PUBLIC NOTICE

REQUEST FOR PROPOSALS AND QUALIFICATIONS

PUBLIC NOTICE IS HEREBY, the Mayor, and Council of the Borough of Riverton, in the County of Burlington has hereby authorized the Borough Clerk to advertise for Request for Proposals and Qualifications (RFP/RFQ) pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5 and N.J.A.C. 17:27-1.1 et seq.

All sealed RFP RFQs shall be delivered to the Borough Clerk's office no later than Thursday December 3, 2026, at 4:00 P.M. The Borough assumes no responsibility for delivery methods.

Sealed proposals (RFP/RFQ) shall be opened on Monday, December 7, 2026, at 1:00 P.M. at the Borough Hall.

WHEREAS the following positions shall be sought for the year 2027:

Municipal Solicitor
Borough Engineer
Consulting Borough Engineer
Wastewater Treatment Plant Engineer
Stormwater Engineer
Wastewater Treatment (C2) & Sewer Operator (S2)
Bond Counsel
Labor and Police Matters Counsel
Municipal Auditor
Affordable Housing Administrative Agent
Community Planning Consultant
Risk Management Consultant
Municipal Animal Control Officer
Planning Board Solicitor
Planning Board Engineer
Planning Board Planner
Lead Paint Inspector
Historic Preservation Commission Solicitor
Historic Preservation Commission Engineer
Historic Preservation Commission Planner

Submission Instructions:

1. Respondents are required to comply with the requirements of NJSA 10:5-31 et seq. and NJAC 17:27-1 et seq.

2. Sealed bid packages shall include 1 printed copy of the proposal and 1 electronic file in the form of a USB of the respective proposal(s) should be submitted.

3. The package should include detailed qualifications and fee schedules, insurance riders, New Jersey Business registration, W-9 and Iran Russia Belarus Disclosure Form and New Jersey Public Works registration (if required).

4. Mail to the Borough Hall at the address given below and noted below:

    Michelle Hack, Municipal Clerk
    Borough of Riverton,
    505A Howard Street,
    Riverton, NJ 08077
    "Proposal for 2027 (name of position) for the Borough of Riverton".

The Borough of Riverton 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 Borough, such as a review of references, an evaluation of performance with other governmental and non-governmental entities and/or all other available information.

Attest:

Michelle Hack, RMC

Municipal Clerk

NOTICE TO RFQ RESPONDENTS FOR 2027 PROFESSIONAL RFQ SUBMISSIONS

REQUEST FOR QUALIFICATIONS

FOR

MUNICIPAL PROFESSIONALS

Issued by the

BOROUGH OF RIVERTON

Date Issued: November 13, 2026

Responses Due: December 3, 2026

Opening Date: December 7, 2026

REQUEST FOR QUALIFICATIONS (RFQ)
FOR
MUNICIPAL PROFESSIONAL SERVICES

Please read these instructions carefully as they may have changed from previous years.

I. PURPOSE AND INTENT

Through this Request for Qualifications (RFQ), the Borough of Riverton (hereinafter the "Borough") seeks to engage a vendor as (position) for the 2027 Borough year commencing January 1, 2027 or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq.

II. QUALIFICATION SUBMISSION

An original, clearly marked as the "ORIGINAL" and one copy provided on a USB in its full, complete and exact copies of each Qualification shall be in sealed envelopes for each position sought. Each sealed envelope must be marked with the name of position and addressed as follows:

Michelle Hack, Borough Clerk
Borough of Riverton
505A Howard St
Riverton, NJ 08077
"NAME OF POSITION"

The Qualification must be received no later than **Thursday, December 3, 2026 at 4:00 p.m.**

Qualifications will be opened on December 7, 2026, at 1:00 p.m. in the Borough Hall, 505A Howard St, Riverton, NJ 08077.

Faxed or Email Qualifications will NOT be accepted.

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. 47:1A-1 et seq. The Borough of Riverton will not be responsible for any costs associated with the oral or written and/or presentation of the Qualifications. The Borough of Riverton reserves the right to reject any and all Qualifications, with or without cause, and waive any irregularities or informalities in the Qualifications. The Borough of Riverton further reserves the right to make such informalities in the Qualifications. The Borough of Riverton further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting Qualifications. In the event that all Qualifications are rejected, the Borough of Riverton reserves the right to re-solicit Qualifications.

Additional Requirements: In addition to the foregoing all respondents shall fully comply with the requirements of the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.). The proposal shall include, but not limited to:

(a) a statement of ownership [stockholder disclosure certificate].

