

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

**REQUEST FOR QUALIFICATIONS**

**VARIOUS BOROUGH PROFESSIONAL POSITIONS**

**AND EXTRAORDINARY UNSPECIFIABLE SERVICES POSTIONS**

**ISSUE DATE: November 17, 2017**

**DUE DATE: December 21, 2017 at 11:00 A.M.**

**Issued by:**

**Borough of Paramus**

**GLOSSARY**

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

"Borough" - refers to the Borough of Paramus.

"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) possesses 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 selection is, however, subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 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 Mayor and Borough Council and/or Borough Attorney. The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial criteria described in this RFQ. Under no circumstances will anyone review an RFQ for a contract or position for which he/she or his/her 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 considered for selection 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, among other things, to 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:**

Annemarie Krusznis, RMC  
Borough Clerk  
Paramus Borough Hall  
One Jockish Square  
Paramus, New Jersey 07652

**An original and two (2) 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.....	November 17, 2017
2. <b>Due Date</b> for Receipt of Qualification Statements.....	December 21, 2017 at 11 o'clock a.m.
3. Opening of Qualification Statements.....	December 21, 2017 at 11 o'clock a.m.
4. Anticipated Date for Award of Contract*.....	January 1, 2018 OR First public meeting thereafter.

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

#### **Section 1.3. Conditions Applicable to RFQ.**

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 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.

- 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 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. Rights of Borough.**

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.

## SECTION 2

### SCOPE OF SERVICES

The Borough seeks to award contracts of up to one year duration for each of the positions listed below during the calendar year 2018. The contracts 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.

The Borough hereby determines that there should be a cap or maximum amount to be paid to professionals listed in the aforementioned Request for Qualifications. Any contract to be executed with a professional shall provide that the professional shall render all services required by the Contract between said professional and the Borough of Paramus. The professional shall be required to perform all services with fees charged at the agreed upon hourly fee for all services rendered, however, in no event shall the total amount to be paid to the professional for the 2018 calendar year exceed the stated maximum amount set forth herein below for those professional positions listed herein below notwithstanding the nature and extent of actual services required. All responses to this Request for Qualification shall include a statement confirming that the professional is aware of the limitations contained in this paragraph and willing to accept the provisions of this paragraph.

#### **Borough Attorney**

Respondent must be an Attorney or law firm licensed to practice law in the State of New Jersey. Respondent must have experience and reputation in the practice of municipal law, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract; must have the ability to accommodate the required meetings of the Borough and provide other information to demonstrate why the Respondent's appointment would be in the best interest of the Borough.

#### **\$ 80,000.00 plus fixed salary**

The duties of the Borough Attorney shall include, but not be limited to:

- a) Representing the BOROUGH in all suits and proceedings before legal or administrative courts of the State as assigned by the Council, except in those matters in which other counsel is provided through insurance coverage or for which other counsel has been appointed pursuant to the within Request for Qualification Process, b)
- Advising the Mayor and Council of the BOROUGH in all legal matters coming before that body during the course of its conducting the business of the Borough, c)
- Attending all meetings and sessions of the Mayor and Council, unless excused by the Mayor and Council, d)
- Performing legal research and providing opinions, as needed and requested by the Mayor and Council, e)
- Making himself or herself available at reasonable times to assist and advise the Mayor and Council, by phone or in person, with regard to all legal matters arising before the Mayor and Council in the exercise of its duties, f)
- Drafting

Ordinances and Resolutions as directed by the Mayor and Council, g) All other services requested to be performed by the Mayor and Council.

### **Borough Engineer**

Respondent must be an Engineer or Engineering firm licensed to practice engineering within the State of New Jersey. Respondent must have experience and reputation in the field of civil engineering, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to accommodate the required meetings of the Borough and provide other information to demonstrate why the Respondent's appointment would be in the best interest of the Borough.

