GENERAL INFORMATION:

Through this Request for Qualifications (RFQ), the Township of Deptford (hereinafter the "Township") seeks to engage with various vendor for Professionals as listed below. The contracts will be awarded

through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. and Chapter 41, Article II of the Code of the Township of Deptford.

Questions about this document should be directed to Debra Willard, Acting Municipal Clerk by email to twpclerk@deptford-nj.org, by phone to 856-845-5300, or in person at the Township Offices.

The Township of Deptford reserves the right to choose one or more professionals for each service, or to choose not to make a selection based on the notice, or to post subsequent notices for the same, similar, or different services. All selections will be based on the review of the documents and information submitted, as well as independent research performed by the Township. This shall include, but not be limited to, a review of references, an evaluation of performance with other governmental and non-governmental entities and/or all other publicly available information.

The Township intends to qualify person(s) and/or firm(s) that;

a. Possess the professional, financial, and administrative familiarity with the Township, or local government entities as appropriate, experience, training, and capabilities to provide the proposed services.
b. Agrees with and meets the terms and conditions determined by the Township that provide the greatest benefit to the taxpayers of the Township of Deptford.

Individuals, or firms, are expected to adhere to the highest level of professionalism of the respective field. It is expected that a sufficient number of licensed and/or trained associates will be available to meet the demands of the Township in a given year.

Respondents are not required to be residents of the Township of Deptford, however, must be able to provide timely response to requests, whether electronically or in-person, without excessive travel charges.

The applicant/proposer as a "professional", if required by law, shall file a Financial Disclosure Statement pursuant to a Local Government Ethnics Law NJSA 40A:9-22(1) et.seq.

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1 A-1 et seq. The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigation as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township of Deptford.

All appointments are for a one (1) year term unless otherwise noted.

Hourly rates, expense reimbursement, and other forms of compensation for services will be addressed in the response to this request and final agreed upon amounts will be included in the contracts with individual person(s), or firms.

The professional(s) and/or firm shall not be paid through the payroll of the Township and will be an independent contractor of the Township. The Township shall provide appropriate 1099 forms each year.

Appointed professionals are expected, where applicable, to provide workpapers, work product and all applicable information to the Township at the request of the Township or successor professionals. It is expected that the appointed professionals will assist the Township in compliance with all applicable laws, including, but not limited to OPRA, audits, and court filings. The appointed professionals may have to appear in legal proceedings regarding the work completed under the contracts awarded.

It is expected that the professional, and/or firm, appointed to a professional services contract will uphold the highest level of confidentiality and professionalism. Those professionals that do not meet the Township's expected level of confidentiality or professionalism can be removed with limited notice and have agreements cancelled.

Basis for Award of Contract/Agreement for Professional Services

The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual or firms who will perform the service or Activity;
2. Experience and references;
3. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.
4. Cost Competitiveness;
5. The Township reserves the right to conduct an interview, or interviews, with the prospective professional to discuss the scope of the professional services as outlined in the applicant's/proposer's proposal.
6. All awards or waivers will be by resolution acted on by the Township Council at a Township meeting.
7. For annual appointments, the Township Council, Township Manager and Administrative Staff will conduct a performance review at least one time per year in last quarter of the fiscal year for a basis for which to evaluate the submission for the subsequent year.
8. All awards are subject to availability of funds.
9. The Township will not use age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex.
10. This policy will include, but not be limited to, all of the above listed requirements.

2 – GENERAL RESPONSE REQUIREMENTS:

A. Separate submissions are required for each Professional Qualification.

B. The package should include detailed qualifications and resumes for all staff to be assigned to the Township's account, and proof of valid professional licenses as would be required of a professional in the field. Proof can be in the form of a copy of the license or a statement that the license numbers provided are true and valid. The Township reserves the right to independently verify the information provided.

C. Each response shall include the full address of all locations of the respondent.

D. Submitted responses to this request must include all documentation included in Section 5 of this package.

E. Respondents shall provide

   a. A comprehensive list of all public entity projects and/appointments including dates.
   b. List of membership and/or professional affiliations with any organizations, associations or societies with an indication of special offices held within.
   c. Fee schedules and/or method for the calculation of charges. Note, travel associated expenses, if any, shall only be compensated from the office or another job site, whichever is shorter in time and distance
   d. Other information that the respondent deems appropriate.

F. Sample Agency Agreement shall be included with the submission.

G. Additional requirements are noted under the specifications for each position in Section 4.

3 - SUBMISSION INSTRUCTIONS:

All sealed Request for Qualifications submissions are to be sent to the Township Clerk's office no later than Tuesday, December 8th, 2026 at 10:00 a.m. Qualifications will not be accepted after 10:00 a.m.

A. Sealed qualification packages shall include one (1) original, one (1) printed copy of the proposal and one (1) electronic file in the form of a USB of the respective proposal submitted.

B. Each sealed qualification package should be clearly marked "Proposal for 2027 (name of position) for the Township of Deptford." Failure to properly mark the package can result in the bid being returned unopened.

C. Mail or hand delivered to the Deptford Township Municipal Building at the address given below and noted below:

Office of the Municipal Clerk
Township of Deptford
1011 Cooper Street
Deptford, NJ 08096

D. The Township will not accept qualification packages electronically, by fax, or by email.

4 – Professional Specific Requirements

A – AFFORDABLE HOUSING SOLICITOR:

The Township of Deptford desires to appoint an attorney whose responsibilities will be to represent the Township on all matters related to affordable housing, conduct legal research analyses and interpret all new regulations and obligations imposed upon the Township under law and represent the Township in any litigation and other matter necessary for the calendar year. Bidders should demonstrate superior knowledge of COAH rules and regulations. Any experience or knowledge of maters that directly affect the Township of Deptford should be addressed.

Mandatory Minimum Requirements:

1. Must be licensed to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than five (5) years preceding appointment.

2. Must have a minimum of five (5) years' experience representing municipal entities in connection with land use or affordable housing issues.

3. Must maintain a bona fide office in the State of New Jersey. Please list office address.

4. Must have sufficient support staff to provide all services requested by the Township including, but not limited to, preparation of all documents and resolutions necessary and incidental hereto.

5. Must list past and present public entities represented as affordable housing counsel or related issues.

6. Must identify the attorney(s) and support staff that will be assigned to this account and their experience in handling such actions.