(b) a list of any sub-contractors or contracted employees who will be providing services.
(c) a statement of compliance with the Americans with Disabilities Act.
(d) a mandatory equal employment opportunity notices and statement.
(e) a Certificate of Liability Insurance in an amount not less than $1,000,000.00 single limit.
(f) copies of applicable producer insurance licenses for all persons providing services.
(g) a copy of the entity's N. J. Business Registration Certificate.
(h) A completed Russia-Belarus Activities and Investment form: Found by clicking here
(i) sample contract for the local agency to review prior to award.
(j) Political Disclosure Form Found by clicking here

III. GENERAL INFORMATION ON THE BOROUGH OF RIVERTON

The Borough of Riverton operates under the Borough form of Government. The Borough of Riverton has a population of approximately 2,800 residents living within 0.97 square miles. The Borough generally meets the third Wednesday of each month for Borough Council Meetings.

MINIMUM QUALIFICATIONS

Minimum Qualifications differ for each professional specialty; However, all applicants need to provide the following items contained in Section V.

IV. MANDATORY CONTENTS OF QUALIFICATION

Definitions: While an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFQ.

Scope: magnitude of the project, and value of the contract.

Size: when used in this context refers to such things as: budget, miles of roads, number of employees, acres of recreation area, size of municipal bonds, population, number of homes.

Similar refers to municipalities that share comparable environmental, land-use, and development characteristics. This includes communities that:

- Contain both dense suburban development and low-density woodland areas
- Include recreation complexes
- Have streams, lakes, or other surface waters
- Contain federally regulated wetlands
- Feature significant commercial districts

In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

1. Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the Qualification.

2. A fee schedule for the 2027 calendar year. A Qualification showing minimum and maximum ranges is not acceptable.

3. An executive summary of not more than two pages, identifying and substantiating why the vendor is qualified to provide the requested services.

4. A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the Qualification should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor.

5. A description of the vendor's experience in performing services of the type described in this RFQ. Specifically identify client size and specific examples of work within the scope of services required under this RFQ in similarly sized municipalities. It is imperative to show experience in similarly sized towns.

6. The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFQ. Describe your presence in New Jersey and any familiarity your firm has with the Burlington County area.

7. Five references for which similar services have been provided for. Experience with similarly sized municipalities is ideal. Provide the contact names, titles and phone numbers.

8. If the vendor or any principal therein has been subject to any professional disciplinary action over the last three years, the bidder must provide a description of the litigation and/or disciplinary action.

9. In its Qualification, the vendor must identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.

V. INTERVIEW

The Borough Council reserves the right to interview any or all of the applicants submitting a Qualification. Although interviews may take place, the Qualification should be comprehensive and complete on its face. The Borough reserves the right to request clarifying information subsequent to submission of the Qualification.

VI. SELECTION PROCESS

All Qualifications will be reviewed by the Borough Clerk to determine responsiveness. Non-responsive Qualifications will be rejected without evaluation. For vendors that satisfy:

- IV "Minimum Requirements"; and
- V "Mandatory Contents of Qualification"

The Borough will evaluate Qualifications based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

A. The vendor's general approach to providing the services required under this RFQ.

B. The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFQ.

C. The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with the emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by the RFQ

D. The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. These criteria will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFQ; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.

E. Costs and fee schedules.

VII. SELECTION AND CONTRACT

The Borough will select the vendor deemed most advantageous to the Borough, price and other factors considered. The resulting contract will include this RFQ, any clarifications or addenda thereto, the selected vendor's Qualification, and any changes negotiated by the parties. Qualifications will be evaluated by the Council of the Borough of Riverton on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

A. Experience and reputation in the field;

B. Knowledge of the Borough of Riverton and the subject matter to be addressed under the contract;

C. Availability to accommodate any required meetings of the agency;

D. Compensation Qualification;

E. Other factors if demonstrated to be in the best interest of the Borough of Riverton

Exhibit A

Borough of Riverton

Request for Qualification & Qualifications for Municipal Professionals

Applicant vendors ***must*** establish that they meet the following minimum qualifications:

See Exhibit A.1 – Exhibit A.20 for specifications related to each Professional Service

Borough Solicitor

Exhibit A:1

Any persons or firms interested in providing professional services to the Borough of Riverton for Legal/Redevelopment/Rehabilitation legal services.

Scope of Services: The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFQ

A. Appointment of Borough Solicitor. Borough Solicitor shall be appointed by Borough Council and shall serve for a term of one (1) year from the date of appointment and until the 2027 Borough Reorganization meeting. The Borough Solicitor shall be appointed in a manner consistent with the Local Public Contracts Law and shall receive such compensation as shall be agreed upon by the Borough Council of Riverton.

B. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, Affordable Housing law and familiarity with Titles 40 and 40A of N.J.S.A. Also experience in general redevelopment matters, i.e., preparation of redevelopment related ordinances, etc. The applicant shall have five (5) years' experience as a municipal Solicitor for a municipality in the State of New Jersey, three years which should be in a similarly sized municipality. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

1. The operation of local government units in New Jersey, specifically Mayor Council/Borough form of government.
2. Acquisition of real estate (Open Space).
3. Assisting with acquiring and administering grants.
4. Administering Fair Share Housing programs and Regional Contribution Agreements.
5. Municipal Land Use Law
6. Extensive knowledge of Local Public Contracts Law.
7. Selling of Borough real estate and/or property.
8. Experience working in a municipality that is self-insured via a Statewide Insurance Fund (SIF) or a Joint Insurance Fund (JIF).
9. Putting together Employment Practices Liability (EPL) policies to protect the Borough.
10. Knowledgeable in election law, "pay to play" laws and government ethics laws.
11. Bond law.
12. Employment law.
13. Litigation.
14. Prepare legal opinions
15. Knowledge of the Local Housing and Redevelopment Law and the Long-term Tax Exemption Law in the State of New Jersey.
16. Provide legal services on municipal redevelopment matters.
17. Provide municipal legal services on any County, State or Federal redevelopment matters.
18. Advocate the interests of the Borough on Redevelopment Matters.

Borough Engineer

Exhibit A:2

All applicable licenses to perform general engineering in NJ. Applicant must have at least five (5) years' experience as municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, and engineers who hold licenses in these area, MLUL experience, planners and landscape engineers on staff, experience in environmental assessments (wetlands, archeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, New Jersey DEP Stormwater Compliance, and drainage.

The applicant must demonstrate the ability to:

A. Prepare, or cause to be prepared, plans, design and specifications for public works projects and improvement.

B. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the Borough.

C. Provide technical and engineering advice and assistance to the Borough Council and Borough Clerk.

D. Attend all Council Meetings as requested by the Borough Council.

E. Ability to update the Tax Map as per the Tax Assessor's needs.

F. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Borough Council.

G. Successful record of applying for and receiving road improvement grants.

H. Ability to respond to resident concerns when an engineering project impacts their property.

I. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq. ft.)

J. Experience administering performance bond and maintenance bonds on behalf of the Borough.

K. Must demonstrate experience with engineering, design, inspection and contract administration of annual municipal road projects totaling more than $1 million.

L. Documented experience with design, inspection and contract administration of large and small recreational projects.

Consulting Borough Engineer

Exhibit A:3

The Consulting Borough Engineer serves as the municipality's principal engineering advisor and provides professional engineering services in support of municipal operations, public improvements, and land development review. Responsibilities include reviewing site plans, subdivisions, and engineering applications; preparing plans, specifications, and cost estimates for municipal projects; overseeing public infrastructure improvements; advising municipal officials and boards on engineering matters; administering capital improvement projects; ensuring compliance with applicable federal, state, county, and local regulations; attending meetings as required; and performing inspections and other engineering services necessary to support the Borough's operations and objectives.

Minimum Qualifications:

- Licensed Professional Engineer (P.E.) in the State of New Jersey.
- Experience in municipal engineering, public infrastructure, and land development review.
- Knowledge of the New Jersey Municipal Land Use Law, stormwater management regulations, and NJDOT and NJDEP requirements.
- Demonstrated experience providing engineering services to municipalities or public agencies.
- Ability to prepare technical reports, plans, specifications, and grant applications.

Wastewater Treatment Plant Engineer

Exhibit A:4

The Wastewater Treatment Plant Engineer provides professional engineering services related to the operation, maintenance, improvement, and regulatory compliance of municipal wastewater treatment facilities and collection systems. Responsibilities include advising municipal officials on wastewater treatment operations; reviewing treatment processes and system performance; preparing plans, specifications, and cost estimates for facility upgrades and capital improvements; assisting with permitting and regulatory compliance; evaluating equipment and infrastructure needs; coordinating with regulatory agencies; and providing technical support to ensure efficient, safe, and environmentally compliant wastewater treatment operations.

Minimum Qualifications:

- Licensed Professional Engineer (P.E.) **i**n the State of New Jersey.
- Experience in wastewater treatment plant design, operation, and regulatory compliance.
- Knowledge of NJDEP**,** EPA**,** and applicable wastewater treatment regulations and permit requirements.
- Experience preparing engineering reports, plans, specifications, and cost estimates for wastewater facilities.
- Ability to provide technical support for municipal utility operations and capital improvement projects.