### **\$20,000.00 plus escrow amounts**

Engineer will provide all engineering services for the BOROUGH for any and all engineering matters that may be assigned to the Borough Engineer by the Mayor and Borough Council. If appointed by the Borough Planning Board and Borough Zoning Board of Adjustment, Engineer will also provide engineering services for said Boards, however, the maximum fee limitation contained herein shall not be deemed to include fees for services rendered in connection with applications to said Boards and paid as escrow amounts in connection with said applications. Engineer's duties will include all engineering services of any nature required to be performed by the Mayor and Council of any nature.

### **Borough Planner**

Respondent must be a Planner or Planning firm licensed to practice planning within the State of New Jersey. Respondent must have experience and reputation in the field of planning, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to accommodate the required meetings of the Borough and provide other information to demonstrate why the Respondent's appointment would be in the best interest of the Borough.

### **\$10,000.00 plus escrow amounts**

Planner will provide all planning services for the BOROUGH for any and all planning matters that may be assigned to the Borough Planner by the Mayor and Borough Council. If appointed by the Borough Planning Board and Borough Zoning Board of Adjustment, Planner will also provide planning services for said Boards, however, the maximum fee limitation contained herein shall not be deemed to include fees for services rendered in connection with applications to said Boards and paid as escrow amounts in connection with said applications. Planner's duties will include all engineering services of any nature required to be performed by the Mayor and Council of any nature and may include, but not be limited to, drafting of proposed Ordinances, attendance at meetings, research, and all other services excluding those services for which compensation is provided by law from development fee trust funds.

### **Attorney- Labor Litigation**

Respondent must be an Attorney or law firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of labor litigation, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to represent the Borough with regard to pending and new labor litigation in the courts of the State of New Jersey, and should provide other information as to why the Respondent's appointment would be in the best interest of the Borough.

**\$60,000.00**

The duties of the Borough Labor Litigation Attorney shall include, but not be limited to:

- a) Representing the BOROUGH in all labor litigation before legal or administrative courts of the State as assigned by the Council, except in those matters in which other counsel is provided through insurance coverage or for which other counsel has been appointed pursuant to the within Request for Qualification Process,
- b) Advising the Mayor and Council of the BOROUGH in all labor litigation matters when so requested,
- c) Performing legal research and providing opinions, as needed and requested by the Mayor and Council,
- d) Making himself or herself available at reasonable times to assist and advise the Mayor and Council, by phone or in person, with regard to all labor litigation matters,
- e) Reviewing or drafting legal documents,
- f) All other services requested to be performed by the Mayor and Council.

### **Attorney- Labor Contracts**

Respondent must be an Attorney or law firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of labor negotiation, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to represent the Borough with regard to pending and new labor negotiations, and should provide other information as to why the Respondent's appointment would be in the best interest of the Borough.

**\$60,000.00**

The duties of the Borough Labor Contracts Attorney shall include, but not be limited to:

- a) Representing the BOROUGH in all labor negotiations as assigned by the Council,
- b) Advising the Mayor and Council of the BOROUGH in all labor contract matters when so requested,
- c) Performing legal research and providing opinions, as needed and requested by the Mayor and Council,
- d) Making himself or herself available at reasonable times to assist and advise the Mayor and Council, by phone or in person, with regard to all labor negotiation matters,
- e) Reviewing or drafting legal documents, including but not limited to contracts,
- f) All other services requested to be performed by the Mayor and Council.

### **Attorney- Commercial Tax Appeals**

Respondent must be an Attorney or law firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of tax appeals, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to represent the Borough in the Tax Court of the State of New Jersey, and should provide other information as to why the Respondent's appointment would be in the best interest of the Borough.

