

**REQUEST FOR  
PROPOSAL/QUALIFICATIONS  
FOR  
FREE PUBLIC LIBRARY  
PROFESSIONALS**

Issued by the

Waterford Township Public Library

Date Issued:

January 4, 2024

**Responses Due: February 29, 2024**  
**REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP)**  
**FOR**  
**FREE PUBLIC LIBRARY PROFESSIONALS**

**I. PURPOSE AND INTENT**

Through this Request for Proposal & Qualifications (RFP), the Waterford Township Public Library (hereinafter the “Library”) seeks to engage a vendor as **Attorney** commencing April 1, 2024 until March 31, 2025. This contract will be awarded in a fair and open process pursuant to N.J.S.A. I9:44A-20.4 et seq.

**II. PROPOSAL SUBMISSION**

An original, clearly marked as the “ORIGINAL,” and three (3) full, complete and exact copies of each proposal shall be in sealed envelopes and must be marked with “Library Attorney” and addressed to:

Waterford Township Public Library  
Attn: Library Director  
386 White Horse Pike  
Atco, NJ 08004

**The proposals must be received no later than February 29, 2024 at 5:00 PM.**

**Faxed proposals will NOT be accepted.**

**Any inquiry concerning this RFP should be directed in writing to:**

Ms. Dana Nicklas  
Director  
Waterford Township Public Library  
386 White Horse Pike  
Atco, NJ 08004

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:IA-I et seq. The Waterford Township Public Library will not be responsible for any costs associated with the oral or written presentation of the proposals. The Waterford Township Public Library reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Waterford Township Public Library further reserves the right to make such informalities in the proposals. The Waterford Township Public Library further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Waterford Township Public Library reserves the right to re-solicit proposals.

### **III. GENERAL INFORMATION ON THE WATERFORD TOWNSHIP PUBLIC LIBRARY**

The Waterford Township Public Library operates within the Township of Waterford with an annual budget of approximately \$350,000. The Library Board of Trustees meets on the second Monday of each month or on any special meeting date that may become necessary to schedule.

### **IV. MINIMUM QUALIFICATIONS**

Please see Exhibit A for specifics. However, all applicants need to provide the following items contained in Section V.

### **V. MANDATORY CONTENTS OF PROPOSAL**

#### **Definitions**

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

- 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 such things as towns that are partly or wholly in the Pinelands, have areas of dense suburban development, have areas of non-dense woodlands, have large recreation complexes, contain streams and lakes, contain federally regulated wetlands, and have large commercial areas.

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 email address of the individual responsible for the preparation of the proposal.
2. A fee proposal for the term of the contract. **A proposal 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 proposal should include the relevant résumé information for the individuals who will be

assigned. This information should include, at a minimum, a description of the each 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 the RFP, specifically identifying client size and specific examples of work within the scope of services required under the RFP in similarly sized municipalities. **It is imperative to show experience in similarly sized libraries.**
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 RFP. Describe your presence in New Jersey and any familiarity your firm has with the Camden County area.
7. Five references for which similar services have been provided. Experience with similarly sized municipalities and libraries is a plus. Provide the contact names, titles and phone numbers for the references.
8. If the vendor or any principal therein has been the subject of 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 proposal, 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 Library.

## **VI. SELECTION PROCESS**

All proposals will be reviewed by the Library Director to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy section IV "Minimum Requirements" and section V "Mandatory Contents of Proposal," the Library will evaluate proposals 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 RFP.
- b. The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed in this RFP.
- 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 RFP.
- d. The overall ability of the vendor to mobilize, undertake, and successfully complete the scope of work in a timely fashion. The 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 the RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.

- e. Costs and fee schedule.

## **VII. SELECTION AND CONTRACT**

The Library will select the vendor deemed most advantageous to the Library, price and other factors. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

# **Exhibit A**

## **Waterford Township Public Library**

### **Request for Proposal & Qualifications for Free Public Library Professionals**

#### **Minimum Qualifications**

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

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#### **ATTORNEY**

- A. Firm with experience in municipal law, municipal budgeting, municipal litigation and tort claim laws, and familiarity with Titles 40 and 40A of the N.J.S.A. The applicant shall have five (5) years' experience as an Attorney specializing in labor, personnel, employment issues, and litigation for a library / municipality in the State of New Jersey.
- B. The applicant must also demonstrate a high degree of knowledge, experience and ability with the following:
  - i. The operation of local government units in New Jersey
  - ii. Experience working in a municipal library
  - iii. Labor law

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