NOTE: To receive addenda or modification to this Request for Qualifications, please provide the Clerk with Respondent's name, email address, and phone number upon receipt of this document.

REQUEST FOR QUALIFICATIONS

FOR THE PROVISION OF PROFESSIONAL SERVICES AND EXTRAORDINARY UNSPECIFIABLE SERVICES

ISSUE DATE: NOVEMBER 4, 2026

DUE DATE: DECEMBER 3, 2026 at 10:00 O'CLOCK A.M.

Issued by:

Borough of Palisades Park

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications:

"Borough" - refers to the Borough of Palisades Park.

"Cost Proposal" – refers to a statement of hourly rates and costs for the services provided.

"Due Date" – refers to the date and time by which Qualification Statements must be received by the Borough in order to be considered for award of the contract or position.

"Qualification Statement" - refers to the complete responses to this RFQ submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the Borough) have satisfied the qualification criteria set forth in this RFQ.

"RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested firm(s) that submit a Qualification Statement.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Borough is soliciting Qualification Statements from interested persons and/or firms for the provision of professional services and extraordinary unspecifiable services. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Borough with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Borough will review Qualification Statements only from those firms that submit a Qualification Statement that includes all the information required to be included as described herein (in the sole judgment of the Borough). The Borough intends to qualify person(s) and/or firm(s) that (a) possess the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Borough to provide the greatest benefit to the taxpayers of the Borough. The Borough will consider Qualification Statements only from individuals, firms or organizations that have demonstrated the capability and willingness to provide high quality services as required by the Borough.

1.2. Procurement Process and Schedule.

The selection of Qualified Respondents is not subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The Borough has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 5 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the Borough consisting of the Mayor, Borough Administrator and Chief Financial Officer (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Under no circumstances will a member of the review team review responses to an RFQ for a job which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement including information about the reputation and experience of each Respondent, the Borough will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Borough) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Borough.

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Borough reserves the right to, among other things, amend, modify, or alter the Procurement Schedule upon

notice to all potential Respondents who have provided contact information to the Clerk upon receipt of this RFQ.

All communications concerning this RFQ or the RFQ process shall be directed to the Borough's designated contact person, in writing.

Designated Contact Person:

Laura Borchers
Interim Borough Clerk
Palisades Park Municipal Building
275 Broad Avenue
Palisades Park, New Jersey 07650

Qualification Statements must be submitted to, and be received by, the Borough, via mail or hand delivery, by the Due Date. Qualification Statements will not be accepted by facsimile transmission or e-mail.

Subsequent to issuance of this RFQ, the Borough (through the issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Borough.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE

	ACTIVITY	DATE
1.	Issuance of Request for Qualifications	Wednesday, November 4, 2026
2.	**Due Date** for Receipt of Qualification Statements	Thursday December 3, 2026 at 10:00 a.m.
3.	Opening of Bids	Thursday, December 3, 2026 at 10:00 a.m.
4.	Borough Team Analysis of Bids*	Thursday, December 3, 2026 - Wednesday, December 30, 2026
5.	Anticipated Date for Award of Contract.*	January 5, 2027

Dates for items marked with a "*" are approximate and subject to change based upon the needs of the Borough.

Section 1.3. <u>Conditions Applicable to RFQ</u>.

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute an RFP.
- This RFQ does not commit the Borough to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The Borough reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- The Borough reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.

- The Borough reserves the right, without prior notice, to supplement, amend or otherwise modify this RFQ or otherwise request additional information through issuance of addenda to all prospective Respondents who have received a copy of this RFQ, and who have provided their contact information to the Borough.

- All Qualification Statements shall become the property of the Borough and will not be returned.

- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Borough (in the exercise of its sole discretion) in accordance with law.

- The Borough may request additional information from Respondents, including requiring Respondents to send representatives to the Borough for interviews.

- Any and all Qualification Statements not received by the Borough by the Due Date will be rejected.

- Neither the Borough, nor their respective staffs, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

Section 1.4. <u>Rights of Borough</u>.

The Borough reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.

- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ, and who have provided their contact information to the Borough.

- To waive any technical non-conformance with the terms of this RFQ.

- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.

