

**PALMYRA BOARD OF EDUCATION  
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, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Palmyra Board of Education, located at 301 Delaware Avenue, Palmyra, New Jersey 08065, is seeking RFQ's for professional services to be provided to the Board of Education as listed below for the period July 1, 2011 to June 30, 2012.

Board of Education Solicitor,  
Bond Counsel,  
Board of Education Auditor,  
Board of Education Insurance Consultant,  
Board of Education Architect and  
Consulting Engineers.

Requests for qualifications are on file at the Board Secretary/Business Administrator's office at 301 Delaware Avenue, Palmyra, New Jersey 08065 and may also be downloaded from the Board of Education's website.

All RFQ's must be received by the Board of Education Board Secretary/Business Administrator not later than 3-15-2011 at the Board of Education office located at 301 Delaware Avenue, Palmyra, New Jersey 08065. All questions concerning this notice should be addressed to the Board Secretary/Business Administrator, Geneva R. Moore, at 856-786-9300, ext. 225.

All statements of qualifications for professional service contracts shall include at 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 Board of Education and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Palmyra Board of Education.
  - B. Identify persons who will serve as back up to the primary person including resumes of all parties.

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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 Palmyra Board of Education.

**Board of Education Solicitor**

**Scope of Services:**

Specialized services required – The selected professional (solicitor) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested.

**Minimum Qualifications**

1. Solicitor’s firm shall have three or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising public entities.
2. The firm shall have at least ten (10) years experience in representing public entities.
3. The firm shall designate one professional within the firm who will be assigned to represent the interest of the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
4. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District’s operations.

**Bond Counsel**

**Scope of Services**

The Board of Education desires to appoint an attorney or firm who will be the primary legal representative of the Board of Education in all matters relating to the issuance of bonds and bond anticipation notes of the Board. Applicant should demonstrate knowledge of municipal

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bond and finance law. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

**Minimum Qualifications**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of ten (10) years experience representing school boards in connection with the issuance of school board bonds and/or notes.

**Auditor**

**Scope of Services**

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

**Minimum Requirements**

1. The firm must employ a minimum of two (2) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. The firm must employ a minimum of Two (2) registered school board accountants licensed and qualified in that capacity for a minimum of Two (2) years each prior to the appointment.
3. Must have a minimum of ten (10) years' experience in providing auditing services to boards of education with the State of New Jersey.
4. Must maintain a current principal office with the State of New Jersey.
5. Must describe any special services available to school board clients.
6. Must list all part and present school board clients.
7. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

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**Architectural and Engineering Firm**

**Scope of Services**

The Board of Education desires to appoint a firm to provide consulting engineering services to the board. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

**Minimum Qualifications**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing consulting services to boards of education.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Board of Education including, but not limited to civil engineers, land surveyors, planners, environmental scientists and construction clerks.
5. Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least ten (10) years of school board experience.
8. Must list past and present school boards served as consulting engineer.
9. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

**School Physician**

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**Insurance Consultant**

**Submission**

Proposing firms shall provide evidence that the minimum qualifications are met. Proposal should also include cost details including hourly rates of the individuals who perform services and a list delineating the numbers and types of public clients represented by the solicitor and firm.

**Evaluation of Proposals**

The School District intends to award a professional services contract 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 proposals will be evaluated by a committee of staff and Board Members of the School District based upon information supplied by each Proposer in response to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the School District.
- 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.
- The hourly rates proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate for the attorneys.

Any questions regarding this Request for Proposals should be directed to Geneva R. Moore, School Business Administrator of the Palmyra School District.

Please submit two (2) copies of the proposal to:

**Palmyra Board of Education  
301 Delaware Avenue  
Palmyra, NJ 08065  
856-786-9300**

All submissions must be received at the School District's Administrative Office by March 15, 2011 – 10:00 AM at which time they will be publicly opened.