

PUBLIC NOTICE

In accordance with Section 11:7 of the Code of Conduct, and as defined in NJSA 40A:11-2 (6), the County of Middlesex, a municipal corporation of the State of New Jersey, has instituted a policy to negotiate agreements for professional services on the basis of demonstrated competence and qualification for the type of professional serviced required by the County, at low and reasonable fees. To this end, MIDDLESEX COUNTY will require the following services in 2021:

FOR THE COUNTY ADJUSTER –

- A. PROFESSIONAL LEGAL SERVICES FOR CIVIL COMMITMENTS to provide Legal Services to individuals who, pursuant to a screening service referral or a Civil Commitment Order, have been confined to a psychiatric facility wherein settlement of the admitting County is the County of Middlesex.

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of five (5) years.
2. Has a multi-disciplinary law practice in the area of civil matters for a minimum of five (5) years.
3. Representation of individuals in various types of civil matters, including a minimum of two (2) years experience in the area of civil commitments.
4. Has a minimum of five (5) years experience appearing before the Office of Administrative Law and State Superior Court.
5. Readily available and able to travel throughout the State of New Jersey for commitment hearings.

FOR THE OFFICE OF THE COUNTY ADMINISTRATOR

- A. PROFESSIONAL INVESTMENT ADVISORY SERVICES to provide professional services for 457(b) Deferred Compensation Plans

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. Consultant shall possess considerable knowledge and experience in investment management programs, market performance and asset allocation strategies
2. Consultant shall have extensive experience in reviewing and providing advice with respect to similar investment programs

- B. PROFESSIONAL CONSULTING SERVICES to provide professional services for voluntary employee benefit plans

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. Consultant shall possess considerable knowledge and experience in voluntary benefit plans and the voluntary benefit industry offerings in general
2. Consultant shall have extensive experience in reviewing and providing advice with respect to similar voluntary benefit programs

FOR THE OFFICE OF THE COUNTY COUNSEL –

- A. PROFESSIONAL LEGAL SERVICES FOR DEFENSE COUNSEL to undertake defense of the County and its employees in civil litigation matters.

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.

2. Has a minimum of five (5) years experience in defending governmental bodies in civil litigation matters and a minimum of five (5) years experience appearing in the United States District Court and Superior Court as defense counsel.

B. PROFESSIONAL LEGAL SERVICES AS DEFENSE COUNSEL FOR COUNTY WORKER COMPENSATION -To provide professional legal services for the County's Worker Compensation program

The following is the minimum threshold qualification requirements that shall be utilized for solicitation of persons and/or law firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Maintains a general practice of law.

C. PROFESSIONAL LEGAL SERVICES TO SERVE AS PART-TIME ASSISTANT COUNTY COUNSEL UNDER CONTRACT to undertake a variety of legal matters as assigned by the County Counsel, which may include, but not limited to: condemnation; involuntary civil commitment hearings; matters related to farmland preservation, general contract matters, real estate matters and civil litigation.

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of three (3) years.
2. Maintains a general practice of law.

D. PROFESSIONAL LEGAL SERVICES FOR SPECIAL LABOR COUNSEL - To undertake negotiations with its uniformed and non-uniformed collective bargaining units and handling of various matters related to and arising out of employer and employee personnel matters.

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Has a concentrated law practice in the field of State and Federal Labor Law for a minimum of ten (10) years.
3. Representation of governmental entities in all labor related matters, including negotiations for at least five (5) years.
4. Has a minimum of five (5) years experience appearing before the Public Employment Relations Commission, the Office of Administrative Law and Superior Court in labor matters.

E. PROFESSIONAL LEGAL SERVICES AS COUNSEL TO COUNTY ETHICS BOARD -To provide professional legal services as counsel to County Ethics Board.

The following is the minimum threshold qualification requirements that shall be utilized for solicitation of persons and/or law firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Maintains a general practice of law.

F. PROFESSIONAL LEGAL SERVICES AS COUNSEL TO COUNTY PLANNING BOARD -To provide professional legal services as counsel to County Planning Board.