- To conduct investigations of any or all of the Respondents, as the Borough deems necessary or convenient, to clarify the information provided as part of the

Qualification Statement and to request additional information to support the information included in any Qualification Statement.

- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion). If terminated, the Borough may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Borough shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

1.5 Addenda or Amendments to RFQ.

During the period provided for the preparation of responses to the RFQ, the Borough may issue addenda, amendments or answers to written inquiries. Those addenda will be provided by the Borough to all respondents who have provided the Borough with their contact information, and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the submission due date.

1.6 Cost of Qualification Statement Preparation.

Each Qualification Statement and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the Borough, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

1.7 Qualification Statement Format.

Responses should cover all information requested in the Questions to be answered in this RFQ. Responses which in the judgment of the Borough fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain deletions from requested information, or contain errors may be rejected. Respondent's proposal for services shall include an annual cost as well as a cost not to exceed $_____.

SECTION 2

SCOPE OF SERVICES

The Borough seeks to award contracts of up to one year duration for the position listed below during the calendar year 2023. The contract shall be open-ended, and may encompass additional work during the course of the year not explicitly described herein. It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of the services required by the position or contract sought. Firms and/or persons responding to this RFQ must be able to demonstrate that they will have the continuing capabilities to perform these services.

1 Borough Attorney

Respondent must have significant experience representing New Jersey municipalities as municipal attorney, general counsel and/or corporate counsel. The successful respondent will provide the Borough with legal guidance and representation relating to, but not necessarily limited to the following: performing legal research and providing advisory opinions as needed; representing the Borough in federal and state courts, as well as administrative forums; reviewing, analyzing and advising the Borough on any application before it; reviewing and/or drafting resolutions and ordinances; attending all meetings of the Mayor and Council and any other board or committee, as directed; performing all requirements of the position of Borough Attorney; notifying the Borough of changes in the law or regulations, as well as Court decisions that may impact the Borough and its officials, and; any other matters as directed by appropriate Borough officials.

2 Affordable Housing Attorney

The services sought by the Borough are for the provision of Legal Services as Affordable Housing Counsel. The respondent should have experience and knowledge in the State and County Affordable Housing Program with specific experience in real estate matters and preparation of resolutions and ordinances. An individual attorney or a firm may be qualified for this appointment.

3 Appraisal Services

Respondent must have significant experience in providing professional real estate appraisal services to New Jersey municipalities and/or other New Jersey public entities. Respondent must possess the appropriate New Jersey appraisal license or certification required to perform the services requested. The successful Respondent will provide the Borough with professional appraisal and valuation services relating, but not necessarily limited to, the valuation of real property for municipal purposes, including property acquisitions, sales, purchases, leases, easements, and other real estate transactions. The successful Respondent will also provide appraisal services in connection with property tax appeals, tax assessments, condemnation proceedings, and other matters requiring independent property valuations. Services shall include conducting property inspections, reviewing property records, analyzing comparable sales and market conditions, and preparing written appraisal reports. Additionally, the successful Respondent will provide expert opinions, testimony, and supporting documentation in connection with tax appeals, litigation, condemnation proceedings, and other administrative or judicial matters as directed by the Borough. The Respondent may also be requested to review

appraisals prepared by other parties and provide recommendations or independent opinions regarding property valuations.
The successful Respondent will perform any other appraisal-related services as directed by the Borough.

4 Board of Adjustment Attorney

Respondent must have significant experience representing New Jersey municipal land use boards as land use attorney. The successful respondent will provide the Board of Adjustment with legal guidance and representation relating to, but not necessarily limited to: performing legal research and providing advisory opinions as needed; representing the Board in federal and state courts and administrative forums; reviewing, analyzing and advising the Board on any application before it; reviewing and/or drafting resolutions; attending all regularly scheduled and special meetings of the Palisades Park Board of Adjustment; performing all requirements of the position of Board of Adjustment Attorney; notifying the Board of changes in law or regulations, as well as Court decisions, that impact the Board and the applications before it; and any other matters as appropriately directed by the Board.

