SCHEDULE "A"

PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA

The Borough of Woodbine solicits statements of qualifications for applicants for appointments to the following professional positions. Responses should address the general criteria and submission requirements for the position sought. Responses must be received in the Office of the Borough Clerk, 501 Washington Avenue, Woodbine, New Jersey 08270, no later than 11:00 a.m., December 23, 2026. All responses shall be opened and announced publicly immediately thereafter by the Borough Clerk of the Borough of Woodbine or designee. The applicant/proposer shall submit four (4) copies of his/her proposal in a sealed envelope designating the position to the Borough Clerk. All appointments will be announced at a public meeting. Unless otherwise noticed, appointments shall be for the calendar year of 2027 and subject to the execution of an appropriate contract.

BOROUGH OF WOODBINE
NOTICE OF SOLICITATION
REQUESTS FOR QUALIFICATIONS

Notice of Solicitation

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20.5 et seq. New Jersey Pay to Play, New Jersey Campaign Contributions and Expenditures Reporting Act, the Borough of Woodbine located at 501 Washington Avenue, Woodbine, New Jersey 08270 is seeking RFQs for professional services to be provide to the Borough of Woodbine as listed below for the 2027 term.

Borough Solicitor,
Borough Auditor,
Borough Engineer,
Borough Special Projects Engineers,
Borough Airport Engineer,
Borough Grant Application and Management Consultant,
Borough Special Environmental Legal Counsel,
Borough Bond Counsel,
Borough Animal Control Officer

Requests for qualifications are on file at the Borough Clerk's Office at 501 Washington Avenue, Woodbine New Jersey 08270 and may also be downloaded from the Borough's website.

All RFQs must be received by the Borough Clerk on or before December 23, 2026, by 11:00 a.m. at the Borough Clerk's office located at 501 Washington Avenue, Woodbine, New Jersey 08270. All questions concerning this notice should be addressed to the Borough Clerk at 609-861-2153.

All statements of qualifications for professional service contracts shall include as a minimum the following information.

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
    A. Identify the person who will be primarily responsible for the services required by the Borough of Woodbine and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in the proposal and on behalf of the Borough of Woodbine.
    B. Identify persons who will serve as back up to the primary person including resumes of all parties.
2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Borough of Woodbine.

BOROUGH SOLICITOR

Scope of Services:

Specialized services required – The selected professional (solicitor) will be expected to provide specialized professional services to the Borough of Woodbine during the entire year. Various issues arise during the normal course of business involving the need for professional service matters that will require guidance and advice from the aforesaid professional. Because such services, at time, represent emergency situations, the solicitor will be expected to return a phone call to the Borough of Woodbine on the same day. The professional will also be expected to be available to provide advice to the Borough of Woodbine during non-business hours including the attendance at meetings, formal and informal. The Solicitor will be required, as needed, to engage in litigation services on behalf of the Borough.

Minimum Qualifications

1. The solicitor shall have at least fifteen (15) consecutive years experience in representing public entities.

2. This individual shall represent the interest of the Borough of Woodbine and have been admitted and/or licensed in his/her profession and be in good standing.

3. The Solicitor's firm and individuals assigned to work with the Borough shall be well versed in all aspects of the Borough's operations.

BOROUGH BOND COUNSEL

Scope of Services:

Specialized services required – The selected professional (Bond Counsel) will be expected to provide specialized professional services to the Borough of Woodbine during the entire year. Various issues arise during the normal course of business involving the need for professional bond service matters that will require guidance and advice from the aforesaid professional. Because such services, at time, represent emergency situations, the solicitor will be expected to return a phone call to the Borough of Woodbine on the same day. The professional will also be expected to be available to provide advice to the Borough of Woodbine during non-business hours including the attendance at meetings, formal and informal.

Minimum Qualifications

4. The solicitor shall have at least fifteen (15) consecutive years experience in representing public entities in bond matters.

5. This individual shall represent the interest of the Borough of Woodbine and have been admitted and/or licensed in his/her profession and be in good standing.

6. The Solicitor's firm and individuals assigned to work with the Borough shall be well versed in all aspects of the Borough's operations.

BOROUGH AUDITOR

Scope of Services

The Borough of Woodbine desires to appoint a firm of certified public accountants to act as auditors for the Borough of Woodbine. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipalities on records compliance issues. Any experience or knowledge of matters that directly affect the Borough of Woodbine should be addressed.