The following is the minimum threshold qualification requirements that shall be utilized for solicitation of persons and/or law firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Maintains a general practice of law.

G. BOND COUNSEL

The following is the minimum threshold qualification requirements that shall be utilized for solicitation of persons and/or law firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Maintains a general practice of law.
3. Familiar in Bonding law and issues with at least ten (10) years of experience

H. PROFESSIONAL SERVICES OF TITLE INSURANCE AGENCIES to provide the required title searches, title binders/commitments and title insurance policies required by Middlesex County in connection with the various property interests the County will be acquiring. These property interests shall include fee takings and easements for road widening or improvement projects and agricultural development easements.

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. Licensed in the State of New Jersey.
2. Evidence of insurance agent/broker errors & omissions insurance with a minimum limit of one million (\$1,000,000) dollars per occurrence.
3. Compliance with the requirements of the Equal Employment Opportunity Act.
4. Agree to provide County with an original written quotation from each carrier quoting coverages outlined in the Request for Proposal.

I. APPRAISER

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered by the above:

1. Appraiser shall be a State of New Jersey Certified General Appraiser.
2. Appraiser shall have a minimum of five (5) years experience.
3. Appraiser shall be able to provide proof of Errors & Omissions Insurance.

J. APPRAISER FOR OPEN SPACE AND FARMLAND PRESERVATION

The following in the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered by the above:

1. Appraiser shall be a State of New Jersey Certified General Appraiser.
2. Appraiser shall have a minimum of five (5) years experience.
3. Appraiser shall be able to provide proof of Errors & Omissions Insurance.
4. Appraiser shall be an approved SADC (State Agricultural Development Committee) and/or Green Acres Program appraiser

K. LEGAL COUNSEL – OPEN SPACE PRESERVATION PROGRAM. The County requires legal services for the due diligence functions performed by the County of Middlesex for the acquisition of properties in the Open Space Preservation Program including, without limitation, review of appraisals and engineering reports, negotiation of contracts and easements, closing on the purchase of properties, where requested, and filing and prosecuting condemnation proceedings, as applicable. The firm shall meet the following minimum criteria:

- a) Licensed to practice law in the State of New Jersey for a minimum of seven (7) years;
- b) Experience in field of property acquisition by governmental entities for Open Space and/or Farmland Preservation including but not limited to, the institution of condemnation proceedings, and knowledge of Green Acres regulations, for a minimum of seven (7) years;
- c) Have a multi-disciplinary law practice in the area of civil matters for a minimum of seven (7) years.

L. LEGAL COUNSEL –FARMLAND PRESERVATION PROGRAM. The County requires legal services for the due diligence functions performed by the County of Middlesex for the acquisition of properties in the Farmland Preservation Program including, without limitation, review of

appraisals and engineering reports, negotiation of contracts and easements, closing on the purchase of properties, where requested, and providing general representation to the Agricultural Development Board including attendance at the Agricultural Development Board meetings. The firm shall meet the following minimum criteria:

- a) Licensed to practice law in the State of New Jersey for a minimum of seven (7) years;
- b) Experience in field of property acquisition by governmental entities for Farmland Preservation including but not limited to, the institution of condemnation proceedings, and knowledge of Green Acres regulations, for a minimum of seven (7) years; and
- c) Have a multi-disciplinary law practice in the area of civil matters for a minimum of seven (7) years.

M. PROFESSIONAL LEGAL SERVICES FOR SPECIAL LITIGATION COUNSEL – The County desires services from counsel who is a) knowledgeable about global warming and climate change effects caused by the conduct of some of the major fossil fuel companies, as well as the efforts of those companies to deceive the public about their knowledge of the damages caused to the County and related entities and others by their conduct; b) capable of researching applicable causes of action available to the County under New Jersey common and statutory law that have a likelihood of success if brought against the major fossil fuel companies; c) capable of filing and litigating claims by the County and related entities in State and federal trial and appellate courts; and d) capable of coordinating strategy and litigation efforts with other states, counties, municipalities and public interest groups that have brought similar lawsuits against major fossil fuel companies

