

Request for Proposals
City of Absecon
November 20, 2009

This notice is published pursuant to NJSA 19:44A-20.5. The City of Absecon seeks proposals from professionals for the following services, which are exempt from public bidding: Municipal Solicitor, Municipal Auditor, Municipal Labor Attorney, City Planner, Prosecutor, Public Defender and Bond Attorney. Proposals can be picked up in the Office of the City Clerk, 500 Mill Rd, Absecon, NJ 08201 or you can download them from www.Absecon-Newjersey.org at the Notices Page and must be returned by 4:30pm December 15, 2009 to the City Clerk, 500 Mill Rd, Absecon, NJ 08201.

City of Absecon

2010 Request for Proposals for Municipal Services

The City of Absecon is seeking proposals for the following professional services effective January 1, 2010:

- a) Municipal Planner
- b) Municipal Solicitor
- c) Municipal Labor Attorney
- d) Municipal Auditor
- e) Bond Attorney
- f) Municipal Prosecutor
- g) Public Defender

The attached package includes the proposal requirements for each professional service.

Please address the specific requirements for the specific professional service being proposed. If more than one professional service is being proposed by the same responder, please prepare separate proposals for each service.

All proposals are due in the Office of the City Clerk, City of Absecon, 500 Mill Rd., Absecon, NJ 08201 on or before 4:30pm December 15, 2009.

**Proposal Requirements
Municipal Auditor
City of Absecon**

Prospective firms must submit the following information to the City Clerk, 500 Mill Rd, Absecon, NJ 08201 on or before 4:30pm, December 15, 2009.

- A) Statement of Qualification for the position of Municipal Auditor.
- B) Statement of Previous Experience as a Municipal Auditor, specifically in the State of New Jersey.
- C) Statement of Specific Experience as a Municipal Auditor and projects completed in the past 24 months, including total cost for each project, total budget for each project, scheduled completion date, actual completion date for each project. Explain any variance between budget and actual costs and scheduled and actual completion dates.
- D) Statement of the 2010 Hourly Rates for all classifications of all professionals necessary to provide the service of Municipal Auditor for the City of Absecon.

Complete proposals must be received on or before 4:30 pm December 15, 2009 in the office of the City Clerk, 500 Mill Rd, Absecon, NJ 08201.

Proposals will be judged on the following criteria: Statement of Qualifications 33%, Statement of Previous Experience, 10%, Statement of Specific Experience, 50% and Hourly rates 7%. The City of Absecon has the authority to declare any proposal incomplete that does not completely address Statements A through D above.

Proposal Requirements
Municipal Solicitor
City of Absecon

Prospective firms must submit the following information to the City Clerk, 500 Mill Rd, Absecon, NJ 08201 on or before 4:30pm, December 15, 2009.

- A) Statement of Qualification for the position of Municipal Solicitor.
- B) Statement of Previous Experience as a Municipal Solicitor, specifically in the State of New Jersey.
- C) Statement of Specific Experience as a Municipal Solicitor. This must include but need not be limited to, a list of ordinances prepared, a topical list of written opinions provided, a list of specific areas of the law in which the responder has expertise i.e. labor law, environmental law, municipal law, etc.
- D) Statement of the 2010 Hourly Rates for all classifications of all professionals necessary to provide the service of Municipal Solicitor for the City of Absecon.

Complete proposals must be received on or before 4:30pm December 15, 2009 in the office of the City Clerk, 500 Mill Rd, Absecon, NJ 08201.

Proposals will be judged on the following criteria: Statement of Qualifications 33%, Statement of Previous Experience, 10%, Statement of Specific Experience, 50% and Hourly rates 7%. The City of Absecon has the authority to declare any proposal incomplete that does not completely address Statements A through D above.

**Proposal Requirements
Municipal Prosecutor
City of Absecon**

Prospective individuals must submit the following information to the City Clerk, 500 Mill Rd, Absecon, NJ 08201 on or before 4:30pm, December 15, 2009.

- A) Statement of Qualification for the position of Municipal Prosecutor.
- B) Statement of Previous Experience as a Municipal Prosecutor, specifically in the State of New Jersey.
- C) Statement of the 2010 Hourly Rates for all classifications of all professionals necessary to provide the service of Municipal Prosecutor for the City of Absecon.

Complete proposals must be received on or before 4:30pm December 15, 2009 in the office of the City Clerk, 500 Mill Rd, Absecon, NJ 08201.