Preferred Qualifications:

- Experience serving as engineer for a municipal wastewater utility or treatment plant.
- Familiarity with wastewater collection systems, pump stations, treatment process optimization, and asset management programs.
- Experience obtaining and administering infrastructure grants and low-interest financing programs, including those available through the New Jersey Infrastructure Bank (NJIB)**.**

Stormwater Engineer

Exhibit A:5

The Stormwater Engineer provides professional engineering services related to the planning, design, review, and management of municipal stormwater infrastructure and drainage systems. Responsibilities include reviewing development applications for compliance with stormwater management regulations; evaluating drainage, flooding, and water quality issues; preparing plans, specifications, and cost estimates for stormwater improvement projects; assisting with Municipal Separate Storm Sewer System (MS4) permit compliance; supporting stormwater capital improvement programs; coordinating with regulatory agencies; and advising municipal officials on stormwater management, resiliency, and environmental compliance.

Minimum Qualifications:

- Licensed Professional Engineer (P.E.) in the State of New Jersey.
- Experience in stormwater management, drainage design, and municipal engineering.
- Knowledge of NJDEP Stormwater Management Rules**,** MS4 permit requirements, and applicable federal, state, and local regulations.
- Experience preparing engineering reports, plans, specifications, and permit applications.
- Ability to provide technical support for municipal infrastructure planning and regulatory compliance.

Preferred Qualifications:

- Experience serving as a municipal stormwater engineer or consulting engineer for New Jersey public entities.
- Familiarity with green infrastructure, flood mitigation, watershed management, and resiliency planning.
- Experience with grant applications and funding programs for stormwater and environmental improvement projects.

Wastewater Treatment (C2) & Sewer Operator (S2)

Exhibit A:6

The Wastewater Treatment (C-2) and Sewer Operator (S-2) is responsible for the operation, monitoring, maintenance, and regulatory compliance of the municipality's wastewater treatment plant, collection system, pump stations, and related facilities. Duties include operating and maintaining treatment processes and equipment; conducting inspections and routine maintenance; monitoring system performance; collecting samples and maintaining operational records; responding to emergencies and system failures; ensuring compliance with applicable environmental regulations and permit requirements; and preparing reports required by regulatory agencies.

Minimum Qualifications:

- Possession of valid New Jersey C-2 Wastewater Treatment System Operator and S-2 Sewer Collection System Operator licenses.
- Knowledge of wastewater treatment processes, collection system operations, and applicable safety procedures.
- Knowledge of NJDEP and EPA **r**egulations governing wastewater treatment and sewer system operations.
- Ability to maintain accurate records and prepare regulatory reports.
- Valid New Jersey driver's license.

Preferred Qualifications:

- Experience operating municipal wastewater treatment facilities and collection systems.
- Experience with pump stations, SCADA systems, preventive maintenance programs, and regulatory compliance reporting.
- Experience supervising operations staff and coordinating with municipal officials, engineers, and regulatory agencies.

*The Borough of Riverton reserves the right to modify this contract if necessary.

Auditor

Exhibit A:7

Multi-disciplined firm experience in municipal auditing procedures, bond law, appearing before the Local Finance Board, arbitrage, municipal budgeting and purchasing. The applicant must meet and possess all certifications necessary to practice as a Municipal Auditor in the State of New Jersey. Additionally, as a minimum, the firm shall have five (5) years' experience as a Borough Auditor for municipalities in the State of New Jersey with similarly sized budgets. The applicant must demonstrate a high degree of knowledge of:

A. the finance and operation of local government in New Jersey, and

B. Department of Community Affairs' Local Finance Bulletins and their plethora of rules and regulations for municipal finance administration, and

C. New Jersey State financial statutes including but not limited to:

   a. N.J.S.A. 40A:11 Local Public Contracts Law
   b. N.J.S.A. 40A:4 Local Budget Law
   c. N.J.S.A. 40A:2 Local Bond Law
   d. N.J.S.A. 40A:9-22.1 Government Ethics Law; and

D. All other matters pertaining to Boroughs, including budgets, assessments, monitoring reports, investments, audit controls, year-end accounting, Annual Financial Statements, budget preparation, annual audit, supplemental debt statements, etc. and a high degree of knowledge and familiarity with municipal trust funds, developer escrow accounts, utility budgets and dedication by rider. The applicant must also meet all certifications necessary to practice as the State of New Jersey.