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B - TOWNSHIP ARCHITECT

The Township of Deptford desires to appoint a Professional Architect whose responsibilities would include design and review of plans for various projects within the Township.

Mandatory Minimum Requirements:

The successful applicant shall have a minimum of ten (10) years' experience as a New Jersey Architect.

The proposal shall provide a *resume* for all principals who will be assigned to work for the township or appear at meetings on behalf of the township.

The applicant shall have the following capabilities and provide the following services:

- Architectural Firm must have at least ten (10) years' experience as a New Jersey licensed professional architect.
- Provide basic architectural services to the Township such as providing preliminary evaluations of projects, review alternative approaches to design and construction of projects, preparing drawings and specifications for projects and setting forth in detail the requirements for construction costs.
- Planning, revitalization and community design experience is valued.
- Handle any other matter requiring the expertise of an architect as directed by the Township.
- The individual primarily assigned shall have at least five (5) years' experience as a New Jersey licensed architect in good standing.
- Architect may, in his/her discretion be assisted by employees of the Architect's firm with lesser levels of experience.

C - AUDITOR

The Township of Deptford seeks to appoint an individual, or firm, as the Township Auditor for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

1) **Requirements.** The Auditor shall be a registered municipal accountant of the State of New Jersey, but need not be a resident of the Township. In lieu of appointing an individual auditor, the Council may appoint a firm of auditors, one (1) or more members of which shall be a registered municipal accountant of New Jersey. The Registered Municipal Accountant responsible for the final audit document shall be independent in both fact and appearance.

2) **Duties.** The Township Auditor shall:

A. Act as the Township Auditor and employ at the Auditor's expense such personnel as are deemed necessary to carry on the duties prescribed for the Township Auditor.

B. The Auditor shall audit the municipality's financial statements of the various funds for the year ending December 31, 2026 and all other related statements and supplementary schedules prepared in conformity with the requirements of audit as promulgated by the Division of Local Government Services, Department of Community Affairs, State of New Jersey for the year then ending, for the purpose of expressing an opinion on them as to whether these financial statements are fairly presented, in all material respects, in conformity with accounting practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

C. The auditor shall conduct the audit in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards, issued by the Comptroller General of the United States and in compliance with audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, and State of New Jersey.

D. The auditor will present for purposes of additional analysis the Schedule of Expenditures of Federal Awards and Schedule of Expenditures of State Financial Assistance, and all related disclosures, if required under the Single Audit Law. Although they are not necessary for a fair presentation of the basic financial statements for the year ending, these schedules are required by the Department of Community Affairs, State of New Jersey; Federal Circular A-133, Audits of States, Local Governments and Non-Profit Organizations; and Circular 04-04-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid Payments. This information, if necessary, will be subjected to the tests and other auditing procedures applied in the examination of financial statements.

E. The auditor's audit of the municipality's financial statements shall include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, the audit will involve judgement about the number of transactions to be examined and the areas to be tested. The auditor will plan and perform the audit to obtain reasonable rather than absolute misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the municipality or to acts by management or employees acting on behalf of the municipality. The auditor will inform the municipality of any material errors that come to the auditor's attention, and will inform the municipality of any fraudulent financial reporting or misappropriation of assets that come to the auditor's attention. The auditor will also inform the municipality of any violations of laws or governmental regulations that come to the auditor's attention, unless clearly inconsequential.

F. The auditor's procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. The auditor will request written and representations from the municipality's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of the audit will not be to provide an opinion on overall compliance and the Auditor will not express such an opinion.

G. The Auditor shall identify and ensure that the Municipality complies with laws, regulations, contracts and agreements. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, the Auditor will perform tests of the Municipality's compliance with applicable laws and regulations and the provisions of contracts and agreements.

However, the objective of the audit will not be to provide an opinion on overall compliance and the Auditor will not express such an opinion.

H. The Auditor shall also prepare the Annual Financial Statement, Annual Debt Statement and assist in preparing the budget. In this vein, the Auditor shall testify when required on the financial condition of the Municipality when in the opinion of the Municipality such testimony is required.

I. The Auditor shall also perform such non-audit services as may be agreed upon by the auditor and Municipality so long as such services do not violate independence standards set forth by the AICPA Code of Professional Conduct and Government Auditing Standards, issued by the Comptroller General of the United States.

J. The Auditor shall when required, with regard to all temporary and permanent financing of the Municipality, prepare draft maturity schedules and tax rate projections, compile and print the Preliminary and Final Official statements, assist in the application to obtain bond ratings, and cooperate with insurance agencies. The Auditor shall also assist in the preparation of the Annual Reports required by the Securities and Exchange Commission under Rule 15c2-12(b) (5) (i) (A) and (B).

D – BOND COUNSEL

The Township of Deptford seeks to appoint an individual, or firm, as the Township Bond Counsel for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

1. Provide legal services on general public finance matters, i.e. preparation of bond ordinances, etc.
2. Provide legal services in connection with the issuance of short-term obligations, as set forth in Subsection 4 below.
3. Provide legal services in connection with the issuance of long-term obligations, as set forth in Subsection 4 below.
4. With respect to the issuance of short-term obligations ("Notes") and long-term obligations ("Bonds"), Bond Counsel will undertake the following tasks as applicable and appropriate.
    a. Meet with Township officials, including its counsel, auditor and others, as often as necessary for the issuance of the Bonds or Notes and items related thereto.
    b. Review or draft all authorizing and operative financial documents necessary to effectuate the transaction. In developing a financing plan, Bond Counsel will give advice with respect to tax law, securities law and state law consequences and will review the proposed use of the proceeds of the Bonds or Notes to ensure compliance with the provisions of the Internal Revenue Code and the regulations promulgated thereunder.

c. Attend meetings with rating agencies and/or insurance companies, necessary, to assist in obtaining a credit rating for the Bonds or Notes.
d. Prepare all applications and filings and appear before the appropriate state agencies, if necessary, in connection with the sale of the Bonds or Notes.