Minimum Requirements

1. The firm must employ a minimum of five (5) certified public accountants who have been licensed in that capacity for a period of not less than five (5) years each prior to the date of appointment.

2. The firm must employ a minimum of three (3) registered municipal accountants licensed and qualified in that capacity for a minimum of three (3) years each prior to the appointment.

3. Must have a minimum of twenty-five (25) years experience in providing auditing services to municipalities within the State of New Jersey.

4. Must maintain a current principal office within the State of New Jersey.

5. Must describe any special services available to municipal clients.

6. Must list all past and present municipal clients.

BOROUGH ENGINEER

Scope of Services:

The Borough of Woodbine desires to appoint an individual, affiliated with a multi-disciplined Consulting Engineering Company, to serve as Borough Engineer and provide comprehensive engineering services to the Borough. Applicants should demonstrate knowledge and experience as well as documenting staff capabilities with respect to all aspects of consulting engineering services typically required by a municipality including but not limited to roadways; transportation; storm sewer systems; wastewater collection and treatment systems; water distribution and water treatment systems; surveying; tax map preparation and maintenance; site and master planning; environmental services, permitting services; construction observation; public works operations; and/or other matters as identified and authorized by the borough. In addition to any project specific work performed, the selected applicant shall coordinate with the borough's appointed Special Projects Engineers to track progress and schedules on projects being performed by said consultants. The selected applicant will also be required to attend regular meetings of the Mayor and Council as well as the Borough's Consolidated Land Use Board (CLUB).

The anticipated fees for the professional services associated with the above work shall be negotiated and established on a project or case-by-case basis prior to the work being performed. Applicants must however submit with their proposal a copy of their hourly billing rates for the various classes of employees who would typically be involved. In addition, the applicants should submit a suggested lump sum annual retainer fee to cover the cost of attendance at Council and CLUB meetings.

Any experience, special certifications, or knowledge of matters specifically relating to the applicant's proposed engagement with the Borough of Woodbine should be addressed in the proposal.

Minimum Qualifications/Evaluation Criteria:

1. Must be licensed to provide engineering service in the State of New Jersey.
2. Must have a minimum of twenty (20) years of experience in providing engineering services to municipalities and must demonstrate expertise in the disciplines listed in the Scope of Services above.
3. Must be experienced in obtaining permits and approvals from various State, County and Local Regulatory Agencies.
4. Must maintain a principal office location in close proximity to the Borough of Woodbine so as to be able to respond to emergent matters promptly.
5. Must be experienced in planning and zoning and have served as a consultant to a Planning and/or Zoning Board.

6. Must be experienced in the preparation of grant applications and dealing with funding agency programs.
7. Must list past and present municipalities Municipal Engineering positions.
8. Must have a New Jersey Certified Public Works Manager on staff.

BOROUGH SPECIAL PROJECTS ENGINEERS

Scope of Services:

The Borough of Woodbine desires to appoint multiple multi-disciplined consulting engineering companies, to serve as Special Projects Engineers providing comprehensive engineering services to the borough. The selected consultant shall work in cooperation with the borough and/or the borough engineer to provide consulting services related to capital improvement projects, planning board matters, tax map maintenance, environmental matters, public works matters, and/or other matters as identified and authorized by the borough. The selected firm may also be required to have their designated representative attend meetings of the mayor and council and/or the borough planning board as requested.

Applicants should demonstrate knowledge and experience as well as documenting staff capabilities with respect to all aspects of consulting engineering services typically required by a municipality including, but not limited to, roadways; transportation; storm sewer systems; wastewater collection and treatment systems; water distribution and water treatment systems; surveying; tax map preparation and maintenance; site and master planning; planning board matters including site plans, subdivisions and variances; environmental services; and permitting services including familiarity with the NJ Pinelands Commission requirements; lead-based paint inspections as needed; and/or construction observation.

The anticipated fees for the professional services associated with the above work shall be negotiated and established on a project or case-by-case basis prior to the work being performed. Applicants must however submit with their proposal a copy of their hourly billing rates for the various classes of employees who would typically be involved.

Any experience, special certifications, or knowledge of matters specifically relating to the applicant's proposed engagement with the Borough of Woodbine should be addressed in the proposal.