Community Planning Consultant

Exhibit A:8

A. Planning firm with at least five (5) years' experience in Municipal Land Use, with at least three of those years being from a similarly sized municipality. Experience must include attending and participating at Borough Council Meetings as well as Planning and/or Zoning Board meetings to advise the Governing Body and/or Boards on conformance with all applicable regulations.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

1. NJ MLUL
2. Master Plan Update
3. Drafting or amending land use ordinances for Governing Body/Planning Board consideration.
4. Familiar with Fair Share Housing Center (FSHC) programs and Regional Contribution Agreements
5. Experience with towns approaching build out.
6. Plan Review.
7. Zoning conformance, positive and negative criteria for a variance and calculation of appropriate development fees.
8. Redevelopment/Rehabilitation

The applicant must be a NJ Licensed Planner. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFQ.

Risk Management Consultant

Exhibit A:9

A. Multi-disciplined firm with demonstrated experience of capability and willingness to provide high quality services in municipal insurance, municipal litigation and tort claim laws, workers compensation, liability, property, vehicle, public officials, police professional liability, public officials' bonds, and other related types of coverage and claims. The applicant shall have twenty (20) years' experience as a Risk Management Consultant for a municipality in the State of New Jersey, twenty (20) years which should be in a similarly sized municipality. The responder MUST possess both an Agency License and Individual Licenses for those persons who would be assigned to provide services to the Borough of Riverton from the New Jersey Department of Banking and Insurance (DOBI). Disclosure of all current filings with the DOBI.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

1. The operation of local government units in New Jersey, specifically Borough form of government.

2. Experience working in a municipality that is self-insured via a Statewide Insurance Fund (SIF)Joint Insurance Fund (JIF).

3. Putting together Employment Practices Liability (EPL) policies to protect the Borough.

4. Safety programs.

5. Assisting in evaluating the Borough's exposures and advise on matters relating to the borough's operation and coverage.

6. Explain to the borough the various coverages available.

7. Explain to the borough the operation of a joint insurance fund.

8. Review the borough's assessment and assist in the preparation of the insurance budget.

9. Prepare applications, statements of values, etc. on behalf of the borough if required by the joint insurance fund.

10. Review losses and engineering reports and provide assistance to the borough's safety committee, if required.

11. Assist in claims settlement process, if required, by the borough or the joint insurance fund.

12. Attend the majority of the joint insurance fund meetings of the fund commissioners or executive committee, if requested, and perform such other services as required by the borough or the joint insurance fund.

13. Comply with the obligations imposed upon Risk Managers in the joint insurance fund's bylaws.

14. Act in good faith and fair dealing to the joint insurance fund and the Borough.

15. Perform other duties for the joint insurance fund as may be required from time to time by the joint insurance fund and Borough.

Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFQ.

Animal Control Officer

Exhibit A:10

Borough & Borough Police Department for any situation involving domestic animals or wildlife determined to be a public safety issue or involve any human health risk including, but not limited to: reported vicious strays, dogs running at large, injured/sick wildlife determined to be a danger, any animal (domestic or wildlife) injured or in distress, police incidents involving animal removal, fire rescues and situations in which animal cruelty is suspected.

Collection of contained non-injured domestic animals (stray, misplaced or abandoned) and delivery of same to the Burlington County Animal Shelter for housing. Notification will be made to owner if animal is identifiable through Borough records, chip or tags.

Collection of sick or injured domestic animals (stray, misplaced, or abandoned) and delivery to the Borough-approved and contracted veterinarian office for care.

Identifiable sick/injured domestic animals. The owner(s) shall be notified as soon as possible for instruction on the treatment of the animal beyond humane first aid. The owner will be liable for any costs associated with veterinarian services of their animal.

Removal of deceased domestic animals located in Borough roadways and public areas at the request of the Borough.

Removal of deceased wildlife (excluding deer) located in Borough roadways and public areas at the request of the Borough. Collection of injured wildlife (excluding deer) – during normal business hours – and transport to a local refuge for care by authorization of the Borough.

Transport of animal specimen suspected of rabies to the Burlington County Animal Shelter and completion of appropriate testing paperwork in conjunction with the New Jersey State Department of Health.

Trapping of stray or feral cats that are not being fed by residents, during Normal Business Hours. All cat trapping will comply with the provisions of N.J.S.A. 8:23A-11a-h.

Trapping for loose dogs or animals that are causing a nuisance or determined to be a danger to residents and transport to the Burlington County Animal Shelter.

Domestic animal bite investigations, confinement and reporting to the County Health Department.

Support of HLEO in Animal cruelty and neglect investigations and subsequent court appearances on behalf of the Borough.

Issuance of Borough violation notices and summonses with Borough-provided Citation Book and appearance in Borough Municipal Court as required. Enforcement of rabies shot requirements and licensing follow-up as authorized by the Borough.

Implementation of dog census as requested and approved by the Borough. Census work would be estimated and submitted for approval as separate work order.