**\$150,000.00**

Attorney for commercial tax appeals shall handle any and all commercial tax appeals as are assigned to the Commercial Tax Appeal Attorney by the Borough Attorney Tax Assessor or Mayor and Council. Commercial Tax Appeal Attorney shall undertake all representations and services related thereto as requested by the Borough, including but not limited to, performing legal research and providing advisory opinions as needed; drafting pleadings and stipulations of settlement related to commercial tax appeals; representing the Borough in litigation in federal and state courts and administrative Council and/or Committees upon request; conducting programs on specified legal issues relating to commercial tax appeals for appropriate elected officials and/or Borough employees upon request; representing the Borough before the Bergen County Board of Taxation; assisting and advising the Borough Tax Assessor; preparing papers and correspondence; and conducting any other related matters as directed by the Borough.

The Borough previously determined that there should be a cap or maximum amount to be paid for the position of Attorney- Commercial Tax Appeals. Any contract to be executed for the position shall provide that the professional shall render all services required by the Contract between said professional and the Borough of Paramus. The professional shall be required to perform all services with fees charged at the agreed upon hourly fee for all services rendered, however, in no event shall the total amount to be paid to the professional for the 2018 calendar year exceed the stated maximum amount set forth hereinabove notwithstanding the nature and extent of actual services required. All responses to this Request for Qualification shall include a statement confirming that the professional is aware of the limitations contained in this paragraph and willing to accept the provisions of this paragraph. The maximum stated amount shall not include fees paid to any real estate appraiser.

### **Attorney- Residential Tax Appeals**

Respondent must be an Attorney or law firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of tax appeals, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to represent the Borough in the Tax Court of the State of New Jersey, and should provide other information as to why the Respondent's appointment would be in the best interest of the Borough.

**\$50,000.00**

Attorney for residential tax appeals shall handle any and all residential tax appeals as are assigned to the Residential Tax Appeal Attorney by the Borough Attorney, Tax Assessor or Mayor and Council. Residential Tax Appeal Attorney shall undertake all representations and services related thereto as requested by the Borough, including but not limited to, performing legal research and providing advisory opinions as needed; drafting pleadings and stipulations of settlement related to commercial tax appeals; representing the Borough in litigation in federal and state courts and administrative forums with regard to commercial tax appeal issues; attending meetings of the Mayor and Council and/or Committees upon request; conducting programs on specified legal issues relating to commercial tax appeals for appropriate elected officials and/or Borough employees upon request; representing the Borough before the Bergen County Board of Taxation; assisting and advising the Borough Tax Assessor; preparing papers and correspondence; and conducting any other related matters as directed by the Borough.

**Attorney- Special Counsel Tax Appeals**

Respondent must be an Attorney or law firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of tax appeals, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to represent the Borough in the Tax Court of the State of New Jersey with regard to specially assigned and specific tax appeals, and should provide other information as to why the Respondent's appointment would be in the best interest of the Borough.

**Attorney- COAH, Rehabilitation Program**

Respondent must be an Attorney or law firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of land use, specifically including the Borough participation in the Council on Affordable Housing Program and the Borough Rehabilitation Program. Respondent must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, and must have the ability to represent the Borough with regard to the Borough's participation in various Council on Affordable Housing Programs, and should provide other information as to why the Respondent's appointment would be in the best interest of the Borough.

**Real Estate Tax Appraiser**

Respondent must be a licensed real estate appraiser holding a certified general license from the State of New Jersey and an MAI designation from the Appraisal Institute that wishes to provide real estate appraisals in the defense of tax appeals filed before the Tax Court of New Jersey. In addition, this individual must have been accepted by the Tax Court as an expert in the appraisal of real estate and have a minimum of five (5) years of experience in the defense of Tax Appeals. The duties shall include preparation of appraisal reports, review of appraisal reports provided by defendant, attendance at conferences, assisting the Tax Assessor in determining future assessments and providing any other valuation services that the municipality may require.

## **\$150,000.00**

Real Estate Appraiser shall be a licensed appraiser experienced in providing commercial and/or residential appraisals with regard to tax appeals filed by or against the Borough of Paramus. Appraiser shall provide appraisals in connection with all tax appeals as requested by either the Borough Attorney, Tax Appeal Attorneys of Borough Tax Assessor. Said appraiser shall also be available to appear before tax boards and courts of the State of New Jersey.

