



REQUEST FOR QUOTES ORGANIZATIONAL AND MANAGEMENT CONSULTANT

Overview

The Borough of Audubon is 121 years old. In 2026, we experienced multiple changes in Borough leadership. To respond to these changes and effectively prepare for the future, the Commissioners engaged a consultant to create a plan for restructuring municipal government operations. That plan is available upon request by contacting the Borough Clerk.

This Request for Quotes (RFQ) seeks a consultant to assist with the implementation of the restructuring plan as approved by the Commissioners.

Please note: this procurement is a Request for Quotes, not a Request for Proposals.

Scope of Work

At the start of the contract term, the Commissioners will meet with the selected Consultant to establish priorities for their respective departments, consistent with the approved restructuring plan.

The Consultant shall work collaboratively with the Borough Administrator and Borough leadership to support implementation of the approved plan. The Consultant will provide a monthly work schedule outlining time allocated to departmental priorities, meetings with Commissioners, coordination with Borough staff, and collaboration with the Borough Administrator.

In addition to implementation support, the Scope of Work shall include:

- Development of concise, clearly defined job descriptions for Borough employees aligned with the approved restructuring plan and best practices in municipal governance.
- Creation and implementation of two identified Borough roles, including clarification of responsibilities, reporting relationships, and implementation timelines.
- Identification and support of cross-training needs to promote continuity of operations, organizational resilience, and efficient service delivery across departments.
- Dedicated time during the first quarter of the contract to work with the Commissioner of Revenue and Finance and the Borough Administrator on matters related to the Clerical Staff Contract, viewed through the lens of the Restructuring Report.

The Consultant is expected to operate in an advisory and implementation-support capacity. Day-to-day operational authority shall remain with Borough administration.

Cost Structure and Term

Respondents will provide a cost for six months. The unit must define how many hours per month will be included.

Additionally, respondents will provide a one month unit cost for any months the Borough chooses to extend the contract, not to exceed six months.

The one- and six-month units shall include the option to extend to another one- or six-month unit term(s), subject to Borough approval and available funding.

Pricing shall be presented as a fixed unit cost and must include all labor, materials, travel, communications, and related expenses.

Proposal Submission Requirements

Interested consultants must submit:

- Background and experience working in government, with preference given to candidates with executive-level municipal leadership experience and demonstrated innovation.
- A proposed approach to fulfilling the Scope of Work, including anticipated hours and methodology.
- A detailed cost submission using the unit structure outlined above.
- Disclosure of any actual or potential conflicts of interest related to this project.
- A list of government references from similar work completed within the last three years.
- A copy of the Consultant's New Jersey Business Registration Certificate.

The due date for submission is Friday, January 30, 2026, before 4:00 PM.

Submissions may be emailed to d.ingves@audubonnj.com.