A 24-hour, 7 day per week telephone number for its animal control services. All Borough calls will be returned within one hour of receipt. Detailed monthly reports with relevant supporting intake information from the Burlington County Animal Shelter.

Borough records to be retained for 12 months (deceased/removed animals), one-year (all records/documentation) or until authorization of disposal is received from local, county or State Department of Health (pending investigations).

New Jersey Animal Control is equipped with the necessary vehicles (as required by N.J.A.C. 8:23- A-1.12), traps and trapping equipment to ensure safe transportation of all animals within the Borough.

All animal control services provided shall be carried out by a Certified Animal Control Officer. All Animal Control personnel responding to complaints within the municipality will either be in uniform or have proper credentials in their possession, identifying them as an Animal Control Officer.

Affordable Housing Administrative Agent

Exhibit A:11

Scope of Services: Affordable Housing Administrative Agent will be responsible to perform and comply with the duties and responsibilities of an Administrative Agent as are set forth in New Jersey Fair Share Housing Act (N.J.S.A. 52:27D-301 et seq.) and Section 5:80-26.1 et seq. of the regulations promulgated there under (the Rules); and

MINIMUM QUALIFICATIONS

The successful applicant shall have a minimum of ten (10) years' experience as an Affordable Housing Administrative Agent. 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:

- The Affordable Housing Administrative Agent shall be a New Jersey licensed firm with at least ten (10) years of experience in all aspects of municipal affordable housing administrative agent services.

- The individual primarily assigned to the contract shall have at least five (5) years' experience as a municipal Affordable Housing Administrative Agent.

- The Affordable Housing Administrative Agent shall assist the Township with meeting the provisions of their Fair Share Housing Center Settlement Agreement and Fair Share Plan including, but not limited to, marketing, technical assistance and reporting related to the market to affordable program, rental rehabilitation program and affordability assistance program.

Proposal Attach a full and complete proposal demonstrating the way and manner in which the respondent meets the requirements of this RFQ. At a minimum the Proposal shall (a) outline the services to be provided, (b) attach a resume for the primary contact and all principal persons who will provide services to the borough, (c) provide a summary of the experience of the entity in providing planning services with emphasis on experience with municipalities and other local government entities, (d) set forth the manner of calculating, amount and method of payment of the fees and (e) provide a table of organization for the entity.

Planning Board Solicitor

Exhibit A:12

Scope of Services: required under this Request for Qualifications includes serving as the Borough Planning Board Solicitor providing professional legal services relating thereto from January 1, 2027, through the Reorganization in 2028.

Other Specialized Services
The selected Professional will be expected to provide specialized professional services to the Borough Planning Board during the entire year. Various issues arise during the normal course of business involving the need for professional services on matters that require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the professional will be expected to return a phone call to the Borough Planning Board Office on the same day. The professional will also be expected to be available to provide advice to the Planning Board Office during non-business hours, if necessary and will be expected to attend meetings when requested.

Minimum Qualifications
A. Multi-disciplined firm with one or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising public entities on municipal land use matters. The firm shall have at least ten (10) years of experience in representing public entities. The firm shall designate one professional within the firm, who will be assigned to represent the interest of the Borough Planning Board. This individual shall have been admitted and/or licensed in his/her profession and be in good standing. The firm and individuals assigned to work with the Planning Board shall clearly demonstrate in the Qualification he / she is well versed in successful Redevelopment Projects and any/all other aspects of the Boroughs Planning Board's operations.
B. Proposing firms shall provide clear evidence that all minimum qualifications are met.
C. The response to this Request for Qualification (RFQ) shall also discuss and provide the following:

1. Names and roles of the individuals who will perform the task and a description of their experience with projects similar to the matter being advertised
2. References and record of success
3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff)
4. Cost details, including the hourly rates of each of the individuals who will perform services
5. Resumes for the professional to be assigned to work on Riverton's Planning Board matters shall be identified
6. A list delineating the number and types of public clients served shall also be presented.
7. Administering Fair Share Housing Center (FSHC) programs and Municipal Land Use Law
8. Names of references from at least three (3) public sector employers shall be provided for this individual
9. A narrative statement of the professionals understanding the Boroughs Planning Board's needs and goals

The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFQ.

Planning Board Engineer

Exhibit A:13

All applicable licenses to perform general engineering in NJ. Applicant must have at least five (5) years' experience as municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, and engineers who hold licenses in these area, MLUL experience, planners and landscape engineers on staff, experience in environmental assessments (wetlands, archeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, and drainage.