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Maintains a general practice of Law in the State of New Jersey
3. Has a minimum of five (5) years' experience in Civil Litigation in United States District Court and Superior Court

FOR THE ENGINEERING DEPARTMENT –

A. PROFESSIONAL TECHNICAL SERVICES IN THE FOLLOWING AREAS:

1. Bridge Design
2. Bridge Inspection
3. Dam Design
4. Dam Inspection
5. Construction Management
6. Environmental Studies and Statements
7. Highway/Roadway Design
8. Land/Property Surveying
9. Traffic Signal Design
10. Transportation Studies
11. Construction Inspection/Administration
12. Underground Storage Tanks – Installed and Removed
13. Park Planning and Development
14. Mechanical Engineering
15. Electrical Engineering
16. Hydraulic and Hydrological Engineering
17. Architecture
18. Landscape Architecture
19. Historical Restoration Architecture
20. Civil Engineering
21. Engineering Cost Estimator
22. General Planning Services
23. License Site Remediation Professional

- Experience with Green Acres Program
- 24. Communication Tower Design
- 25. Road Condition Survey
- 26. Pavement Management
- 27. Complete Street Concept, Studies and/or Design
- 28. Lake & Pond Design and Management

Any interested professionals shall, at a minimum, submit the following:

1. Names of all individuals who may provide services to Middlesex County.
2. The qualifications, experience, and educational background of these individuals.
3. References and records of success.
4. Areas of specialization.

FOR THE FINANCE DEPARTMENT -

- A. AUDITORS – for the Main County Audit, including the Single Audit of all Federal and State financial assistance programs and the certifications of the 2020 County Operating Budget.

OUTSIDE OFFICE AUDITS as follows: County Adjuster, Otlowski Center for Mental Health Care, Sheriff's Office, County Clerk – Registry, Prosecutor's Office – Forfeited Funds, Surrogate's Office, Adult Corrections Center – Commissary & Inmates' Accounts, Office on Aging Area Plan Grants/Contracts

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. The auditor signing the opinion letter shall be a Certified Public Accountant and a Registered Municipal Accountant.

B. INDIRECT COST ALLOCATION PLAN

C. FINANCIAL ADVISORY/CONSULTING SERVICES

- D. UNEMPLOYMENT COMPENSATION MANAGEMENT SERVICES - Firm shall have a minimum of five (5) years' experience in this field.

FOR THE OFFICE OF HEALTH SERVICES –

New Jersey licensed medical physician to provide services for pediatric clinic. The following is the minimum threshold qualification requirements which shall be utilized for the solicitation of persons and/or firms to be considered for this service:

- Specialty in pediatrics and either board eligible or board certified
- Current New Jersey Medical license
- Evidence of current malpractice insurance (policy shall carry a tail)
- At least 2 years' practice experience
- Shall be available at least 2 mornings a month

New Jersey licensed medical physician with specialty in family practice or internal medicine.

Requirements are as follows:

- Board eligible or board certified
- Current medical license
- Evidence of current malpractice insurance (policy must carry a tail)
- At least 2 years' practice experience
- Shall have availability at least 1 evening and 1 Saturday a month

New Jersey licensed medical physician for services at out Tuberculosis Clinic for pediatrics and adults with requirements as follows:

- Board eligible or board certified
- Current medical license

- Evidence of current malpractice insurance (policy shall carry a tail)
- At least 2 years' practice experience
- Pediatric physician must have availability 2 times per month, at 4 hours each
- Adult physician to be scheduled for 4 hour shifts as required

FOR THE INSURANCE DIVISION –

- A. The following Insurance Policies shall be solicited, but not limited to: Boiler & Machinery, Inland Marine (Voting Machines), Inland Marine (Contractor's Equipment), Excess Medical Malpractice, Accident Insurance for County Volunteers, Fire & Allied Perils (Property), Commercial Crime, Accident Insurance for WIA Trainees, Excess General, Automobile, Public Officials, Employment Practices, Law Enforcement Liability, Excess Workers Compensation & Employers' Liability, Equipment Maintenance Insurance, Cyber Liability and Pollution Liability.