5. After the sale of the Bonds or Notes, Bond Counsel will prepare and arrange for the preparation of the Bonds or Notes for execution, will prepare and oversee the execution of the necessary closing certifications and will establish a time and place for delivery of the Bonds or Notes to the purchaser. Bond Counsel will attend the closing with appropriate Township officials, at which time the Bonds or Notes will be delivered, payment will be made for the Bonds or Notes and Bond Counsel will issue a written legal opinion based on facts and laws existing as of said date that:

The Bonds or Notes are legal, valid and binding obligations of the Township enforceable in accordance with the terms thereof; and are subject to certain limitations which may be expressed in the opinion, the interest on the Bonds or Notes will be:

- excluded from gross income for federal income tax purposes; and
- exempt from New Jersey income tax

In rendering opinions, Bond Counsel will rely upon the certified proceedings and other certifications of Township
officials and other persons furnished to us without undertaking verify the same by independent investigation.

- Bond Counsel does not advocate the interests of the Township or any other party in the transaction.
- Bond Counsel assumes that the Township will be represented by its counsel and other parties to the transaction will retain such counsel as they deem necessary and appropriate to represent their interest.

E – ENGINEER

The Township of Deptford seeks to appoint an individual, or firm, as the licensed civil engineer for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

1. **Duties.** The Township Engineer shall perform such duties as are prescribed by general law and ordinance, and in addition shall be subject to approval by a majority of Township Council or the Manager.

    A. Prepare or cause to be prepared plans, designs and specifications for public works and improvements undertaken by the Township either on force account or by a majority of Township Council or the Manager.
    B. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works and facilities owned or operated by the Township.
    C. Provide technical and engineering advice and assistance to other Township departments as needed.

D. Maintain all papers, documents, memoranda, reports and other materials relating to the administration of engineering duties of the Township Engineer within the property of the Township. Upon the termination of his services with the Township, the Township Engineer shall forthwith surrender to the Township all such property.
E. Provide services to the Tax Assessor to update the Tax Map on a current basis.
F. Attend all Council meetings and Planning Board meetings as requested by the Manager, and/or Township Council.
G. Provide planning and general inspection advice as directed by the Manager to other departments.

2. **Capital Improvement and Public Works Contracts.**

A. Prepare, review, and approve construction plans and specifications for all capital improvement and public works contracts; provide construction observation during the construction phase of such contracts; and verify work completed to authorize progress payments for contracts.
B. Provide and maintain maps, plans, specifications, surveys and other records as may be needed for public work and facilities owned and operated by the Manager.

3. **Tax Map Revision.** When directed by the Manager, the Engineer shall provide services necessary to review property changes and transfers, determine their conformance with the tax map; and provide any necessary alterations of the tax map. The Engineer shall maintain, on a current basis, tax maps and the associated tax map records.

4. **Review of Subdivision and Site Plan Proposals.** When directed by the Manager, the Engineer shall provide the services necessary to review and make recommendations concerning various subdivisions and site plan proposals regarding their conformance or non-conformance to applicable municipal ordinances and/or the general requirements of design practice.

5. **Construction Observation Services.** When directed by the Manager, the Engineer shall provide the services necessary to observe, assess conformity to Approved Plans and Ordinance requirements and report upon the installation of site plan and improvements and subdivision improvements in connection with commercial and residential site developments.

6. **Review and Direction Concerning Permits and Certificates.** When directed by the Manager, the Engineer shall provide the services necessary to review, assess conformity to requirements and take necessary action with respect to issuance of certificates, permits, licenses and similar regulatory documents. When requested, the Engineer shall provide technical advice to other municipal employees, officials and agents concerning their review of such documents.

7. **Preparation of Reports and Studies.** When directed by the Manager, the Engineer shall provide the services necessary to prepare and provide detailed reports as requested by the Manager regarding feasibility investigations, economic comparisons, land use, planning, community development proposals, public works projects and functions, planning and financing schedules, and preparation of reports and recommendations concerning other matters referred to the Engineer by the Manager.

8. **Judicial and Quasi-Judicial Proceedings.** When directed by the Manager or when subpoenaed in connection with Municipal business to appear and testify at a deposition in judicial or quasi-judicial hearings, the Engineer shall provide the services necessary to prepare for the deposition or hearing and shall provide testimony as required.

F - FINANCIAL ADVISOR

The Township of Deptford seeks to appoint an individual, or firm, as the Financial Advisor for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

The functions enumerated are not meant to be limiting. It is expected the Financial Advisor will do those things and provide advice appropriate to assure a successful financing of the Township's debt.

1. Review existing Debt Structure and Assist in Developing a Debt Financing Plan
2. Provide analysis of Tax Impact of Recommended Financing Plan
3. Develop Detailed Financing Timetable
4. Coordinate the Financing Team
5. Preparation of Preliminary and Official Statement
6. Presentation to Rating Agency(ies)
7. Monitor Market and Provide Analyses Regarding Timing and Structure of Debt Issues
8. Coordinate Electronic Sale of Debt if Appropriate
9. Provide Updated Debt Service Schedules
10. Create Summary Reports of Debt Issuances

G - GENERAL SPECIAL PROJECTS ENGINEER

The Township of Deptford seeks to appoint an individual, or firm, as the licensed civil engineer for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

1. **Duties.** The General Special Projects Engineer shall perform such duties as are prescribed by general law and ordinance, and in addition shall be subject to approval by a majority of Township Council or the Manager.

A. Provide General Special Projects Engineer consulting services on any matter regarding the generation, collection, transportation and disposal of solid waste and recyclable materials as directed by a majority of Township Council or the Manager.

B. Provide technical and engineering advice and assistance to other Township departments as needed.

C. Maintain all papers, documents, memoranda, reports and other materials relating to the administration of engineering duties of the General Special Projects Engineer within the property of the Township. Upon the termination of his services with the Township, the General Special Projects Engineer shall forthwith surrender to the Township all such property.
D. Attend meetings as requested by Council or the Manager.

2. **Review and Direction Concerning Permits and Certificates.** When directed by the Manager, the General Special Projects Engineer shall provide the services necessary to review assess conformity to requirements and take necessary action with respect to issuance of certificates, permits, licenses and similar regulatory documents. When requested, the General Special Projects Engineer shall provide technical advice to other municipal employees, officials and agents concerning their review of such documents.

3. **Preparation of Reports and Studies.** When directed by the Manager, the General Special Projects Engineer shall provide the services necessary to prepare and provide detailed reports as requested by the Manager regarding feasibility investigations, economic comparisons, financing schedules, and preparation of reports and recommendations concerning other matters referred to the General Special Projects Engineer by the Manager.