5 Bond Counsel

Respondent must have significant experience representing New Jersey municipalities and/or other public entities in bond matters. The successful Respondent will provide the Borough with legal guidance relating to, but not necessarily limited to: performing legal research and providing advisory opinions as needed; rendering the Bond Counsel's opinion regarding the validity and binding effect of the bonds, the source of payment and security for the bonds, and the excludability of interest on the bonds from gross income for federal income tax purposes; preparing and reviewing documents necessary or appropriate to the authorization, issuance, sale, and delivery of the bonds, coordination of the authorization and execution of these documents, and review and, where appropriate,
drafting of enabling legislation; assisting the Issuer in seeking from other governmental authorities any approvals, permissions, and exemptions necessary or appropriate in connection with the authorization, issuance, sale, and delivery of the bonds; reviewing legal issues relating to the structure of the bond issue; Preparing election proceedings or pursue validation proceedings; reviewing or preparing those sections of the offering document to be disseminated in connection with the sale of the bonds that relate to the bonds, financing documents, bond counsel opinion, and tax exemption; assisting the Issuer in presenting information to bond rating organizations and credit enhancement providers relating to legal issues affecting the issuance of the bonds; and reviewing or preparing the notice of sale or bond purchase contract for the bonds and reviewing or drafting the continuing disclosure undertaking of the Issuer; representing the Borough in any litigation resulting from the issuance or intent to issue bonds; attending meetings of the Mayor and Council upon request; notifying the Borough of changes in municipal bond or municipal finance law or regulations, as well as Court decisions that impact the Borough; and any other matters as directed by the Borough.

6 Borough Architect

Respondent must have significant experience in providing architectural services to New Jersey municipalities and/or other New Jersey public entities. The Borough is looking for an architectural firm to provide the following (not listed in order of preference): specific conceptual drawings and detailed construction drawings that will serve as the basis for both bidding and construction by a

general contractor; preparation of necessary bid documents for projects; regular site observations of the contractor and subcontractors during construction phases and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has not been completed; final sign-off on projects, assuring that the final project represents what was originally conceptualized and captured in the working drawings, and all other architectural services as appropriately directed by the Borough.

7 Borough Auditor

Respondent must have significant experience in public sector auditing. Further, the Respondent shall be licensed as a Registered Municipal Accountant. The successful respondent will provide the Borough with consulting services related, but not necessarily limited to: assisting in the preparation of the Municipal Budget; making routine investigations, examinations, and audits of books and financial records and preparing reports thereof; making inspections of varied financial transactions and records to ensure that concerned regulations and accounting procedures are observed; auditing expense invoices and preparing audits and reports of costs and other financial summaries and statements; preparing detailed reports of audits containing findings, conclusions, and recommendations; maintaining essential auditing records and files; and any other thing necessary and proper for completion of the duties of the Borough Auditor as directed by the Borough.

8 Borough Engineer

Respondent must have significant experience in providing engineering services to New Jersey municipalities and/or other New Jersey public entities. Preference shall be given to respondents that employ at least one Certified Municipal Engineer ("CME"). The successful respondent will provide the Borough with engineering services relating, but not necessarily limited to, planning and designing capital improvements for buildings, roads, parks and recreational facilities within the Borough. The successful firm will also review private applications for development as directed by the Borough, or its employees. Additionally, the successful respondent will provide engineering services in technical and administrative areas such as municipal budgeting, traffic engineering, pavement management, storm water management, water system operations, municipal land use, public contracts law, personnel practices, data management, infrastructure maintenance and any other engineering matter as directed by the Borough.

9 Special Projects Engineer

Respondent must have significant experience in providing professional engineering services to New Jersey municipalities and/or other New Jersey public entities, with demonstrated experience in the planning, design, and implementation of specialized municipal capital improvement projects. Respondent must possess the appropriate New Jersey Professional Engineer licenses and other qualifications necessary to perform the services requested. The successful Respondent will provide the Borough with professional engineering services relating, but not necessarily limited to, specialized municipal projects, capital improvements, infrastructure upgrades, building improvements, road improvements, drainage and stormwater projects, parks, recreational facilities, and other public improvements as designated by the Borough. The successful Respondent will also provide engineering services including project planning, feasibility studies, preliminary and final design, preparation of plans and specifications, cost estimates, construction documents, bid assistance, construction administration, and project oversight. Services may include coordination with municipal departments, contractors, consultants, county and state agencies, and other public

entities. Additionally, the successful Respondent will provide technical assistance with grant-funded projects, infrastructure improvements, regulatory approvals, project scheduling, budget estimates, and other specialized engineering matters. The Respondent may also be required to review project proposals, conduct site inspections, monitor construction progress, and provide recommendations to the Borough regarding project implementation and completion. The successful Respondent will perform any other special project engineering services as directed by the Borough.