As noted above, it is the intent of the borough to appoint multiple consultants to serve as special projects engineers. In that regard, the borough reserves the right at its sole discretion to select a consultant from the appointed list of special projects engineers and negotiate pricing to perform work on specific projects with that consultant. If an applicant wishes to request consideration to perform a specific type of service (e.g.—environmental, planning, etc.) based on their individual qualifications, they should so state that in their proposal.

Minimum Qualifications:

9. Must be licensed to provide engineering services in the State of New Jersey.
10. Must have a minimum of twenty (20) years of experience in providing engineering services to municipalities and must demonstrate expertise in the disciplines listed in the Scope of Services above.
11. Must be experienced in obtaining permits and approvals from various federal, state, county and local regulatory agencies.
12. Must maintain a principal office location in close proximity to the Borough of Woodbine so as to be able to respond to emergent matters promptly.
13.
14. Must be experienced in the preparation of grant applications and dealing with funding agency programs.
15. Must list other past and present government engineering positions.

BOROUGH AIRPORT ENGINEER

Scope of Services:

The Borough of Woodbine desires to appoint an individual, affiliated with a multi-disciplined Consulting Airport Engineering Company, to serve as Borough Airport Engineer and provide comprehensive airport engineering services to the Borough. Applicants should demonstrate knowledge and experience as well as documenting staff capabilities with respect to all aspects of consulting airport engineering services typically required by an airport including but not limited to airside/landside design, drainage and lighting, planning and environmental services, and construction related services.

Minimum Qualifications/Evaluation Criteria:

1. Must be licensed to provide airport engineering service in the State of New Jersey.

2. Must have a minimum of twenty (20) years of experience in providing airport engineering services to municipal airports and must demonstrate expertise in the disciplines listed in the Scope of Services above.

3. Must list past and present Airport Engineering positions.

BOROUGH GRANT APPLICATION AND MANAGEMENT CONSULTANT

Scope of Services:

The Borough of Woodbine desires to appoint a firm to provide grant services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of grant services required by a municipality. Any experience or knowledge of matter that directly affect the Borough of Woodbine should be addressed.

Minimum Requirements

1. The grants Application and Management Consultant shall have at least 25 years experience in a wide field of grant subject areas including but not limited to federal, state, county and private grant programs, the application therefore and the management thereof, with a minimum of ten (10) years experience in municipal grant writing, application and management field. At least ten (10) years experience working grant programs offered by the State of New Jersey.

2. Must list all past and present municipal clients.

BOROUGH SPECIAL ENVIRONMENTAL LEGAL COUNSEL

Scope of Services:

Specialized services required - The selected professional (counsel) will be expected to provide special professional services in the field of Environmental Law to the Borough of Woodbine during the entire year. Assessment and legal analysis of the relevant environmental laws and regulations concerning remediation and redevelopment is required. The ability to handle negotiations as to financial responsibility and related liability, and preparation of potential litigation. Because such services, at time, represent emergency situations, the Special Environmental Legal Counsel will be expected to return a phone call to the Borough of Woodbine on the same day. The professional will also be expected to provide advice to the Borough of Woodbine during non-business hours including the attendance at meeting, formal and informal. The Special Environmental Legal Counsel will be required, as needed, to engage in litigation services on behalf of the Borough.

Minimum Qualifications:

1. The Special Environmental Legal Counsel shall have at least fifteen (15) consecutive years' experience in representing public entities in environmental matters.

2. This individual shall represent the interest of the Borough of Woodbine and have been admitted and/or licensed in his/her profession and be in good standing.

3. The Counsel's firm and individuals assigned to work with the Borough shall be well versed in all aspects of the Borough's operations.

BOROUGH ANIMAL CONTROL SERVICES

Scope of Services:

The Borough of Woodbine is in need of Animal Control Services as required by N.J.S.A., Title 4, Chapter 19 et seq., and desires to accept proposals for services for one (1) year with an additional proposal for a two (two) year extension.

The applicant shall undertake the following activities to conduct the Borough's animal control services by insuring compliance with N.J.S.A. 4:19 and the Code of the Borough of Woodbine, Chapters 76 and 88. All work performed by the applicant will be performed in a professional manner acceptable to the Borough as follows:

1. Contact community members who have not re-licensed or who have neglected to license pets.

2. Maintain regular inspection patrols of the Borough.

3. Pick up and impound dogs/cats running at large upon public streets and property. Dogs/cats that are picked up will be transported to the Cape May County Animal Shelter. Make every effort to contact owners of dogs/cats bearing registration/identification tags prior to the transporting of animals to the shelter.