The applicant must demonstrate the ability to:

1. Prepare, or cause to be prepared, plans, design and specifications for public works projects and improvement.
2. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the Borough.
3. Provide technical and engineering advice and assistance to the Borough Council and Borough Clerk.
4. Attend all Planning Board Meetings.
5. Ability to update the Tax Map as per the Tax Assessor's needs.
6. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Planning Board and the Borough Council.
7. Successful record of applying for and receiving road improvement grants.
8. Ability to respond to resident concerns when an engineering project impacts their property.
9. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq. ft.)
10. Experience administering performance bond and maintenance bonds on behalf of the Borough.
11. Must demonstrate experience with engineering, design, inspection and contract administration of annual municipal road projects totaling more than $1 million.
12. Documented experience with design, inspection and contract administration of large and small recreational projects.

Planning Board Planner

Exhibit A:14

A. Planning firm with at least five (5) years' experience in Municipal Land Use, with at least three of those years being from a similarly sized municipality. Experience must include attending and participating at Borough Council Meetings as well as Planning and/or Zoning Board meetings to advise the Governing Body and/or Boards on conformance with all applicable regulations.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

a. NJ MLUL
b. Master Plan Update
c. Drafting or amending land use ordinances for Governing Body/Planning Board consideration.
d. Familiar with Fair Share Housing Center (FSHC) programs and Regional Contribution Agreements
e. Experience with towns approaching build out.
f. Plan Review.
g. Zoning conformance, positive and negative criteria for a variance and calculation of appropriate development fees.
h. Redevelopment/Rehabilitation

The applicant must be a NJ Licensed Planner. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFQ.

Bond Counsel

Exhibit A:15

Applicants must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFQ If Proposer is a firm, it shall designate one professional within the firm to represent the Borough and provide the qualifications of that individual in addition to the firm's credentials.

Bond Counsel must have at least ten (10) years prior experience in tax law, securities law and state law and at least ten (10) years prior experience representing municipalities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes. Counsel must maintain a bona fide office in the State of New Jersey.
Duties and Requirements.

The Bond Counsel shall:

A. Provide legal services on general public finance matters, i.e. preparation of Bond Ordinances, etc.
B. Provide legal services in connection with the issuance of short-term Obligations.
C. Provide legal services in connection with the issuance of long-term Obligations.

Counsel will undertake the following tasks, as applicable and appropriate.

1. Meet with Borough officials, including their counsel, auditor, advisor and others as often as necessary for the issuance of the Bonds or Notes and items related thereto.

2. 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 regulations promulgated thereunder.

3. Attend meetings with rating agencies and/or insurance companies, as necessary, to assist in obtaining a credit rating for the Bonds or Notes.

4. Prepare all applications and filings and appear before the appropriate state agencies, if necessary, in connection with the sale of the Bonds or Notes.

Labor and Police Matters Counsel

Exhibit A:16

Any persons or firms interested in providing professional services to the Borough of Riverton for Labor and Police Matters Counsel.

Scope of Services: The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFQ

A. Appointment of Labor and Police Matters Counsel and shall be appointed by Borough Council and shall serve for a term of one (1) year from the date of appointment and until the 2027 Borough Reorganization meeting. The Labor and Police Matters Counsel shall be appointed in a manner consistent with the Local Public Contracts Law and shall receive such compensation as shall be agreed upon by the Borough Council of Riverton.

B. Labor and Police Matters Counsel provides specialized legal services to a New Jersey municipality in all aspects of public sector labor relations and police employment matters. Responsibilities include collective bargaining negotiations, contract administration, disciplinary proceedings, grievance arbitration, internal affairs and police personnel issues, compliance with New Jersey labor laws and regulations, and representation before agencies such as the New Jersey Public Employment Relations Commission (PERC) and in related litigation. Counsel advises municipal officials on employment practices, workforce management, and risk mitigation to ensure legal compliance and effective labor relations.

C. The applicant shall have five (5) years' experience for a municipality in the State of New Jersey, three years which should be in a similarly sized municipality.

Lead Paint Inspector

Exhibit A:17

The duties of a **Lead Paint Inspector** include providing lead-based paint inspection, risk assessment, and related compliance services for municipal properties and housing programs. Responsibilities include conducting lead inspections and dust wipe sampling, preparing inspection and risk assessment reports, identifying lead hazards, recommending corrective measures, ensuring compliance with applicable federal and New Jersey regulations, and maintaining required records and documentation. The inspector will assist the municipality in responding to resident inquiries regarding lead hazards.