4. **Judicial and Quasi-Judicial Proceedings.** When directed by the Manager or when subpoenaed in connection with Municipal business to appear and testify at a deposition in judicial or quasi-judicial hearings, the General Special Projects Engineer shall provide the services necessary to prepare for the deposition or hearing and shall provide testimony as required.

H - HEARING OFFICER

The Township of Deptford seeks to appoint an individual, or firm, as the Hearing Officer for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

The Township Hearing Officer shall be a licensed attorney in the State of New Jersey having at least five (5) years of professional experience as a practicing attorney and three (3) years of experience with municipal entities and/or local government law and/or as a hearing officer.

The Township Hearing Officer shall be well versed in the fields of general Municipal Law, Public Contracts Law and laws involving municipal entities, labor relations, contract negotiations, and arbitration and grievance procedures.

The Township Hearing Officer shall possess the ability to hear and decide complex municipal law and labor issues.

I - INFORMATION TECHNOLOGY SUPPORT ("IT SUPPORT")

The Township of Deptford seeks to appoint an individual, or firm, for Information Technology Support for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

The Scope of Work shall include the following tasks and deliverables:

1. **Network Administration and Troubleshooting.**
    - **a.** Identify and correct problems with the Local Area Network as they arise.
    - **b.** Identify and correct problems with the Wide Area Network connection as they arise.
    - **c.** Configure firewall for maximum security and flexibility.

2. **Server Administration.**
    - **a.** Keep server up to date and secured.
    - **b.** Ensure backups are being performed and stored correctly.
    - **c.** Create user accounts and manage security policies.
    - **d.** Rebuild the server and restore its systems from backup in case of failure.

3. **Desktop System Installation and Support.**
    - **a.** Assist staff with various computer-related questions to ensure smooth day-to-day operation of the facility.
    - **b.** Install and set up new and rebuilt computers, including installing operating system and any necessary software, setting them up on the network, setting them up for backups, adjusting email client settings.
    - **c.** Install and set up new office equipment (printers, scanners, fax machines, copiers, etc.)
    - **d.** Make sure all machines are properly backed up.
    - **e.** When necessary, restore a system from backup.
    - **f.** Make sure all machines are up to date and free of viruses and spyware.
    - **g.** Perform minor hardware repairs (such as replacing hard drive, upgrading memory, etc.).

4. **Hardware Purchase Consultation.**
    - **a.** Assist in hardware purchase decisions.

J - <u>PROSECUTOR</u>

The Township of Deptford seeks to appoint an individual, or firm, that is an attorney-at-law in the State of New Jersey as the Prosecutor for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

The Prosecuting Attorney shall prosecute the criminal, quasi-criminal, disorderly person's offenses, motor vehicle offenses and any other matters in which the Deptford Joint Municipal Court has jurisdiction pursuant to law and rule of the Supreme Court. The Prosecutor shall receive such compensation for services as shall be fixed by the agreement in place which includes fees for the defense of such appeals as shall be deemed reasonable and such fees as are chargeable by the Township, City of Woodbury and/or State Police discovery.

K - CONFLICT PROSECUTOR

The Township of Deptford seeks to appoint an individual, or firm, that is an attorney-at-law in the State of New Jersey as the Conflict Prosecutor for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

The Conflict Prosecuting Attorney shall prosecute the criminal, quasi-criminal, disorderly person's offenses, motor vehicle offenses and any other matters in which the Deptford Joint Municipal Court has jurisdiction pursuant to law and rule of the Supreme Court. The Conflict Prosecutor shall receive such compensation for services as shall be fixed the agreement including such fees for the defense of such appeals as shall be deemed reasonable and such fees as are chargeable by the Township, City of Woodbury and/or State Police discovery.

L - PUBLIC DEFENDER

The Township of Deptford seeks to appoint an individual, or firm, that is an attorney-at-law in the State of New Jersey as the Public Defender for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

The Public Defender shall prosecute the criminal, quasi-criminal, disorderly person's offenses, motor vehicle offenses and any other matters in which the Deptford Joint Municipal Court has jurisdiction pursuant to law and rule of the Supreme Court. The Conflict Public Defender shall receive such compensation for services as shall be fixed agreement including such fees for the defense of such appeals as shall be deemed reasonable and such fees as are chargeable by the Township, City of Woodbury and/or State Police discovery.

M - CONFLICT PUBLIC DEFENDER

The Township of Deptford seeks to appoint an individual, or firm, that is an attorney-at-law in the State of New Jersey as the Conflict Public Defender for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

The Conflict Public Defender shall prosecute the criminal, quasi-criminal, disorderly person's offenses, motor vehicle offenses and any other matters in which the Deptford Joint Municipal Court has jurisdiction pursuant to law and rule of the Supreme Court. The Conflict Public Defender shall receive such compensation for services as shall be fixed by the agreement with the professional and include fees for the defense of such appeals as shall be deemed reasonable and such fees as are chargeable by the Township, City of Woodbury and/or State Police discovery.

N - LABOR COUNSEL

The Township of Deptford seeks to appoint an individual, or firm, that is an attorney-at-law in the State of New Jersey as Labor Counsel for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

a. Represent the Township in all legal matters and shall advise and assist the Council, the Manager and the Departments as required in the administration of Township Government.
b. Attend meetings of the Council, draft ordinances and resolutions as directed by the Manager or the majority of the members of Council, and give opinions and rulings on questions of law which may arise at Council meetings at the request of a majority of the members of Council or the Township Manager.
c. Prepare or approve all legal instruments relating to the business of the Township.
d. Represent the Township in any litigation, and conduct trials, appeals and other proceedings affecting the interest of the Township as he may in his discretion determine to be necessary or desirable, subject to the approval of Council.
e. Maintain records of all action suits, proceedings and matters which relate to the Township's interest, and report thereon as the Manager or Council may require.
f. Have power to enter into any agreement, compromise or settlement or any litigation in which the Township is involved, subject to the prior approval or ratification of the Council.
g. Upon the termination of his service with the Township, forthwith surrender to his successor all Township property, papers and records, together with written consent to substitution of his successor in any pending actions or proceedings.
h. Whenever he deems that the interests of the Township so require, the Labor Counsel, may request the services of the Special Counsel to assist him/her in the preparation, trial or argument of any issue or in such other capacity as he may determine. If the Labor Counsel should be disqualified with respect to any matter the Township reserves the right to utilize Special Labor Counsel for the duties set forth above.

