TOWNSHIP OF MEDFORD

COMBINED REQUEST FOR QUALIFICATIONS
AND REQUEST FOR PROPOSALS

2027 ANNUAL PROFESSIONAL SERVICES CONTRACTS –
FINANCIAL CONSULTANT

Please take notice that the Township of Medford is soliciting Qualification Statements and Proposals through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for Financial Consulting services.

In addition to submitting the General Requirements for All Professional Appointments form, *please include this form with your responses*.

I. Qualification Requirements: (Acknowledge by checking the appropriate requisites.)

_____ For Financial Consultant, the company or firm must have a minimum of ten (10) year's experience providing financial consulting services related to borrowing/bonding, financial planning, financial transactions, and evaluation of fiscal proposals pertaining to complex transactions for municipal governments in New Jersey similar in size and complexity to the Township of Medford (or greater size/complexity).

_____ The primary consultant assigned to perform work on behalf of the Township of Medford must possess any necessary licenses, certifications or other credentials/ regulatory approvals and must have a minimum of five (5) years experience in municipal finance.

II. Mandatory Contract Terms *(In addition to the contract terms outlined in the General Requirements for All Professional Appointments form the signed proposed professional services agreement with Medford Township must include the following provisions):*

_____ The primary consultant assigned to perform work on behalf of the Township of Medford shall not be substituted without prior notice to the Township.

_____ Professional fees (hourly rates) shall be comparable to the rates charged by financial consulting firms performing services for similarly sized/ similarly complex municipalities and/or municipal authorities within the Burlington County region for said services.

III. Specific Requirements or Duties: (Note: As Requested)

1. Provide guidance on financing capital improvements for the Township's various water systems, sewer system and storm water management systems.

2. Provide guidance on financing capital improvements for Township facilities and infrastructure, and strategic acquisitions of real property by condemnation or negotiation.

3. Evaluate proposals from commercial or residential developers/ redevelopers regarding financial plans to fund various forms of development under areas designated as in need of redevelopment or rehabilitation.

4. Evaluate potential revenue and/or revenue arrangements for the disposition, lease or sale of municipally owned assets or real property.

5. Perform or review calculations for farmland rollback taxes, Payment-in-lieu-of-taxes proposals and amendments to PILOTS for specific parcels or plats.

6. Provide market analysis and advice on when to convert temporary financing (TANs, BANs, etc.) to permanent debt, along with recommendations to restructure or refinance long term debt.

7. Prepare Preliminary Official Statements and/or Official Statements for BAN rollovers or bond offerings.

8. Develop and/or assist with developing rate projections and budget surplus or deficits for the Township's water and sewer utilities and solid waste disposal.

9. Advise as to various funding sources available from federal or State governments, specialized government agencies (such as the DVRPC, NJ EDA, US SBA, USDA/RD, US DHUD, quasi- or multi-state agencies) or other sources and assist the Township with seeking financial assistance and with preparation of any necessary applications for approval by the NJ Local Finance Board.

10. Provide guidance on complex bids for construction or rehabilitation services or for multi-year service contracts that are bid with one or more alternatives.

11. Perform calculations to determine new or expanded user connection fees for the water and sewer utilities.

12. Demonstrate knowledge of generally accepted accounting standards, generally accepted governmental auditing standards, OMB circular requirements for federal and State single audits, NJ Local Budget Law, NJ Local Fiscal Affairs Law and applicable rules and regulations of the NJ Department of Community Affairs, Division of Local Governmental Services/ LFB as such pertain to budgets, annual financial statements and audit reports of the Township's financial condition.

13. Demonstrate knowledge of governmental accounting principles for proprietary/enterprise funds, capital project/ debt service funds, grant funds, fiduciary/trust funds, inter-governmental funds and special revenue funds as such pertain to budgets, annual financial statements and audit reports of the Township's financial condition.