4. Provide residential/commercial wildlife removal services, provided there is a health or safety hazard present, or the animal is injured. Wildlife will be removed from residential/commercial structures (occupied areas) and will be released outside in immediate vicinity, unless the animal displays symptoms of disease, or is injured. Will advise residents of proper measures to discourage wildlife intrusion. Work with local Wildlife and Aviary Rehabilitators as well as maintain membership in the New Jersey State Certified Animal Control Officers Association. Dead animals on private property are the responsibility of the homeowner.

5. Maintain availability and easy access (800 Number, Pagers, Cell phones) on a 24-hour per day basis. During normal business hours (9:00 AM – 5:00 PM) and in emergency situations be available to respond to animal control/wildlife complaints from Borough residents and/or authorized officials within one (1) hour for the following; aggressive animals, injured animals, suspect rabid animals, bite cases and at the Official's discretion.

6. Pick up and dispose of domestic/wildlife "roadkill" on request, up to approximately 100 pounds (excluding deer) in compliance with New Jersey Department of Health regulations (D.E.P. approved). Larger domestic animals (livestock) that are creating a road, or safety hazard will be removed to a non-hazardous area and authorities designated by the Borough will be notified immediately. Applicant will not be responsible for removing dead animals from private residential property.

7. The Borough will be responsible for any emergency veterinary expenses incurred by the Applicant in conjunction with their duties in the Borough. If the owner of the injured animal is located, these expenses will become the responsibility of the owner.

8. Be a source of information to the MUNICIPALITY'S residents and officials concerning animal control regulations and related current information.

9. Maintain a professional image and make public relations a top priority.

10. Maintain a $500,000.00 liability insurance coverage in compliance with the Municipal Joint Insurance Fund (JIF) requirements. Provide a "Certificate of Liability Insurance" naming the Borough of Woodbine as additional insured. Will maintain $500,000.00 commercial vehicle liability insurance on all vehicles in use.

11. Appear on behalf of the borough for Court proceedings that are necessary to enforce animal regulations.

12. Provide all necessary vehicles, equipment and maintenance required to conduct the Borough of Woodbine's animal control services in a professional manner. All equipment and vehicles will be kept in compliance with New Jersey State Department of Health standards. **All vehicles in use shall be lettered with company name, origin and telephone number**. All animal control officers will wear appropriate uniforms and carry State Department of Health picture identification**. Each residential contact will be given the responding Animal Control Officer's personal business card with company name and telephone number for future reference.**

13. Provide the borough's residents and officials with animal control services, cruelty investigation, residential wildlife removal and roadkill disposal

Minimum Qualifications:

1. Must have a minimum of 5 years of experience in animal control.

2. Must maintain a staff of 3 or more personnel to ensure adequate coverage to meet the standard services.

3. Must be available for emergency calls.

PROPOSAL SUBMISSION AND EVALUATION

Submission
Proposing firms shall provide evidence that the minimum qualifications are met. Proposals should include a list delineating the numbers and types of public clients represented by the professional and/or firm.

Evaluation of Proposals
The Borough of Woodbine intends to award professional services contracts for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq. The decision by the Borough of Woodbine as to what constitutes a fair and open process shall be final.

The proposals will be evaluated by the Mayor and Council of the Borough of Woodbine based upon information supplied by each Proposer in response to this RFQ and the following criteria:

Ability to meet all minimum qualifications.

Overall knowledge and familiarity with the operations of the Borough of Woodbine.

Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.

Qualifications and experience of the professional.

Qualifications and experience of the other members of the professional's firm.

Any questions regarding this Request for Qualifications should be directed to the Borough Clerk of the Borough of Woodbine.

Please submit one electronic (pdf) copy and eight (8) paper copies of the proposal to:

Borough of Woodbine
c/o Borough Clerk
501 Washington Avenue
Woodbine, New Jersey 08270
609-861-2153

The selected consultant must submit copies of their New Jersey Business Registration Certificate, a completed IRS Form W-9 certificate of insurance documenting available insurance coverage limits for general liability minimum of $2,000,000, automobile liability minimum of $1,000,000, property damage minimum of $1,000,000 and professional liability minimum of $2,000,000.

All submissions must be received at the Borough Clerk's office on or before December 23, 2026, at 3:00 pm, located at Woodbine Municipal Building, 501 Washington Avenue, Woodbine, NJ 08270.