Minimum Qualifications:

a. Current certification by the New Jersey Department of Community Affairs (NJDCA) as a Lead Inspector**.**

b. Knowledge of applicable federal, state, and local lead-based paint regulations, including requirements of the New Jersey Lead Hazard Control Assistance Act and EPA standards.

c. Experience conducting residential lead inspections and risk assessments.

d. Ability to prepare clear technical reports and maintain accurate records.

e. Valid New Jersey driver's license and reliable transportation.

Historic Preservation Commission Solicitor

Exhibit A:18

Any persons or firms interested in providing professional services to the Borough of Riverton for Historic Preservation Commission Solicitor:

Scope of Services: The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFQ

The Historic Preservation Commission Solicitor serves as legal counsel to the municipal Historic Preservation Commission and provides advice on matters involving historic preservation, land use, and municipal law. Responsibilities include attending Commission meetings as needed; advising the Commission on compliance with the New Jersey Municipal Land Use Law (MLUL), local historic preservation ordinances, and applicable state and federal regulations; reviewing applications affecting historic properties; drafting resolutions, ordinances, and legal opinions; coordinating with the Planning Board, Zoning Board, and governing body; and representing the Commission in administrative proceedings and litigation when required.

Minimum Qualifications:

- Licensed attorney in good standing with the State of New Jersey**.**
- Experience in municipal law, land use law, and historic preservation matters.
- Knowledge of the New Jersey Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) and historic preservation regulations.
- Demonstrated experience drafting ordinances, resolutions, and legal opinions for public entities.
- Ability to attend meetings and provide timely legal guidance to municipal officials and boards.

Preferred Qualifications:

- Prior experience serving as solicitor to a Historic Preservation Commission, Planning Board, or Zoning Board of Adjustment.
- Familiarity with historic district regulations, preservation easements, and preservation grant programs.
- Experience representing municipalities in land use and preservation-related litigation.

Historic Preservation Commission Engineer

Exhibit A:19

Any persons or firms interested in providing professional services to the Borough of Riverton for Historic Preservation Commission Engineer:

The **Historic Preservation Commission Engineer** provides technical and engineering expertise to the municipal Historic Preservation Commission regarding proposed improvements, alterations, and development affecting historic properties, historic districts, and related public infrastructure. Responsibilities include reviewing site plans, grading, drainage, stormwater management, utility improvements, roadway and streetscape projects, and other engineering submissions for consistency with historic preservation goals and municipal ordinances; advising the Commission on potential impacts to historic resources; preparing technical reports and recommendations; coordinating with municipal professionals, applicants, and regulatory agencies; and attending Commission meetings as requested.

Minimum Qualifications:

- Licensed Professional Engineer (P.E.) **i**n the State of New Jersey.
- Experience in municipal engineering, land development, site plan review, and infrastructure design.
- Knowledge of the New Jersey Municipal Land Use Law (MLUL)**,** stormwater regulations, and municipal engineering standards.
- Ability to prepare written technical reviews and recommendations.
- Experience working with municipal boards, commissions, and public agencies.

Preferred Qualifications:

- Experience with historic districts, preservation-sensitive infrastructure design, or redevelopment projects involving historic resources.
- Familiarity with the Secretary of the Interior's Standards for the Treatment of Historic Properties and local historic preservation ordinances.
- Prior service as an engineer to a municipal board, commission, or public agency in New Jersey.

Historic Preservation Commission Planner

Exhibit A:20

The Historic Preservation Commission Planner **p**rovides professional planning services to support the municipal Historic Preservation Commission in the preservation and protection of historic properties, structures, sites, and districts. Responsibilities include reviewing development applications, site plans, subdivisions, and zoning matters for consistency with historic preservation ordinances, master plan goals, and land use regulations; preparing planning reports and recommendations; advising the Commission on preservation planning and design standards; assisting with historic district guidelines and ordinance development; coordinating with municipal boards, professionals, applicants, and regulatory agencies; and attending Commission meetings as requested.

Minimum Qualifications:

- Licensed Professional Planner (PP**)** in the State of New Jersey.
- Knowledge of historic preservation planning principles, municipal land use practices, and the New Jersey Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.)**.**
- Experience reviewing development applications and preparing planning reports.
- Ability to communicate effectively with municipal officials, property owners, developers, and the public.
- Experience working with municipal boards, commissions, or public agencies.

Preferred Qualifications:

- Experience providing planning services to a Historic Preservation Commission, Planning Board, or Zoning Board of Adjustment.
- Familiarity with local historic preservation ordinances and the Secretary of the Interior's Standards for the Treatment of Historic Properties**.**
- Experience preparing historic preservation elements of municipal master plans, historic district design guidelines, and preservation-related grant applications.
- Knowledge of historic resource surveys, cultural resource planning, and preservation-focused redevelopment projects.