The Borough previously determined that there should be a cap or maximum amount to be paid to Borough professionals. Any Contract to be executed for the position of real estate appraiser shall provide that the professional shall render all services required by the Contract between said professional and the Borough of Paramus. The professional shall be required to perform all services with fees charged at the agreed upon hourly fee for all services rendered, however, in no event shall the total amount to be paid to the professional for the 2018 calendar year exceed the stated maximum amount set forth hereinabove notwithstanding the nature and extent of actual services required. All responses to this Request for Qualification shall include a statement confirming that the professional is aware of the limitations contained in this paragraph and willing to accept the provisions of this paragraph.

### **Attorney- Paramus Public Defender No. 1**

Respondent must be an Attorney or law firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of criminal defense, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to represent the Borough with regard to matters heard in the Paramus Municipal Court and the courts of the State of New Jersey, and should provide other information as to why the Respondent's appointment would be in the best interest of the Borough.

### **Attorney- Paramus Public Defender No. 2**

Respondent must be an Attorney or law firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of criminal defense, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to represent the Borough with regard to matters heard in the Paramus Municipal Court and the courts of the State of New Jersey, and should provide other information as to why the Respondent's appointment would be in the best interest of the Borough.

### **Attorney – Maywood Public Defender No. 3**

Respondent must be an Attorney or law firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of criminal defense, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to represent the Borough with regard to matters heard in the Maywood Municipal Court

and the courts of the State of New Jersey, and should provide other information as to why the Respondent's appointment would be in the best interest of the Borough. Maywood Municipal Court sessions shall be scheduled twice per month.

#### **Attorney – Oradell Public Defender No. 4**

Respondent must be an Attorney or law firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of criminal defense, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to represent the Borough with regard to matters heard in the Oradell Municipal Court and the courts of the State of New Jersey, and should provide other information as to why the Respondent's appointment would be in the best interest of the Borough. Oradell Municipal Court sessions shall be scheduled twice per month.

#### **Attorney- Bond Counsel**

Respondent must be an Attorney or law firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation with regard to all aspects of municipal bond funding practices, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to represent the Borough with regard to all bonding and bond related issues, and should provide other information as to why the Respondent's appointment would be in the best interest of the Borough.

**\$15,000.00**

Bond Counsel will perform the following services: a) Bond Counsel will prepare or review all bond ordinances adopted or to be adopted by the governing body. b) Bond Counsel will assemble a certified record of proceedings to evidence the proper adoption of each bond ordinance in accordance with the provisions of the Local Bond Law and other applicable New Jersey Statutes, c) When the BOROUGH determines to issue bonds, Bond Counsel will prepare the necessary resolutions or other operative documents to set up the bond sale and will submit them to the Borough Attorney for review. Bond Counsel will seek the advice of the Auditor in connection with the appropriate maturity schedule for the bonds to be sold and will review the sections of the Official Statement pertaining to tax and security law matters and the description of the security for the bonds. If requested by the BOROUGH, Bond Counsel will arrange for the printing and the distribution of the Official Statement to those financial institutions that customarily submit bids for new issues of New Jersey municipal bonds of that type. Bond Counsel will arrange for the printing of the notice of sale in The Bond Buyer and will answer any inquiries made by the investment community concerning the bond sale. Bond Counsel will attend the bond sale, unless it is an internet sale, and will render legal advice as necessary concerning the submission of bids for the bonds in accordance with the notice of sale and the requirements of law. After the bond sale, Bond Counsel will prepare the bonds for execution, will prepare and see to the execution of the necessary closing certificates and will establish the time and the place for the delivery of the bonds to the successful bidder. Bond Counsel will either attend the closing with the appropriate officials, or will coordinate the closing at which time the bonds will be delivered,