O - LICENSED SITE REMEDIATION PROFESSIONAL (LSRP)

The Township of Deptford seeks to appoint an individual, or firm, as a Licensed Site Remediation Professional (LSRP) for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

The Township LSRP shall perform such duties as are prescribed by general law, ordinance, and the New Jersey Department of Environmental Protection Licensed Site Remediation Program, and in addition shall be subject to approval by a majority of Township Council or the Manager.

A. Oversee the remediation of municipal contaminated sites in accordance with the New Jersey Department of Environmental Protection's applicable standards and regulations for responsible parties.

B. Provide technical advice and assistance to other Township departments as needed.

C. Maintain all papers, documents, memoranda, reports and other materials relating to the administration of the duties of the Township LSRP within the property of the Township. Upon the termination of his services with the Township, the Township LSRP shall forthwith surrender to the Township all such property.

D. Attend Township meetings as requested by the Manager, and/or Township Council.

E. When directed by the Manager, the LSRP shall provide the services necessary to prepare and provide detailed reports and studies requested by the Manager regarding the remediation of municipal contaminated sites.

Judicial and Quasi-Judicial Proceedings. When directed by the Manager or when subpoenaed in connection with Municipal business to appear and testify at a deposition in judicial or quasi-judicial hearings, the Township LSRP shall provide the services necessary to prepare for the deposition or hearing and shall provide testimony as required.

P – TOWNSHIP PLANNER

The Township of Deptford seeks to appoint an individual, or firm, as the Township Planner for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

A. When requested by the Planning Board, Township Council or Manager, he shall undertake studies and prepare and recommend a comprehensive plan, including the development of more detailed plans and programs based on the comprehensive plan for area renewal, conservation, rehabilitation or redevelopment.

B. The Planner shall review and submit written comments to the Manager, Township Council or Planning Board upon all proposals to amend the zoning ordinance, the subdivision ordinance, official map and standard ordinance, and such other ordinances as the Manager, Township Council or Planning Board may refer to him. From time to time, he shall make recommendations for the updating and revisions of the ordinances concerned or for the adoption of new ordinances related thereto.

C. The Planner shall maintain the official zoning map and keep it up to date.

D. Where authorized or directed by the Planning Board, Township Council or Manager he may provide information to the public on community development problems and develop a program of citizen participation in furtherance of proper planning and municipal development.

E. The Planner shall attend the meetings of the Planning Board; and render such professional services and opinions as many be required. He shall render such additional professional

services and opinions as may be required from time to time by the Township Council or Manager.

F. The Planner shall, when requested assist other departments in the development of specific projects.

Documents. The Township Planner shall maintain all papers, documents, memorandum reports, and other materials relating to the administration of this division. Upon termination of his services with the Township, the Township Planner shall surrender to the Township all such property.

Q – PLANNING BOARD ENGINEER

The Township of Deptford seeks to appoint an individual, or firm, as the Planning Board Engineer for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

A. Perform all of the engineering work required in the capacity of Planning Board Engineer of the Township of Deptford. In addition, perform any additional duties assigned by the Board.

B. Attend all regular or special meetings of the Board or its subcommittees as required by the Board.

C. Review subdivision and site plans including preparation of written reports setting forth compliance to municipal ordinances and to accepted planning and engineering design practices.

D. Provide field observation service of subdivisions and/or site plans to assure compliance with Board requirements and approvals.

E. Provide and maintain subdivision plans, studies and reports related to engineering matters and reviews approved by the Board.

F. Provide general engineering and planning advice and assistance to the Board as requested.

G. Prepare or cause to be prepared plans, studies and/or reports which the Board may request.

H. Maintain all papers, documents, memoranda, reports, and other material related to the Engineer's duties and function. Upon the termination of these services with the Board, the Engineer shall forthwith surrender all Board records.

I. The Planning Board Engineer shall coordinate his/her efforts or the firm's efforts with the Department of Community Development and the office of the Township Manager to effectuate the intent and objectives of the Municipal Land Use Law of New Jersey referenced as NJSA 40:55-D-1 et.seq.

R – PLANNING BOARD SOLICITOR

The Township of Deptford seeks to appoint an individual, or firm, as the Planning Board Solicitor for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

The person or firm appointed as the Planning Board Solicitor shall be a fully-licensed attorney of the State of New Jersey with an extensive knowledge of Municipal Land Use Law of the State of New Jersey. A minimum of five (5) years of experience is preferred.

a. Review and aid in the preparation of Ordinances, Resolutions and legal documents pertaining to the Planning Board
b. Attendance at regular, special and continued sessions of the Planning Board
c. Attendance at work sessions and executive sessions of the Planning Board.
d. Conduct legal research and render legal opinions and assistance to the Planning Board Officials;

e. Assist, when necessary, any other Solicitor which the Township may engage;
f. Assist the Planning Board in any other manner that may be necessary;
g. Representation of the Planning Board in litigation.
h. Cooperate with Township Council and Township Solicitor regarding any matters pertaining to the Planning Board.
i. The Planning Board Solicitor shall coordinate his/her efforts or the firm's efforts with the Department of Community Development and the office of the Township Manager to effectuate the intent and objectives of the Municipal Land Use Law of New Jersey referenced as NJSA 40:55-D-1 et.seq.

S – PLANNING BOARD TRAFFIC CONSULTANT

The Township of Deptford seeks to appoint an individual, or firm, as the Planning Board Traffic Consultant for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

1. Perform all of the work required in the capacity of Planning Board Traffic Consultant of the Township of Deptford. In addition, perform any additional duties assigned by the board.
2. Attend all regular or special meetings of the Board or its subcommittees.
3. Review subdivisions and site plans including preparation of written reports setting forth compliance to municipal ordinances and to accepted planning and engineering design practices.
4. Provide field observation service of subdivisions and/or site plans to assure compliance with Board requirements and approvals.
5. Provide and maintain subdivision plans, site plans, studies and reports related to engineering matters and review approved by the Board.
6. Provide general engineering and planning advice and assistance to the Board as requested.
7. Prepare or cause to be prepared plans, studies, and /or reports which the Board may request.