10 Borough Planner

Respondent must have significant experience in providing planning services to New Jersey municipalities and/or other New Jersey public entities. Respondent will serve in an advisory capacity to the Borough during the time of the Contract and will, upon specific request of the Mayor and Council, render consultation and advice on matters submitted to it for review, study, recommendation or comment. Respondent shall be available to provide professional planning services in connection with any matters relating to the New Jersey Municipal Land Use Law, Local Redevelopment and Housing Law, COAH regulations, State Plan, and related planning statutes and documents, and be available to prepare special planning studies at the request of the Borough, as well as be available to prepare documents and offer testimony relating to court actions and mediation that the Borough may be involved in. Respondent shall be available to attend Borough Council meetings, and upon the Borough's directive, informal meetings and/or discussions with applicants to review and discuss matters before the Council. In addition to attendance at public meetings and hearings as requested by the Borough, Respondent shall provide office time, as required, in the administration or research of general planning services during the Contract period.

11 Borough Prosecutor / Alternate Prosecutor

Respondent must be an attorney licensed by the State of New Jersey to practice law and qualified pursuant to the New Jersey Court Rules and New Jersey Statutes to serve as a municipal prosecutor. In addition, the Borough Prosecutor must have experience in all areas of Municipal Court representation, including expert and lay direct and cross-examination, handling of discovery and motions in municipal court, prosecution of both Title 39, Municipal Ordinance, and other violations commonly considered by the Municipal Court. Respondent will serve as municipal court prosecutor in the Palisades Park Municipal Court, attending court hearings and trials, and preparing any documents necessary for the prosecution of offenses in the Palisades Park Municipal Court.

12 Borough Public Defender / Alternate Public Defender

Respondent must be an attorney licensed by the State of New Jersey to practice law and qualified pursuant to the New Jersey Court Rules and New Jersey Statutes to serve as a municipal public defender. In addition, the Borough Public Defender must have experience in all areas of Municipal Court representation, including expert and lay direct and cross-examination, handling of discovery and motions in municipal court, prosecution of both Title 39, Municipal Ordinance, and other violations commonly considered by the Municipal Court. Respondent will serve as municipal court public defendant, providing representation to indigent defendants in the Palisades Park Municipal Court, attending court hearings and trials, and preparing any documents necessary for the defense of offenses in the Palisades Park Municipal Court.

13 Computer Services Consultant

Respondent must have significant experience in providing information technology and computer services to New Jersey municipalities and/or other New Jersey public entities. Respondent must have the necessary technical qualifications, certifications, and experience to provide comprehensive computer and technology support services. The successful Respondent will provide the Borough with professional information technology services relating, but not necessarily limited to, the maintenance, support, management, and administration of the Borough's computer systems, networks, hardware, software, and related technology infrastructure. The successful Respondent will also provide technical assistance with computer troubleshooting, system upgrades, software installation, network administration, server maintenance, data backup and recovery, cybersecurity, and protection of municipal information and records. Services shall include monitoring system performance, maintaining network security, managing user access, and ensuring the continued operation of the Borough's computer systems. Additionally, the successful Respondent will provide guidance and technical support concerning information technology planning, equipment purchases, software applications, email systems, data management, disaster recovery, and compliance with applicable cybersecurity and data protection requirements. The Respondent shall provide technical support and training to Borough employees, as needed, and assist with the implementation of new technologies and systems. The successful Respondent will perform any other computer and information technology-related services as directed by the Borough.