payment will be made for the bonds, and Bond Counsel will issue a final approving legal opinion with respect to the validity of the bonds, d) When the BOROUGH determines to issue bonds anticipation notes or tax anticipation notes, Bond Counsel will prepare any necessary resolutions to authorize the sale of such notes and will submit them to the Borough Clerk. When the purchaser and the details of the notes have been determined, Bond Counsel will prepare the notes for execution and will prepare the appropriate closing certificates and an approving legal opinion with respect to the notes. Normally, it is not necessary for Bond Counsel to attend the closing for the notes. Unless requested otherwise, Bond Counsel will forward the notes, closing papers and approving legal opinion to the appropriate Borough officer for execution and delivery, e) Bond Counsel will provide basic advice in regard to the effect of the federal arbitrage regulations on the issuance of bonds or bond anticipation notes and the investment of the proceeds thereof. f) Bond Counsel will provide basic advice in regard to compliance with Rule 15c2-12 of the Securities and Exchange Commission, g) Bond Counsel will provide such other services as requested by the Mayor and Council.

### **Attorney - Special Litigation**

Respondent must be an Attorney or law firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of litigation, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to represent the Borough with regard to pending and new litigation in the courts of the State of New Jersey, and should provide other information as to why the Respondent's appointment would be in the best interest of the Borough.

### **Auditor**

Respondent must be an Accountant licensed to practice accounting within the State of New Jersey. Respondent must have experience and reputation with regard to all aspects of a municipal auditor, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to represent the Borough with regard to all auditing related issues, and should provide other information as to why the Respondent's appointment would be in the best interest of the Borough.

**\$100,000.00**

Auditor will provide any and all auditing services requested to be performed by the Mayor and Council of the Borough and or by the Chief Financial Officer of the Borough. Services will include any and all services required to be performed by the State of New Jersey or any other governmental agency. Services may include any and all services requested in connection with the Borough Budget process or in connection with any bonds to be issued by the Borough. It is understood that the Auditor will provide any and all services required by the Mayor and Council.

### **Insurance Consultant**

Respondent must be able to provide risk management and insurance consulting services to the Borough as required by the Bylaws of the New Jersey Municipal Self Insured Joint Insurance Fund (hereinafter "the fund"), including, but not limited to: assisting the Borough in identifying its insurable exposures and recommending professional methods to reduce, assume or transfer the risk of 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 the Fund application

### **Chemical Engineer**

Respondent must be able to establish expertise and reputation in the field of Chemical Engineering and be able to provide 24-hour emergency call-in service for environmental or chemical engineering services; to serve as a member of the Borough's Hazardous Chemical Control Board in accordance with Chapter 265, Section 15 of the Code of the Borough of Paramus; and to assist, where required, the Borough Health Officer and Fire Prevention Bureau perform their duties with regard to meeting the inventory and reporting requirements of Chapter 265 of Code of the Borough of Paramus.

### **Court Reporter – Planning Board**

Respondent must be a certified shorthand reporter licensed by the State of New Jersey. Respondent must have the ability to accommodate the required meetings of the Planning Board and provide other information to demonstrate why respondent's appointment would be in the best interest of the Borough.

### **Court Reporter – Zoning Board of Adjustment**

Respondent must be a certified shorthand reporter licensed by the State of New Jersey. Respondent must have the ability to accommodate the required meetings of the Zoning Board of Adjustment and provide other information to demonstrate why respondent's appointment would be in the best interest of the Borough

### **Paramus Municipal Prosecutor No. 1**

Respondent must be an attorney licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of municipal court prosecution and must demonstrate knowledge of the Borough and the subject matter under the proposed contract. Respondent must have the ability to represent the State and/or Borough of Paramus in matters heard in the Paramus Municipal Court and should provide other information as to why the Respondent's appointment would be in the best interests of the Borough.

### **Paramus Municipal Prosecutor No. 2**

Respondent must be an attorney licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of municipal court prosecution and must

demonstrate knowledge of the Borough and the subject matter under the proposed contract. Respondent must have the ability to represent the State and/or Borough of Paramus in matters heard in the Paramus Municipal Court and should provide other information as to why the Respondent's appointment would be in the best interests of the Borough.