8. Maintain all papers, documents, memoranda, reports, and other material related to the Traffic Consultant's documents, memoranda, reports, and other material related to the Traffic Consultant's duties and function. Upon the termination of these services with the Board, the Traffic Consultant shall forthwith surrender all Board records to the Township.
9. The Planning Board Traffic Consultant shall coordinate his/her efforts or the firm's efforts with the Department of Community Development and the office of the Township Manager to effectuate the intent and objectives of the Municipal Land Use Law of New Jersey referenced as NJSA 40:55-D-1 et. Seq.

T – RISK MANAGEMENT CONSULTANT

The Township of Deptford seeks to appoint an individual, or firm, as the Risk Management Consultant for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

A. General Background & Purpose

The MUNICIPALITY is a member of the Gloucester Salem Cumberland Counties Municipal Joint Insurance Fund (TRICO JIF). The TRICO JIF commenced operations on January 1, 1991 with a membership of nine (9) municipalities. The TRICO JIF was formed as a self-insurance pool and operates under the authority of N.J.S.A. 40A: 10-6 et seq. and related regulatory authority of the New Jersey Department of Banking and Insurance, N.J.A.C. 11:15-2.1 et seq. The TRICO JIF has grown to thirty-seven (37) members today. The TRICO JIF is subject to and must operate in compliance with the provisions of the "Local Fiscal Affairs Law" (N.J.S.A. 40A: 5-1 et seq.), the "Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.), and regulations including but not limited to (N.J.S.A. 5:34) and the Open Public Meetings Act (N.J.S.A. 10:4-12).

The TRICO JIF was formed as a long-term vehicle through which member municipalities seek to stabilize their insurance related expenditures through "pooling" and the application of various risk management techniques. These techniques include pooled retention of the working layer of claims, enhanced safety and loss prevention, and group purchase of necessary administrative services including claims administration and legal defense counsel.

Coverage afforded through the TRICO JIF includes Property, General Liability (including Police Liability), Automobile Liability, Employment Practices/Public Officials Liability, Cyber Liability, and Workers' Compensation. The TRICO JIF retains the first **$500,000** per General, Automobile and Workers' Compensation claim and $**100,000** per Property claim. The TRICO JIF pools its resources with other New Jersey Joint Insurance MUNICIPALITYs through an excess pool known as the Municipal Excess Liability Joint Insurance Fund (MEL) that provides coverage beyond the TRICO JIF retention. The TRICO JIF is a member of the NJ Cyber Risk Management Joint Insurance Fund, which provides Cyber Liability coverage and various risk management services to its members. The TRICO JIF also provides it members with Public Official's and Employment Practices Liability coverage purchased in the commercial market. Finally, the TRICO JIF is a member of the Environmental Risk Management Joint Insurance Fund, which provides Environmental Impairment Liability and various risk management services to its members.

Of primary importance to the MUNICIPALITY is a firm that is familiar with the local operations of

the MUNICIPALITY with a thorough understanding and mastery of municipal risk as well as the programs and services provided through the TRICO JIF.

B. RISK MANAGEMENT CONSULTANT - Applicant Requirements

The **RISK MANAGEMENT CONSULTANT**:

1. Shall be a New Jersey licensed Property and Casualty insurance producer who has demonstrated prior experience in the management of public insurance risks.
2. Shall demonstrate knowledge of the TRICO JIF Programs and Services.
3. Shall demonstrate a knowledge of MUNICIPALITY's operations and exposures.
4. Provide that its officials, officers, employees and appointees shall cooperate with the Fund, the Fund Attorney, Claims Administrator and any designated Defense Attorney in the defense of all claims, including any procedures established by the Executive Committee for the handling of claims, Notices of Claims and litigation.
5. Advise the MUNICIPALITY on risk management matters and the appropriateness of coverage or optional coverage offered by the TRICO JIF.

C. Minimum Services

The Role of the RISK MANAGEMENT CONSULTANT is to provide Professional Risk Management services to the MUNICIPALITY as follows:

A) The Consultant shall assist the MUNICIPALITY in identifying its insurable exposures and shall recommend professional methods to reduce, assume or transfer the risk of loss.

B) The Consultant shall assist the MUNICIPALITY in understanding and selecting the various types of coverage and limits available from the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund.

C) The Consultant shall review with the MUNICIPALITY any additional types of coverage that the Consultant believes the MUNICIPALITY should purchase that are not available from the Fund. The Consultant shall purchase and bind any additional types of coverage authorized by the MUNICIPALITY.

D) The Consultant shall assist the MUNICIPALITY in the preparation of applications, statements of values and other documents requested by the Fund. However, this Agreement does not include any appraisal work by the Consultant.

E) The Consultant shall review the MUNICIPALITY's annual assessment as prepared by the Fund, and shall assist the MUNICIPALITY in the preparation of its annual insurance budget.

F) The Consultant shall review the loss and engineering reports for the MUNICIPALITY, and shall assist the Safety Committee in its loss containment objectives within the MUNICIPALITY.

G) The Consultant shall attend and actively participate in the MUNICIPALITY's Safety Committee activities and meetings, and shall present information to the Safety Committee on Safety related topics.

H) The Consultant shall attend the MUNICIPALITY's Member Accident Review Panel meetings

and assist the MUNICIPALITY in determining the cause of accidents. The Consultant shall suggest any remedial actions necessary to avoid future accidents.

I) The Consultant shall assist the MUNICIPALITY in determining the necessary training for each employee in each Municipal Department based upon the employee's job description and in accordance with OSHA and other governmental regulations.

J) The Consultant shall assist the MUNICIPALITY in scheduling employee training, both internal and external, including the tracking of course attendance and completion of course requirements.

K) The Consultant shall review the MUNICIPALITY's loss data on a regular basis and prepare reports to the MUNICIPALITY on recent losses, open claims, and loss trends.

L) The Consultant shall assist the MUNICIPALITY by reporting to the Fund changes in exposures including the deletion and addition of vehicles, equipment, and properties and the contracting of Municipal services to third parties.

M) The Consultant shall assist the MUNICIPALITY and Fund professionals in the annual renewal process including the gathering and verification of exposure data.

N) The Consultant shall order Certificates of Insurance from the Fund.

O) The Consultant shall review Certificates of Insurance received by the MUNICIPALITY.