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above individually or as a Broker of Record:

1. Firm shall be licensed by the State of New Jersey.
 2. Firm shall have offices(s) in the State of New Jersey.
 3. Firm shall have a minimum of five (5) years experience writing policies for public entities.
 4. Firm shall be able to provide proof of Errors & Omissions Insurance
- B. INSURANCE CONSULTING for the assistance in administration of the Insurance Division and Risk Management Program.
1. Analyze all insurance exposures, gather underwriting information, maintain schedules, maintain claims records, process claims, and assist in preparing specifications for the solicitation of commercial insurance policies.
 2. Manage and administer the County's self-insured liability and workers compensation programs and interact with the contracted Claims Administrator and Managed Care providers.
 3. Any and all other responsibilities of the administration of the insurance and risk management programs.

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. Firm shall have a minimum of ten (10) years' experience in providing insurance and risk management consulting, five of which shall be for public entities.
2. Firm shall have a minimum of ten (10) years' experience in providing management and oversight for self-insured liability and workers compensation programs.
3. Firm shall be able to provide proof of Errors & Omissions Insurance.
4. Experience and references SHALL be provided with the qualification package.

C. ACTUARIAL SERVICES for the Middlesex County Insurance Commission

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. Actuary shall have the demonstrated ability to perform actuarial functions for a self-insured liability program.
2. Actuary shall be a FCAS member.
3. Actuary shall have a minimum of five (5) years' experience.
4. Actuary shall be available to provide proof of Errors & Omissions Insurance.

FOR OFFICE OF PARKS AND RECREATION-

- A. APPRAISAL SERVICES FOR THE FARMLAND PRESERVATION PROGRAM.

The County seeks to qualify several appraisers for the preparation of appraisals for due diligence functions to be performed by the County for the Farmland Preservation Program. The minimum threshold criteria that shall be utilized for the evaluation of the responses is as follows:

- a) Certified by the State of New Jersey as a real estate appraiser;
- b) Experience in preparing appraisal reports for a minimum of five (5) years;
- c) Appear on the SADC (State Agricultural Development Committee) approved appraiser list;
- d) Experience and familiarity appraising properties in Middlesex County.

B. APPRAISAL SERVICES FOR THE OPEN SPACE PROGRAM.

The County seeks to qualify several appraisers for the preparation of appraisals for the Open Space Program. The minimum threshold criteria that shall be utilized for the evaluation of the responses is as follows:

- a) Certified by the State of New Jersey as a real estate appraiser;
- b) Experience in preparing appraisal reports for a minimum of five (5) years;
- c) Experience in valuation of properties for condemnation purposes;
- d) Approved by the State of New Jersey as a real estate appraiser for the Green Acres Program; and
- e) Experience and familiarity appraising properties in Middlesex County.

C. ENGINEERING SERVICES FOR THE OPEN SPACE AND FARMLAND PRESERVATION PROGRAM.

The County requires engineering services for due diligence functions performed by the County for the Open Space and Farmland Preservation Program. Such engineering Services may include, without limitation, Phase I Environmental Assessments, Phase II Environmental Assessments, wetlands delineation, soil sampling, preparation of bidding documents and contractor monitoring, review of zoning ordinances for purposes of permitted use evaluations and lot analysis, as may relate to an acquisition for the program. Engineers/Engineering firms shall meet the following minimum criteria:

- a) Licensed to provide engineering services in the State of New Jersey for a minimum of seven (7) years;
- b) Current experience with environmental laws and preparation of reports and analysis for public purchase of Open Space, in accordance with government guidelines, for a minimum of seven (7) years;
- c) Experience with County Open Space purchasing program and Green Acres Program;
- d) Firm shall have the ability to provide a staff member with a licensed site remediation professional (LSRP) designation upon request of the County

