

BOROUGH OF HIGHLANDS
LEGAL NOTICE
NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Borough Administrator, for the Borough of Highlands, County of Monmouth, State of New Jersey on **November 25, 2025 at 11:00am** prevailing time at Borough Highlands 151 Navesink Ave., Highlands, NJ 07732, New Jersey at which time and place bids will be opened and read in public for:

COMMUNITY RATING SYTEM (CRS) COORDINATOR

Specifications and other bid information may be obtained at the Office of the Municipal Clerk/Administrator, Borough Highlands 151 Navesink Ave., Highlands, NJ 07732, during regular business hours, Monday through Friday 8:30am to 4:30pm. or by visiting WWW.HIGHLANDSNJ.GOV.

If a bidder is requesting specifications through the mail, bidder must include their company name, full business address, business phone number, e-mail if available. The Borough of Highlands disclaims any responsibility for specifications forwarded by mail. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to the procurement. Respondents shall comply with the said requirements with the BID. All Bid Addenda shall be published in the Asbury Park Press and on the Borough website no later than ten days, Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of bids. Therefore, all interested respondents should check the newspapers and website from now through the Bid opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to the procurement.

1. This solicitation will be awarded via a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.
2. Bidder must be registered with the State of New Jersey at the time of the contract award. Bidders will be required to present a copy of their Business Registration Certificate (BRC).
3. Bidders must provide an Ownership Disclosure Affidavit with the bid proposal; failure to provide the same is a non-waivable defect.
4. Bidders must comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27
5. Price and other factors considered.

Responses one (1) original with original signatures and one (1) flash drive containing exact copies of the original submission.

Michael F Muscillo, MPA
Borough Administrator

Publication date: **November 5, 2025**



REQUEST FOR PROPOSALS (RFP) FOR A COMMUNITY RATING SYSTEM (CRS) COORDINATOR FOR HIGHLANDS, NJ

I. PURPOSE OF RFP

The Borough of Highlands invites the submittal of responses to this RFP from qualified individuals or firms to provide CRS Coordination as herein outlined.

Project Background

The Borough of Highlands is seeking to join the CRS program. CRS is a voluntary program of the National Flood Insurance Program. Through the CRS, communities that are undertaking floodplain management activities that exceed the minimum floodplain management requirements of the NFIP earn reductions in the flood insurance premiums of their residents resulting in more affordable flood insurance. But more than this, by applying a whole community approach to floodplain management, the CRS contributes to community resilience, increased insurance coverage, public safety and the protection of floodplain natural functions. These benefits are evident in participating communities and collectively nationwide. Downtown Highlands is primarily in the AE12 and AE14 Flood Zones. The Borough sits upon three-quarters of a square mile along the Shrewsbury River.

Objectives

The Borough of Highlands proposes to retain a highly-qualified, capable individual or firm to provide coordination to enter into the CRS program. The Borough requests qualifications from individuals or firms in preparing all research and coordination with Borough Officials, Monmouth County Planning, ISO, FEMA and any other agencies needed to secure entry into the CRS Program. The Borough will give prime consideration to individual or the firm with significant, current experience in successfully entered into the CRS program.

Scope of Work

The selected individual or firm will be required to perform the following services to be specified more fully in a contract agreement to be negotiated after selection.

1. Satisfy Class 9 Prerequisites
2. Attend meeting required to submit the CRS Application
3. Gather necessary documentation
4. Submit Application
5. Be present for the Verification Visit

II. REQUIREMENTS OF VENDORS

All applicants must include the following information in their proposal:

1. Names and statements of qualifications of chief officers of the entity or corporation.
2. Names and statements of qualifications of the person or persons who will be handling the

account on a day-to-day basis.

3. Estimated response time and typical protocol for handling responses
4. References from existing clients, especially those in state or municipal government.
5. If government references are available, name and contact information of purchasing agent or Finance Office contact.
6. Copy of completed Borough of Highlands pay-to-play forms, available from Borough Clerk's office. **Applications that do not include these forms will be considered incomplete and not considered.**
7. Name of at least one client that discontinued service with the vendor in the past three years.
8. Statement of vendor's ability to abide by a government purchasing schedule, which may take up to six weeks to make payment.
9. Statement that vendor shall provide staff during regular Borough business hours on one (1) day of each week of each month during the term of the contract to assist the Borough with the subject network. As part of its proposal, the vendor shall be required to provide a fee proposal with and without this staffing requirement.