P) The Consultant shall review proposed contracts between the MUNICIPALITY, organizations, and contractors to verify that the appropriate indemnification and hold harmless language is contained in the Contract and that the Certificate of Insurance Guidelines are being followed.

Q) The Consultant shall evaluate and advise the MUNICIPALITY on the risk management aspects of public events being staged or sponsored by the MUNICIPALITY.

R) The Consultant shall review the annual coverage documents to verify the accuracy of the policies.

S) The Consultant shall respond to questions regarding coverage from the MUNICIPALITY's officials.

T) The Consultant shall actively attend and participate on the Fund Subcommittees as authorized by the Fund Bylaws.

U) The Consultant shall regularly attend the Monthly Executive Committee meetings of the Fund.

V) The Consultant shall execute and file with the MUNICIPALITY, as part of this agreement, and the Executive Director's office a copy of the Gloucester, Salem, and Cumberland Counties Municipal Joint Insurance Fund Confidentiality Agreement.

W) The Consultant shall at least twice annually, prepare and present a written report to the Governing Body of the MUNICIPALITY outlining the MUNICIPALITY's Insurance and Safety Program.

X) The Consultant shall perform any other services required by the Fund's Bylaws.

The above listing represents some of the general duties of the RISK MANAGEMENT CONSULTANT. Your response must demonstrate your understanding of the role by expanding on the above duties and describing other services that you will provide.

D. Fees:

The fee for this contract has been established by the MUNICIPALITY as outlined in herein. The MUNICIPALITY is not seeking competitive pricing proposals. Instead, the MUNICIPALITY is seeking proposals from qualified firms/individuals that can provide the services established in **Section E** below.

For 2027, the MUNICIPALITY compensates the existing RISK MANAGEMENT CONSULTANT for services rendered an amount equal to six percent (6%) of the MUNICIPALITY's annual assessment as promulgated by Tri-County Joint Insurance Fund. Said fee shall be paid within thirty (30) days of payment of the MUNICIPALITY's assessment.

E. Proposals

Written proposals are being requested from applicants (firms) qualified to perform all required services. Proposals should outline what the firm will do for the MUNICIPALITY in all areas of service requested. All proposals should include, at a minimum, the following:

a. **Narrative** Provide a narrative setting forth your ability to provide the services outlined in Sections IV and V of this RFQ.

b. **Knowledge of Risk:** Describe your knowledge and experience with applicable coverage particularly:

- Property
- Liability (Including Police and Elected Officials)
- Automobile
- Workers' Compensation

c. Experience:

i. Demonstrate a minimum of five (5) years of experience as a Risk Management Consultant within the TRICO JIF or a minimum of five (5) years' experience as a Risk Management Consultant for a Municipality in a MEL affiliated Joint Insurance Fund.

ii. Demonstrate familiarity with and knowledge of:

1. ORIGAMI Exposure System
2. TRICO JIF **Safety** Programs including but not limited to:
    a. Role of MUNICIPAL Safety Coordinator
    b. Functioning of the MUNICIPAL Safety Committee
    c. Optional Safety Program
    d. Safety Incentive Program
    e. MEL Safety Institute
3. TRICO JIF **Claims** Programs including but not limited to:

a. Role of MUNICIPAL Claims Coordinator

b. Transitional Duty Programs

c. Accident Investigation

4. TRICO JIF **Risk Management** Programs including but not limited to:

a. TULIP Program

b. Model Contract Provisions

c. EPL Helpline

d. EPL Risk Management Program

e. TRICO JIF Website

5. TRICO JIF **Reports** including but not limited to:

a. Loss Ratio Reports

b. Loss Control Reports

c. Monthly Agenda Packet tracking reports

d. **Qualifications:** You should clearly set forth your credentials and describe your experience that qualifies you for this position by describing experience with similar engagements by the individual who will actually be providing the Consulting services to the MUNICIPALITY. Include a resume of the individual indicating active membership in any professional organizations. Include a listing of clients with their contact names, addresses, and telephone numbers.

F. **Non-Disclosure Agreement -** The Applicant selected through this process is to understand that they shall be required to comply with the **Non-Disclosure Agreement** (**Exhibit A**) as dictated by the TRICO JIF. Specifically, the contract may be voided by the MUNICIPALITY if the RISK MANAGEMENT CONSULTANT fails to disclose an actual or potential conflict of interest as defined in the TRICO JIF's Bylaws, or in N.J.S.A. 40A:9-22.1 et. seq. (the "Local Government Ethics Laws") and including, but not limited to, any interest, direct or indirect, in any other servicing organization providing services to the MUNICIPALITY. Any potential respondent to this RFQ who cannot comply with this policy is discouraged from submitting a proposal in response to this RFQ.

U – TOWNSHIP SOLICITOR

The Township of Deptford seeks to appoint an individual, or firm, that is an attorney-at-law of New Jersey as the Township Solicitor for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

a. Represent the Township in all legal matters and shall advise and assist the Council, the Manager and the Departments as required in the administration of Township Government.

b. Attend meetings of the Council, draft ordinances and resolutions as directed by the Manager or the majority of the members of Council, and give opinions and rulings on questions of law which may arise at Council meetings at the request of a majority of the members of Council or the Township Manager.

c. Prepare or approve all legal instruments relating to the business of the Township.

d. Represent the Township in any litigation, and conduct trials, appeals and other proceedings affecting the interest of the Township as he/she may in his/her discretion determine to be necessary or desirable, subject to the approval of Council.

e. Maintain records of all action suits, proceedings and matters which relate to the Township's interest, and report thereon as the Manager or Council may require.

f. Have power to enter into any agreement, compromise or settlement or any litigation in which the Township is involved, subject to the prior approval or ratification of the Council.

g. Upon the termination of his service with the Township, forthwith surrender to his successor all Township property, papers and records, together with written consent to substitution of his successor in any pending actions or proceedings.

a. Whenever he deems that the interests of the Township so require, the Solicitor, may request the services of the Special Counsel and/or other appointed professionals to assist him/her in the preparation, trial or argument of any issue or in such other capacity as he may determine. If the Solicitor should be disqualified with respect to any matter the Township reserves the right to utilize Special Counsel for the duties set forth above.