14 Financial Advisor

Respondent must have significant experience in providing financial advisory services to New Jersey municipalities and/or other New Jersey public entities. Respondent must possess the appropriate professional qualifications and registrations required to provide municipal financial advisory services in the State of New Jersey. The successful Respondent will provide the Borough with professional financial advisory services relating, but not necessarily limited to, municipal budgeting, financial planning, debt management, capital financing, and long-term financial planning. The successful Respondent will also provide guidance and recommendations regarding the issuance of bonds, notes, and other municipal debt obligations, including the preparation and review of financing plans, debt schedules, financial projections, and related documents. Services shall include advising the Borough on borrowing strategies, interest rates, market conditions, debt affordability, and available financing options. Additionally, the successful Respondent will provide financial analysis and consultation regarding capital improvement projects, municipal investments, cash flow management, grant funding, and other financial matters affecting the Borough. The Respondent may also assist with the preparation and review of financial information, attend meetings, and coordinate with the Borough's Chief Financial Officer, Bond Counsel, and other financial professionals as directed by the Borough. The successful Respondent will perform any other financial advisory services as directed by the Borough.

15 Grants Consultant

Respondent will render technical advice and assistance in the implementation of programs to secure Federal, State and private grants, and in the providing of general advisory services in connection therewith. The Respondent will provide consulting services including, but not limited to: presenting

periodic and timely reports on new grant programs as they evolve, with particular emphasis on those that may be of interest to the Borough; providing representation on State and Federal levels to monitor and guide grant applications through the pertinent government agencies; preparing specific grant applications and related documentation and activities; and such other services regarding the obtaining of grants as the Borough may require.

16 Labor Counsel

Respondent must be an attorney or law firm licensed to practice law in the State of New Jersey that wishes to provide legal labor and employment services to the Borough. Respondents must have significant experience representing New Jersey municipalities as labor counsel. The successful respondent will provide the Borough with legal guidance and representation relating to, but not necessarily limited to: performing legal research and providing advisory opinions as needed; researching and drafting ordinances, resolutions and collective bargaining agreements; reviewing and/or drafting contracts and other legal documents; representing the Borough in negotiations and litigation in federal and state courts and administrative forums; attending meetings of the Mayor and Counsel; meeting with individual Council members or employees upon request; conducting programs on specified labor and employment issues for appropriate elected officials and/or Borough employees upon request; and any other matters as directed by the Borough.

17 Planning Board Attorney

Respondent must have significant experience representing New Jersey municipal land use boards as land use attorney. The successful respondent will provide the Planning Board with legal guidance and representation relating to, but not necessarily limited to: performing legal research and providing advisory opinions as needed; representing the Board in federal and state courts and administrative forums; reviewing, analyzing and advising the Board on any application before it; reviewing and/or drafting resolutions; attending all regularly scheduled and special meetings of the Palisades Park Planning Board; performing all requirements of the position of Planning Board Attorney; notifying the Board of changes in law or regulations, as well as Court decisions, that impact the Board and the applications before it; and any other matters as appropriately directed by the Board.

18 Rent Leveling Attorney

Respondent must have significant experience representing municipalities with regard to rent leveling issues. The successful respondent will provide legal guidance and representation relating to, but not necessarily limited to: performing legal research and providing advisory opinions as needed; representing the Borough in federal and state courts and administrative forums; reviewing, analyzing and advising the Borough on any application before it; reviewing resolutions; attending all regularly scheduled and special meetings of the Mayor and Council if needed; performing all requirements of the position of Rent Leveling Attorney; notifying the Borough of changes in law or regulations, as well as Court decisions, that impact the Borough and the applications before it; and any other matters as appropriately directed by the Borough.

19 Risk Management Consultant

Respondent will provide risk management and insurance consulting services to the Borough as required in the Bylaws of the Bergen Joint Insurance Fund ("the Fund") including, but not necessarily limited to: assisting the Borough in identifying its insurable exposures and recommending professional methods to reduce, assume or transfer the risk or loss; assisting the

Borough in understanding and selecting the various coverages available from the Fund; reviewing with the Borough any additional coverages that the Respondent feels should be carried but are not available from the Fund, and subject to the Borough's authorization, placing such coverages outside the Fund; assisting the Borough in the preparation of any application, statements of values, or similar documents requested by the Fund; reviewing the Borough's assessment as prepared by the Fund and assisting the Borough in the preparation if its annual insurance budget; reviewing the loss and engineering reports and generally assisting the Borough in its loss containment objectives; assisting where needed in the settlement of claims made; and any other services relating to insurance and risk management consulting that may be required by the Borough or the Fund.