### **Maywood Municipal Prosecutor No. 3**

Respondent must be an attorney licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of municipal court prosecution and must demonstrate knowledge of the Borough and the subject matter under the proposed contract. Respondent must have the ability to represent the State and/or Borough of Maywood in matters heard in the Maywood Municipal Court and should provide other information as to why the Respondent's appointment would be in the best interests of the Borough. Maywood Municipal Court sessions shall be scheduled twice per month.

### **Oradell Municipal Prosecutor No. 4**

Respondent must be an attorney licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of municipal court prosecution and must demonstrate knowledge of the Borough and the subject matter under the proposed contract. Respondent must have the ability to represent the State and/or Borough of Oradell in matters heard in the Oradell Municipal Court and should provide other information as to why the Respondent's appointment would be in the best interests of the Borough. Oradell Municipal Court sessions shall be scheduled twice per month and begin at 2:30 PM.

### **Grants Consultant**

Respondent must be an individual or firm who identifies and attempts to secure grants that may be available to the municipality or its agencies. Respondent must have experience and reputation in the field of professional consultation, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to accommodate the required meetings of the Borough and provide other information to demonstrate why Respondent's appointment would be in the best interest of the Borough.

### **Attorney - Zoning Board of Adjustment**

Respondent must be an individual or firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of New Jersey Municipal Law and New Jersey Municipal Land Use Law and must demonstrate knowledge of the Borough and the subject matter under the proposed contract. Respondent must have the ability to accommodate the required meetings of the Board and provide other information to demonstrate why Respondent's appointment would be in the best interest of the Board.

### **Attorney - Planning Board**

Respondent must be an individual or firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of New Jersey Municipal Law and New Jersey Municipal Land Use Law and must demonstrate knowledge of the Borough and the subject matter under the proposed contract. Respondent must have the ability to accommodate the required meetings of the Board and provide other information to demonstrate why Respondent's appointment would be in the best interest of the Board.

### **Professional Planner - Zoning Board of Adjustment**

Respondent must be a Planner or Planning firm licensed to practice planning within the State of New Jersey. Respondent must have experience and reputation in the field of planning, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to accommodate the required meetings of the Zoning Board of Adjustment and provide other information to demonstrate why the Respondent's appointment would be in the best interest of the Board.

### **Professional Planner - Planning Board**

Respondent must be a Planner or Planning firm licensed to practice planning within the State of New Jersey. Respondent must have experience and reputation in the field of planning, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to accommodate the required meetings of the Planning Board and provide other information to demonstrate why the Respondent's appointment would be in the best interest of the Board.

### **Engineering Consultant - Zoning Board of Adjustment**

Respondent must be an Engineer or Engineering firm licensed to practice engineering within the State of New Jersey. Respondent must have experience and reputation in the field of civil and traffic engineering, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to accommodate the required meetings of the Zoning Board of Adjustment and provide other information to demonstrate why the Respondent's appointment would be in the best interest of the Board.

### **Engineering Consultant - Planning Board**

Respondent must be an Engineer or Engineering firm licensed to practice engineering within the State of New Jersey. Respondent must have experience and reputation in the field of civil engineering, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to accommodate the required meetings of the Planning Board and provide other information to demonstrate why the Respondent's appointment would be in the best interest of the Board.

### **Counsel For Enforcement And Collection Of Forfeited Bail Bonds**

Respondent must be licensed to practice law in the State of New Jersey and must have significant experience in representing New Jersey governmental entities in the Enforcement and Collection of Forfeited Bail Bonds. The successful firm shall provide the Borough with legal guidance and representation in these matters relating to but not necessarily limited to:

1. Legal research and/or advisory opinions as needed.
2. Represent the Borough in litigation in municipal, state and federal courts and administrative forums
3. Represent the Borough in the enforcement, the collection and/or remission of forfeited bail bonds.
4. Upon request, must attend meetings of the Borough Council and/or Council Committees.
5. Upon request, must attend meetings with Borough employees and/or any Court personnel.
6. Firm must have expertise in all aspects of New Jersey Law and Administrative Directives relating to the Collection and Enforcement of Forfeited Bail Bonds.