V- SPECIAL COUNSEL

The Township of Deptford seeks to appoint an individual, or firm, that is an attorney-at-law of New Jersey as the Special Counsel for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

A. Represent the Township in any general legal matters as requested by the Township, including, but not limited to, Land Use Law, Municipal Law and Labor Law. The Special Counsel shall advise and assist the Council, the Manager and the Departments as requested in the administration of Township Government.

B. If requested by the Township, Special Counsel shall attend meetings of the Council, draft ordinances and resolutions as directed by the Manager or the majority of the members of

Council, and give opinions and rulings on questions of law which may arise at the request of a majority of the members of Council or the Township Manager.

C. Prepare or approve any legal instruments relating to the business of the Township

D. Special Counsel shall represent the Township in any litigation, and conduct trials, appeals and other proceedings affecting the interest of the Township as directed by the Township.

E. Maintain records of all action suits, proceedings and matters which relate to the Township's interest and report thereon as the Manger or Council may require.

F. Have power to enter into any agreement, compromise or settlement or any litigation in which the Township is involved subject to the prior approval or ratification of the Township Council.

G. Upon the termination of his service with the Township, forthwith surrender to his successor all Township property, papers and records, together with written consent to substitution of his successor in any pending actions or proceedings.

W- SPECIAL LABOR COUNSEL

The Township of Deptford seeks to appoint an individual, or firm, that is an attorney-at-law of New Jersey as the Special Labor Counsel for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

A. Represent the Township in all legal matters and shall advise and assist the Council, the Manager and the Departments as required in the administration of Township Government.

B. Attend meetings of the Council, draft ordinances and resolutions as directed by the Manager or the majority of the members of Council, and give opinions and rulings on questions of law which may arise at Council meetings at the request of a majority of the members of Council or the Township Manager.

C. Prepare or approve all legal instruments relating to the business of the Township.

D. Represent the Township in any litigation, and conduct trials, appeals and other proceedings affecting the interest of the Township as he may in his discretion determine to be necessary or desirable, subject to the approval of Council.

E. Maintain records of all action suits, proceedings and matters which relate to the Township's interest, and report thereon as the Manager or Council may require.

F. Have power to enter into any agreement, compromise or settlement or any litigation in which the Township is involved, subject to the prior approval or ratification of the Council.

G. Upon the termination of his service with the Township, forthwith surrender to his successor all Township property, papers and records, together with written consent to substitution of his successor in any pending actions or proceedings.

X- ZONING BOARD OF ADJUSTMENT ENGINEER

The Township of Deptford seeks to appoint an individual, or firm, that is a civil engineer as the Zoning Board of Adjustment Engineer for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

1. Perform all of the engineering work required in the capacity of Zoning Board Engineer of the Township of Deptford. In addition, perform any additional duties assigned by the Board.

2. Attend all regular or special meetings of the Board or its subcommittees as required by the Board.

3. Review subdivisions and site plans including preparation of written reports setting forth compliance to municipal ordinances and to accepted planning and engineering design practices.

4. Provide field observation service of subdivisions and/or site plans to assure compliance with Board requirements and approvals.

5. Provide and maintain subdivision plans, site plans, studies and reports related to engineering matters and reviews approved by the Board.

6. Provide general engineering and planning advice and assistance to the Board as requested.

7. Prepare or cause to be prepared plans, studies, and/or reports which the Board may request.

8. Maintain all papers, documents, memoranda, reports and other material related to the Engineer's duties and function. Upon the termination of these services with the Board, the Engineer shall forthwith surrender all Board records.

9. The Zoning Board of Adjustment Engineer shall coordinate his/her efforts or the firm's efforts with the Department of Community Development and the office of the Township Manager to effectuate the intent and objectives of the Municipal Land Use Law of New Jersey referenced as NJSA 40:55D-1 et.seq.

Y- ZONING BOARD OF ADJUSTMENT SOLICITOR

The Township of Deptford seeks to appoint an individual, or firm, that is an attorney-at-law of New Jersey as the Zoning Board of Adjustment Solicitor for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

a. Review and aid in the preparation of Ordinances, Resolutions and legal documents pertaining to the Zoning Board;

b. Attendance at regular, special and continued sessions of the Zoning Board;

c. Attendance at work sessions and executive sessions of the Zoning Board;

d. Conduct legal research and render legal opinions and assistance to the Zoning Board Officials;

e. Assist, when necessary, any other Attorney which the Township may engage;

f. Assist the Zoning Board in any other manner that may be necessary;

g. Representation of the Zoning Board in litigation.

h. Cooperate with Township Council and Municipal Solicitor regarding any matters pertaining to the Zoning Board.

i. The Zoning Board Solicitor shall coordinate his/her efforts or the firm's efforts with the Department of Community Development and the office of the Township Manager to effectuate the intent and objectives of the Municipal Land Use Law of New Jersey referenced as NJSA 40:55-D-1 et. Seq.

Z- ZONING BOARD OF ADJUSTMENT TRAFFIC CONSULTANT

The Township of Deptford seeks to appoint an individual, or firm, as the Zoning Board of Adjustment Traffic Consultant for items and requirements listed below.

Mandatory Minimum Requirements/Duties:

1. Perform all of the work required in the capacity of Zoning Board Traffic Consultant of the Township of Deptford. In addition, perform any additional duties assigned by the board.
2. Attend all regular or special meetings of the Board or its subcommittees.
3. Review subdivisions and site plans including preparation of written reports setting forth compliance to municipal ordinances and to accepted planning and engineering design practices.
4. Provide field observation service of subdivisions and/or site plans to assure compliance with Board requirements and approvals.
5. Provide and maintain subdivision plans, site plans, studies and reports related to engineering matters and review approved by the Board.
6. Provide general engineering and planning advice and assistance to the Board as requested.

7. Prepare or cause to be prepared plans, studies, and /or reports which the Board may request.
8. Maintain all papers, documents, memoranda, reports, and other material related to the Traffic Consultant's documents, memoranda, reports, and other material related to the Traffic Consultant's duties and function. Upon the termination of these services with the Board, the Traffic Consultant shall forthwith surrender all Board records.
9. The Zoning Board Traffic Consultant shall coordinate his/her efforts or the firm's efforts with the Department of Community Development and the office of the Township Manager to effectuate the intent and objectives of the Municipal Land Use Law of New Jersey referenced as NJSA 40:55-D-1 et. Seq.