20 Special Attorney for Special Matters and Conflicts of Interest

Respondent must be an attorney licensed to practice law in the State of New Jersey that wishes to provide special counsel and litigation services to the Borough with regard to special matters and conflicts of interest, as directed by the Borough Attorney and the Mayor and Council.

21 Swimming Pool Attorney

Respondent must have significant experience in providing legal services to New Jersey municipalities and/or other New Jersey public entities, particularly in matters involving the operation, administration, and management of municipal swimming pools and recreational facilities. The successful Respondent will provide the Borough with legal advice and counsel relating, but not necessarily limited to, the operation and administration of the Borough's municipal swimming pool. Services shall include reviewing and advising on pool rules and regulations, membership agreements, applications, waivers, liability releases, policies and procedures, and matters involving patron conduct, membership disputes, suspensions, and disciplinary actions. The successful Respondent will also provide legal guidance regarding contracts, agreements, vendor services, employment matters, claims, complaints, accidents, injuries, and potential liability associated with the operation of the municipal swimming pool. Additionally, the Respondent shall advise the Borough on compliance with applicable federal, state, and local laws and regulations, provide representation in litigation or administrative proceedings when authorized by the Borough, and attend meetings as requested. The successful Respondent will perform any other swimming pool-related legal services as directed by the Borough.

22 Tax Appeal Attorney

Respondent must be an attorney licensed to practice law in the State of New Jersey that wishes to provide special counsel and litigation services to the Borough with regard to property tax appeals, as directed by the Borough Attorney, the Mayor and Council, the Borough Tax Assessor, or other appropriate official within the Borough. Respondent must have significant experience in representing New Jersey municipalities in Tax Court and before County Boards of Taxation. The successful Respondent will provide the Borough with legal guidance relating to tax appeals, but not necessarily limited to: performing legal research and providing advisory opinions as needed; drafting pleadings and stipulations of settlement related to tax appeals; representing the Borough in litigation in federal and state courts and administrative forums with regard to tax appeal issues; preparing motions and discovery requests; attending meetings of the Mayor and Council and/or Committees upon request; conducting programs on specified legal issues relating to tax appeals for appropriate

elected officials and/or Borough employees upon request; any other matters as directed by the Borough.

SECTION 3

SUBMISSION REQUIREMENTS

Section 3.1 General Requirements.

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below. An **original and five (5) copies of the Qualification Statement and all attachments are to be submitted by each Respondent in response to this RFQ.**

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. This information may include documents such as a firm profile or brochure. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Section 3.2 Administrative Information Requirements.

The Respondent shall, as part of its Qualification statement, provide the following information:

1. A summary page containing information requested in this Qualification Statement.

2. An executed Letter of Qualification (See Appendix A to this RFQ).

3. Name, address and telephone number of the firm or firms submitting the Qualification statement pursuant to this RFQ, and the name of the key contact person.

4. A description of the business organization (i.e., corporation, partnership, join venture, sole practitioner, etc.) of each firm, its ownership and its organizational structure.
   (a) Provide the names and business addresses of all Principal(s) of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing an ownership, interest in the Respondent. IF the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
   (b) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and described the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
   (c) If the Respondent is a partnership or a joint venture or similar organization,

provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.

5. An executed Letter of Intent (See Appendix B).

6. The number of years your organization has been in business under the present name.

7. The number of years the business organization has been under the current management.

8. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.

9. Any judgments, pending claims and / or litigations within the last five years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.

10. Whether the business organization is now or has been involved in ay bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

11. Confirm appropriate federal and state licenses to perform activities.

12. A copy of Errors and Omissions and Malpractice Insurance with minimum limits of coverage of $1,000,000 and a hold harmless to the Borough of Palisades Park.

13. A copy of Respondent's State of New Jersey Business Registration Certificate.

14. A completed Disclosure of Investment Activities in Iran form (See Appendix C).

Section 3.3 <u>Professional Information Requirement.</u>

a. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ At a minimum, the following information on past experience should be included as appropriate to the RFQ.