D. ENGINEERING SERVICES FOR THE PREPARATION OF SURVEYS FOR THE FARMLAND PRESERVATION PROGRAM.

The County requires engineering services in the preparation of surveys for due diligence functions to be performed by the County for the Farmland Preservation Program. The parcels acquired in the Program receive SADC funding. Engineers/Engineering firms shall meet the following minimum criteria and describe their experience in the qualification submittal:

- a) Licensed to provide engineering services in the State of NJ for a minimum of seven (7) years;
- b) Land surveyor licensed in the State of NJ for a minimum of seven (7) years;
- c) Experience in plotting surveys for tracts of farmland for a minimum of seven (7) years;
- d) Experience in preparing surveys to SADC standards as per the SADC Farmland Preservation Program

E. ENGINEERING SERVICES FOR THE PREPARATION OF SURVEYS FOR PROPERTIES TO BE ACQUIRED IN THE OPEN SPACE PROGRAM.

The County requires engineering services in the preparation of surveys for due diligence functions to be performed by the County for the Open Space Program. Several of the parcels acquired in the Program receive Green Acres funding. Engineers/engineering firms shall meet the following minimum criteria:

- a) Licensed to provide engineering services in the State of NJ for a minimum of seven (7) years;
- b) Land surveyor licensed in the State of NJ for a minimum of seven (7) years;
- c) Current experience in plotting surveys for large tracts of open space and/or farmland for a minimum of seven (7) years;
- d) Experience in preparing surveys to Green Acres standards

F. ENGINEERING SERVICES FOR POND AND LAKE EVALUATION, DESIGN AND MANAGEMENT

The County requires engineering services to evaluate, improve and maintain water quality in waterbodies, which are overseen by the Middlesex County Office of Parks and Recreations. The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

- a) Comprehensive understanding of state and federal regulations governing waterbody management
- b) Has a minimum of five (5) years' experience in pond and lake management in the State of NJ

FOR THE OFFICE OF PLANNING –

Professional Planning Technical Services in the following areas:

1. Comprehensive Planning
2. Transportation Planning
3. Environmental Planning
4. Parks, Open Space and Farmland Preservation
5. Wastewater Management Planning
6. Complete Streets Training
7. Development Review

Any interested professionals shall, at a minimum, submit the following:

1. Names of all individuals who may provide services to Middlesex County.
2. The qualifications, experience, and educational background of these individuals.
3. References and records of success.
4. Areas of specialization.

FOR THE OFFICE OF CAREER OPPORTUNITY–

A. AUDITOR SERVICES for the Department of Workforce Development Retirement Plan
The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. Knowledge of and experience with the following:
 - a) Government auditing standards
 - b) Five (5) years' experience in auditing defined benefit pension plans
2. Audit staff assigned to the project shall be current on GPE credits and shall be directed by a NJ licensed CPA

B. ACTUARIAL SERVICES for the Department of Workforce Development Retirement Plan
The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. The firm shall have the demonstrated ability to perform actuarial functions on defined benefit plan.
2. The individual assigned to the project shall be a college graduate and the CPE credits required by ERISA to remain as an enrolled actuary shall be current.

C. PROFESSIONAL LEGAL SERVICES for the Department of Workforce Development Retirement Plan

The following is the minimum threshold qualification requirements that shall be utilized for the solicitation of persons and/or firms to be considered for the above:

1. Admission to the New Jersey Bar for a minimum of ten (10) years.
2. Representation of governmental entities in pension plan matters for at least five (5) years.

Individuals and/or firms are to electronically submit their qualifications to: mcqualifications@co.middlesex.nj.us no later than 11:00 AM on October 23, 2020. Individuals and/or firms that meet the threshold qualifications may be requested to submit cost proposals in 2021.

Only one (1) file shall be accepted for each Professional Service listed above. If you are submitting qualifications for more than one service, please indicate all services in the ONE submittal.

Submittals are limited to TEN (10) pages.

If awarded a contract, the firm shall be required to comply with the requirements of **N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.**

Ann V. Hartwick, QPA, CCPO, Purchasing Agent.