Proposals will be judged on the following criteria: Statement of Qualifications 33%, Statement of Previous Experience, 60%, and Hourly rates 7%. The City of Absecon has the authority to declare any proposal incomplete that does not completely address Statements A through C above.

**Proposal Requirements
Municipal Planner
City of Absecon**

Prospective firms must submit the following information to the City Clerk, 500 Mill Rd, Absecon, NJ 08201 on or before 4:30pm, December 15, 2009.

- A) Statement of Qualification for the position of Municipal Planner.
- B) Statement of Previous Experience as a municipal planner, specifically in the State of New Jersey.
- C) Statement of Specific Experience as a municipal planner and projects completed in the past 24 months, including total cost for each project, total budget for each project, scheduled completion date, actual completion date for each project. Explain any variance between budget and actual costs and scheduled and actual completion dates.
- D) Statement of the 2010 Hourly Rates for all classifications of all professionals necessary to provide the service of Municipal Planner for the City of Absecon.

Complete proposals must be received on or before 4:30pm December 15, 2009 in the office of the City Clerk, 500 Mill Rd, Absecon, NJ 08201.

Proposals will be judged on the following criteria: Statement of Qualifications 33%, Statement of Previous Experience, 10%, Statement of Specific Experience, 50% and Hourly rates 7%. The City of Absecon has the authority to declare any proposal incomplete that does not completely address Statements A through D above.

**Proposal Requirements
Municipal Labor Attorney
City of Absecon**

Prospective firms must submit the following information to the City Clerk, 500 Mill Rd, Absecon, NJ 08201 on or before 4:30pm, December 15, 2009.

- A) Statement of Qualification for the position of Municipal Labor Attorney.
- B) Statement of Previous Experience as a Municipal Labor Attorney, specifically in the State of New Jersey.
- C) Statement of Specific Experience as a Municipal Labor Attorney. This must include but need not be limited to, a list of contracts negotiated and which union(s) represented the employees, a topical list of written opinions provided, a list of specific grievances either heard or settled in the past 24 months.
- D) Statement of the 2010 Hourly Rates for all classifications of all professionals necessary to provide the service of Municipal Solicitor for the City of Absecon.

Complete proposals must be received on or before 4:30pm December 15, 2009 in the office of the City Clerk, 500 Mill Rd, Absecon, NJ 08201.

Proposals will be judged on the following criteria: Statement of Qualifications 33%, Statement of Previous Experience, 10%, Statement of Specific Experience, 50% and Hourly rates 7%. The City of Absecon has the authority to declare any proposal incomplete that does not completely address Statements A through D above.

**Proposal Requirements
Municipal Bond Attorney
City of Absecon**

Prospective individuals must submit the following information to the City Clerk, 500 Mill Rd, Absecon, NJ 08201 on or before 4:30pm, December 15, 2009.

- A) Statement of Qualification for the position of Municipal Bond Attorney.
- B) Statement of Previous Experience as a Municipal Bond Attorney, specifically in the State of New Jersey.
- C) Statement of the 2010 Hourly Rates for all classifications of all professionals necessary to provide the service of Municipal Bond Attorney for the City of Absecon.

Complete proposals must be received on or before 4:30pm December 15, 2009 in the office of the City Clerk, 500 Mill Rd, Absecon, NJ 08201.

Proposals will be judged on the following criteria: Statement of Qualifications 33%, Statement of Previous Experience, 60%, and Hourly rates 7%. The City of Absecon has the authority to declare any proposal incomplete that does not completely address Statements A through C above.

**Proposal Requirements
Municipal Public Defender
City of Absecon**

Prospective individuals must submit the following information to the City Clerk, 500 Mill Rd, Absecon, NJ 08201 on or before 4:30pm, December 15, 2009.

- A) Statement of Qualification for the position of Municipal Public Defender.
- B) Statement of Previous Experience as a Municipal Public Defender, specifically in the State of New Jersey.
- C) Statement of the 2010 Hourly Rates for all classifications of all professionals necessary to provide the service of Municipal Public Defender for the City of Absecon.

Complete proposals must be received on or before 4:30pm December 15, 2009 in the office of the City Clerk, 500 Mill Rd, Absecon, NJ 08201.

Proposals will be judged on the following criteria: Statement of Qualifications 33%, Statement of Previous Experience, 60%, and Hourly rates 7%. The City of Absecon has the authority to declare any proposal incomplete that does not completely address Statements A through C above.