1. Description and scope of work by Respondent.
2. Name, address and contact information of references.
3. Explanation of perceived relevance of the experience to the RFQ.

b. Describe the services that Respondent would perform directly.

c. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.

d. Does the Respondent normally employ union or non-union employees?

e. Resumes of key employees.

f. A narrative statement of the Respondent's understanding of the Borough's needs and goals.

g. List all immediate relatives of Principal(s) of Respondent who are Borough employees or elected officials of the Borough. For purposes of the above "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandchild, and in-laws by reason of relation.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1 Submission of Qualification Statements.

A Respondent must submit an original and five (5) copies of their Qualification Statement to the designated contact person:

Laura Borchers
Interim Borough Clerk
Palisades Park Municipal Building
275 Broad Avenue
Palisades Park, NJ 07650

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein:

1. Qualification Statements must be received by the Borough no later than the Due Date, and must be mailed or hand-delivered. Qualification Statements forwarded by facsimile or e-mail will not be accepted. Qualification statements received after this time will not be considered. The Borough will not bear responsibility for delays in delivery for any reason.

2. Qualification Statements and all related information must be stapled or bound, and signed by the Respondent. If Respondent is other than a natural person, the Qualification Statement must be signed by an individual with power to bind Respondent.

3. The name of the Respondent and the position or contract for which the submission is being made must be printed on the outside of the package containing Respondent's submission, together with instructions that the submission should not be opened prior to the Due Date. (Suggested format: "Qualification Statement for _____. Do not open until December __, 2022")

SECTION 5

EVALUATION

The Borough's objective in soliciting Qualification Statements is to enable it to select a firm, individual, or organization that will provide high quality and cost effective services to the taxpayers of Palisades Park. The Borough will consider Qualification Statements only from firms, individuals, or organizations that, in the Borough's judgment, have demonstrated the capability and willingness to provide high quality services to the taxpayers of the Borough in the manner described in this RFQ.

Qualification Statements will be evaluated by the Borough on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider the following:

1. Experience and reputation in the field;

2. Knowledge of the Borough and the subject matter addressed under the contract;

3. Availability to accommodate the requirements of the Borough;

4. Other factors demonstrated to be in the best interest of the Borough;

5. Costs to the Borough; and

6. Confidence by the Mayor and Council in the Applicant's ability to perform the services of Respondent.

APPENDIX A

LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

Date: _____

Laura Borchers
Interim Borough Clerk
Palisades Park Municipal Building
275 Broad Avenue
Palisades Park, NJ 07650

Re: LETTER OF QUALIFICATION

Dear Ms. Borchers:

The undersigned has/have reviewed my/our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Borough of Palisades Park ("Borough"), dated _____, in connection with the Borough's need for professional services or extraordinary unspecifiable services.

I/We affirm that the contents of the enclosed Qualification Statement (which Qualification Statement is incorporated herein by reference) is accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of _____(Respondent).*

Signed: _____

Printed: _____

Title: _____

* If a joint venture, partnership or other formal organization other than a natural person is submitting a Qualification Statement, this Letter of Qualification must be signed by an individual with the legal authority to bind the organization.

APPENDIX B

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

Date: _____

Laura Borchers
Interim Borough Clerk
Palisades Park Municipal Building
275 Broad Avenue
Palisades Park, NJ 07650

Re: LETTER OF INTENT

Dear Ms. Borchers:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Borough of Palisades Park ("Borough"), dated _____, in connection with the Borough's need for professional services or extraordinary unspecifiable services.

_____ ("Respondent")* HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.

2. Respondent agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the Borough's procurement schedule.

3. Respondent acknowledges that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any other documents prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.

4. Respondent hereby declares that the only persons anticipated by respondent to perform the professional services or extraordinary unspecifiable services for which this Qualification Statement is submitted are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently perform professional services or extraordinary services for which this Qualification Statement is submitted, but only if acceptable to the Borough. Respondent declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

5. Respondent acknowledges and agrees that the Borough may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Borough shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

6. Respondent acknowledges that any contract executed with respect to the provision of professional services or extraordinary unspecifiable services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

7. Respondent shall provide a listing of respondent's hourly rates and any and all other charges for any and all other services to be provided.

Signed: _____

Printed: _____

Title: _____

Dated: _____

* If a joint venture, partnership or other formal organization other than a natural person is submitting a Qualification Statement, this Letter of Qualification must be signed by an individual with the legal authority to bind the organization.