



## Bellmawr Redevelopment Agency

### *REQUEST FOR PROPOSALS*

### PROFESSIONAL SERVICES- 2025

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**Posted:** November 14, 2024

**Due:** By 5pm on Thursday, January 9, 2025

**Contact:** Joshua Tregear  
Executive Director  
Secretary to the Board of Commissioners

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**Submittal:** Via email ([jtregear@BellmawrRedevAgency.org](mailto:jtregear@BellmawrRedevAgency.org)) by 5pm on 1/9/2025

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WHEREAS, N.J.S.A. 19:44A-20.2 provides that no State agency in the Executive Branch shall enter into a contract having an anticipated value in excess of \$17,500.00 with a business entity, except a contract that is awarded pursuant to a fair and open process, if during the preceding one-year period that business entity has made a political contribution to the local political parties; and WHEREAS, the Bellmawr Redevelopment Agency is desirous of putting in place a fair and open process for the award of professional services contracts which shall include but not be limited to the positions of Agency . . . .

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*Solicitor, Auditor, Engineer, Planner, Risk Management Consultant, Special Counsel- Contract Law and Special Counsel- Environmental Law.*

NOW, THEREFORE, with the authorization of Resolution # 11:030-24 by the Board of Commissioners of the Bellmawr Redevelopment Agency at the Regular Meeting held on November 12, 2024, the Executive Director will solicit Request for Proposal <RFP> submittals for professional service contracts for the above- named positions which shall be accepted by the Bellmawr Redevelopment Agency Executive Director up until **Thursday, January 9, 2025 @ 5pm**. Awards of contracts may be made by the Board of Commissioners at the Bellmawr Redevelopment Agency's Re-Organization Meeting tentatively scheduled to occur in mid- to late January 2025.

A brief description of each position, along with the criteria which will be used by the Agency Board of Commissioners in awarding the contract for each position is posted on the Bellmawr Redevelopment Agency's official website ([www.BellmawrRedevelopmentAgency.org](http://www.BellmawrRedevelopmentAgency.org)) now thru January 9, 2025. The RFP has also been sent to the Bellmawr Borough Clerk for posting to the Borough of Bellmawr's 'Bulletin Board' located in Bellmawr Borough Hall, 21 East Browning Road, Bellmawr, New Jersey 08031, as well as the official Borough of Bellmawr website ([www.bellmawr.com](http://www.bellmawr.com)).

***\*\*\* Position Descriptions \*\*\****

**Auditor**

The position is for an entity or individual to perform all auditing & financial functions required by the Bellmawr Redevelopment Agency for the year 2025. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal auditing and accounting, prior experience with and familiarity with Bellmawr Borough's auditing and accounting procedures. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

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**General Engineer**

The position is for an entity or individual to perform all engineering functions as required by the Bellmawr Redevelopment Agency for the year 2025. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal engineering; prior experience and familiarity with Bellmawr Borough's land development and engineering procedures. Additionally, the position will be expected to advise on any traffic engineering matters, including but not limited to serving as liaison to any state, county and local agencies & officials, review of any proposals, plans, etc submitted by the Redeveloper, providing counsel to the Board of Commissioners, and the submittal of a quarterly report pertaining to traffic related matters. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

**Risk Management Consultant**

This position is for an entity or individual to perform all of the risk management consultant services as directed to be performed by the Agency for the year 2025. Assists the Agency in any 'claims' situations, advises on the most cost-effective measures to reduce the net cost of any possible claims, recommends procedures for the investigation, reporting and administration of claims, assists the Agency in the selection and renewal of insurance policies, and performs other administrative functions related to insurance and risk management, as needed. The criteria to be used: the possession by the applicant of all necessary professional licenses; past experience in municipal risk management consultation; prior experience and familiarity with Bellmawr Borough's risk management procedures and practices. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their resumes, the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought, its proximity to Bellmawr and the availability of applicant in case of emergencies.

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**Planner**

The position is for an entity or individual to perform all planning functions required by the Bellmawr Redevelopment Agency for the year 2025. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in municipal planning and redevelopment; prior experience and familiarity with Bellmawr Borough's planning and redevelopment procedures. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

**Solicitor**

The position is for an entity or individual to perform all legal services as required and directed to be performed by the Agency for the year 2024. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in representing municipal entities, particularly with regard to land use and redevelopment municipal legal services, prior experience with and familiarity with Bellmawr Borough's planning and redevelopment efforts. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

**Special Counsel- Environmental Law**

The position is for an entity or individual to perform legal services pertaining to environmental matters as required and directed to be performed by the Agency for the year 2024. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in representing municipal entities with environmental matters, particularly with regard to land use and municipal redevelopment, prior experience with and familiarity with Bellmawr Borough's planning and redevelopment efforts. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.

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**Special Counsel- Contract Law**

The position is for an entity or individual to perform legal services pertaining to contracts, leases, financial agreements, and any other relevant documents as required and directed to be performed by the Agency for the year 2024. The criteria to be used includes: the possession by the applicant of all necessary professional licenses; past experience in representing municipal entities, particularly with regard to land use and municipal redevelopment, particularly with public/private partnership agreements, prior experience with and familiarity with Bellmawr Borough's planning and redevelopment efforts. If the applicant is not an individual, provide the name of the person or persons who will interact with the Agency and their experience and resumes; the compensation sought by way of annual, monthly or hourly fees and/or any types or conditions of compensation sought; the primary location of the applicant's business, its proximity to Bellmawr and the availability of applicant in case of emergencies.