III. TERMS, CONDITIONS AND REQUIREMENTS

Note: Once the Borough selects a proposal, the parties will be required to execute a contract.

A. Vendor and Borough Ethics

The Borough and persons who/that provide services to it are governed by the Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq., and ethics policies adopted by the Borough. In particular, proposers are put on notice that the Borough employees, as well as members of their immediate family and business organizations in which they have an interest, are prohibited from soliciting or accepting gifts, favors, loans, services, promise of future employment or other thing of value from any person or entity which has a contract with the Borough or the Borough employee has reason to believe that the person or entity may be awarded a contract with the Borough.

B. Insurance Requirements

The proposer selected to provide the services described in this RFQ/RFP are required to maintain the following policies of insurance during the term of the contract:

- Not less than the minimum Workers' Compensation and Employer's Liability insurance required by New Jersey law.
- Commercial General Liability including Products/Completed Operations liability coverage for Personal Injury and Property Damage of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) annual aggregate.
- Professional Liability insurance in the amount of one million dollars (\$1,000,000) for each wrongful act/two million dollars (\$2,000,000) aggregate.

C. New Jersey Business Registration Requirements

The following provisions apply to the contract for this RFQ/RFP unless the proposer is (a) a not-for-profit business or (b) a body corporate and politic of the State of New Jersey.

For the purpose of this Agreement, the following terms have the meanings stated below. "Affiliate" means an entity that (a) directly, indirectly, or constructively controls another entity, (b) is directly, indirectly or constructively controlled by another entity or (c) is subject to the control of a common entity if it owns, directly or individually, more than 50% of the ownership interest in the common entity.

"Agreement" means this RFQ/RFP, executed by the proposer and the Borough.

"Business organization" means an individual, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof. It also includes any affiliates of the business organization. It does not include government agencies or organizations organized as non-profit entities.

"Proof of registration" means a copy of the organization's "Business Registration Certificate" issued by the New Jersey Treasury Department, Division of Revenue. No other form is valid.

"Subcontractor" means any business organization that (a) is not the Proposer and (b) knowingly provides goods or performs services for a Proposer or another subcontractor in the fulfillment of the Proposer's responsibilities pursuant to this Agreement.

C1. The proposer shall submit proof of registration to the Borough.

C2. The proposer shall notify in writing all subcontractors that will provide services pursuant to this Agreement that each is required to provide proof of registration to the Borough.

C3. Final payment pursuant to this Agreement shall not be owed to the proposer until the proposer has submitted (a) an accurate list of all subcontractors that provided services pursuant to this Agreement and (b) proof of registration for each or, in the alternative, the proposer has certified that no subcontractors provided services in connection with this Agreement.

C4. A business organization that fails to provide a copy of business registration as required pursuant to section 1 of P.L. 2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each business registration copy not properly provided pursuant to this Agreement.

IV. SELECTION PROCESS

All interested parties are requested to provide a detailed written proposal indicating how the services will be provided and by whom and the cost for same.

An evaluation committee will evaluate proposals according to competitive criteria, with cost, vendor experience, response time, qualifications of responding personnel, and ability to follow New Jersey public procurement laws and procedures to be considered. **All proposals must include daytime contact information for the primary person who would be handling the account for the Borough of Highlands.**

Please submit one original and one (1) thumb drive of your proposal and the attached questionnaires, either in person or postmarked to Borough Administrator, Borough of Highlands/RFP CRS, 151 Navesink Ave., Highlands, NJ 07732, no later than November 25, 2025, at 11:00am prevailing local time.

Any questions about the requirements can be directed to Michael Muscillo, (732) 872-1224 x203, or mmuscillo@highlandsnj.gov.

V. CONDITIONS GOVERNING PROPOSALS

The Borough of Highlands is not responsible for any proposals that are lost, wrongly addressed, misdirected or otherwise undeliverable.

The Borough of Highlands is not responsible for any costs incurred in preparing submissions of responses to this RFP.

By submitting a proposal, a vendor agrees that it will not make any claims for or have any right to damages because of any misrepresentation or lack of information.

All materials, proposals and contents submitted during the review process will become the property of the Borough of Highlands except in cases mutually agreed upon by the parties.