### **Attorney - Board of Ethics**

Respondent must be an Attorney or law firm licensed to practice law within the State of New Jersey. Respondent must have experience and reputation in the field of litigation, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to represent the Borough with regard to pending and new litigation in the courts of the State of New Jersey, and should provide other information as to why the Respondent's appointment would be in the best interest of 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.

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 documentation and information:

1. An executive narrative summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Qualification (See Appendix A to this RFQ).
3. An executed Letter of Intent (See Appendix B to this RFQ).
4. 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 for this RFQ.
5. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
  - (a) Provide the names and business addresses of all principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, the term "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 describe the nature and extent of the parent's 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 (a) and (b) above for each member of the partnership, joint venture or similar organization.
- 6. A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities (e.g. N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 as amended) together with evidence of such compliance.
- 7. The number of years Respondent has been in business under the present name.
- 8. The number of years Respondent has been under the current management. If Respondent is a Corporation, please provide a current list of corporate officers.
- 9. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please provide a recitation of the docket numbers.
- 10. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please provide a recitation of the docket numbers.
- 11. Confirm appropriate federal and state licenses to perform the services required by the position or contract for which this RFQ is made.
- 12. A copy of Respondent's State of New Jersey Business Registration Certificate.

**Section 3.3 Professional Information Requirements.**

- 13. 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:
  - (a) Description and scope of work by Respondent,
  - (b) Name and contact information for any references,
  - (c) Explanation of relevance of the experience to the RFQ.
- 14. Describe the services that Respondent would perform directly.
- 15. 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 the position or contract for which this RFQ is made.

29. Professional history of all individuals whom Respondent anticipates performing the professional services or extraordinary unspecifiable services required by the position or contract for which this RFQ is made.
17. A narrative statement of Respondent's understanding of the Borough's needs and goals to be accomplished by the appointment or contract for which this RFQ is made.
18. 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, step-parent, brother, sister, child, step-child, direct-line aunt or uncle, grandparent, grandchild, and in-laws.)

#### **SECTION 4**

## INSTRUCTIONS TO RESPONDENTS

### 4.1 Submission of Qualification Statements.

A Respondent must submit its Qualification Statement to the designated contact person:

Annemarie Krusznis, RMC  
Borough Clerk  
Paramus Borough Hall  
One Jockish Square  
Paramus, NJ 07652

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

1. **An original and two (2)** 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 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 \_\_\_\_\_")

## **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 Paramus. 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:

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

**APPENDIX A**

**LETTER OF QUALIFICATION**

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

Date: \_\_\_\_\_

Annemarie Krusznis, RMC  
Borough Clerk  
Paramus Borough Hall  
One Jockish Square  
Paramus, New Jersey 07652

**Re: LETTER OF QUALIFICATION**

Dear Ms. Krusznis:

The undersigned has/have reviewed my/our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Borough of Paramus ("Borough"), dated December \_\_, 2017, in connection with the Borough's need for professional services or extraordinary unspecifiable services.

I/We affirm that the contents of my/our 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: \_\_\_\_\_

Annemarie Krusznis, RMC  
Borough Clerk  
Paramus Borough Hall  
One Jockish Square  
Paramus, New Jersey 07652

**Re: LETTER OF INTENT**

Dear Ms. Krusznis:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Borough of Paramus ("Borough"), dated December \_\_\_, 2017, 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 (agree) 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 (acknowledge) 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 there from shall be borne exclusively by the Respondent.
4. Respondent hereby declares (declare) 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.

6. 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.

7. 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.

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.