

**NOTE:** The Borough Planning Board will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Qualifications and in any subsequent Request for Proposals.

**REQUEST FOR QUALIFICATIONS  
FOR PLANNING SERVICES FOR  
JOINT PLANNING BOARD AND  
BOARD OF ADJUSTMENT**

**ISSUE DATE:** November 15, 2022

**DUE DATE:** December 1, 2022  
12:00 p.m.

**Issued by:** Planning Board of the Borough of  
Fanwood  
County of Union  
State of New Jersey

## GLOSSARY

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

**“Borough Planning Board”** - refers to the Joint Planning Board and Board of Adjustment of the Borough of Fanwood, County of Union, State of New Jersey.

**“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 Planning Board**) 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 Planning Board** is soliciting Qualification Statements from interested companies and/or persons (“firms”) **for the provision of planning services for the Joint Planning Board and Board of Adjustment, as more particularly described herein.** Through a Request for Qualification process described herein, firms interested in assisting the **Borough Planning Board** 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 Planning Board** will review Qualification Statements only from those firms (persons) that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the **Borough Planning Board**). The **Borough Planning Board** intends to qualify firm(s) that (a) possess the professional, financial and administrative capabilities to provide the proposed services, and (b) offers the financial terms and conditions that are determined by the **Borough Planning Board** to provide the greatest financial benefit to the taxpayers of **Borough Planning Board**.

#### 1.2. Procurement Process and Schedule.

The selection of Qualified Respondents is subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* In addition, the **Borough Planning Board** has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each 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 2 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 Planning Board** and its advisors (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. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the **Borough Planning Board** 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 Planning Board**) will be designated as a Qualified Respondent and will be given the opportunity to submit a detailed proposal in response to subsequent RFQ’s issued by the **Borough Planning Board**.

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 Planning Board** reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed to the **Borough Planning Board's** Designated Contact Person, at the address set forth below.

Designated Contact Person:

Kathleen Holmes  
Purchasing Agent  
Borough of Fanwood  
75 North Martine Avenue  
Fanwood, New Jersey 07023  
908-322-8236, Ext. 123

**Qualification Statements must be submitted to, and be received by, the Borough Planning Board, via mail, overnight courier, or hand delivery, by 12:00 p.m. Prevailing Time on December 1, 2022. Qualification Statements will not be accepted by facsimile transmission or e-mail.**

Subsequent to issuance of this RFQ, the **Borough Planning Board** (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 Planning Board**.

**TABLE 1**

**ANTICIPATED PROCUREMENT SCHEDULE**

<b>ACTIVITY</b>	<b>DATE</b>
1. Issuance of Request for Qualifications	<b>November 15, 2022</b>
2. Receipt of Qualification Statements	<b>December 1, 2022 12:00 p.m.</b>
3. Review by Review Team with	<b>December 29, 2022</b>
4. Selection of Contractor	<b>January 1, 2023</b>

**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 Planning Board** 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 Planning Board** 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 Planning Board** 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 Planning Board** reserves the right (in its sole judgment) to determine those Respondents that are qualified to submit Proposals in response to an RFP.
- The **Borough Planning Board** reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.

- All Qualification Statements shall become the property of the **Borough Planning Board** and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the **Borough Planning Board** (in the exercise of its sole discretion) in accordance with law.
- The **Borough Planning Board** may request Respondents to send representatives to the **Borough Planning Board** or its Review Team for interviews.
- Any and all Qualification Statements not received by the **Borough Planning Board** by 12:00 p.m. Prevailing Time on **December 1, 2022** will be rejected.
- Neither the **Borough Planning Board**, 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 Planning Board**

The **Borough Planning Board** 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.
- 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 Planning Board** 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 Planning Board** 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 Planning Board** 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 proposals, the **Borough Planning Board** may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the **Borough Planning Board** 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 proposal submission date.

**1.6 Cost of Proposal Preparation.**

Each proposal 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 Planning Board**, 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 Proposal Format.**

Responses should cover all information requested in the Questions to be answered in this RFQ.

Responses which in the judgment of the **Borough Planning Board** fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

## SECTION 2

### SCOPE OF SERVICES

It is the intent of the **Borough Planning Board** to solicit Qualification Statements from Respondents that have expertise in the provision of planning services as the planner for the joint planning board and board of adjustment. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The firm shall employ a planner licensed in the State of New Jersey for at least ten (10) years and who shall be designated as the Planning Board planner if the firm is awarded the contract for such services. Said planner shall have at least ten (10) years experience in municipal zoning and planning, have experience with transfer development rights, satisfaction with the requirements of the Council on Affordable Housing, and prior experience as a planning board planner reviewing and commenting on site plans, subdivision maps, master plans and their elements, and redevelopment plans. Said planner shall attend regular and special meetings of the **Borough Planning Board**, when requested. The planner shall be paid either on a salary and/or hourly basis as the Board planner, plus additional fees for review of applications, recommendations for revisions to ordinances, and land use studies and other miscellaneous services.

The Planning Board Planner shall provide general planning services on behalf of the Planning Board. The Planning Board Planner shall review all plans forwarded for review by the Planning Board, conduct site inspections, prepare written reports of all findings and recommendations and attend such meetings as requested by the Planning Board, and employ at their expense such personnel as are deemed necessary to carry out the duties prescribed for the office of municipal planners. The Planning Board Planner shall review and report on planning issues other than development review as requested by the Planning Board Chairman or designee. The Planning Board Planner shall render opinions orally or in writing upon any question of planning submitted to them by the Planning Board Chairman or designee, or anyone else authorized by the Planning Board Chairman or designee to submit such questions. The Planning Board Planner shall perform such other and different functions, powers, and duties, as may be requested by the Planning Board Chairman.



## 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. 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. An executive 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. 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., person, corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
  - (a) Provide the names and addresses of all Principals 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, limited liability corporation and limited liability partnership, "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 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.
  - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance
5. An executed Letter of Intent (See Appendix B).
  6. A current Rate sheet/Fee schedule
  7. The number of years your organization has been in business under the present name.
  8. The number of years the business organization has been under the current management.
  9. 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.
  10. Any judgments, claims or suits pending or outstanding against company. If yes, please explain.
  11. 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 explain.
  12. Confirm appropriate federal and state.
  13. Provide Tax ID

**Section 3.3 Professional Information Requirements.**

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. fees
4. 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. Brief description of Respondent's largest, smallest, and a mid-sized project during the last three (3) years related to the services requested.

e. Resumes of key employees who would be involved in performing the services.

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

g. Commitment to quality management.

h. Organizational chart.

i. 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, grandparent, grandchild, and in-laws by reason of relation.

## SECTION 4

### INSTRUCTIONS TO RESPONDENTS

#### 4.1 Submission of Qualification Statements.

Respondents must submit an original and three (3) copies of their Qualification Statement to the Designated Contact Person:

**Kathleen Holmes**  
**Purchasing Agent**  
**75 North Martine Avenue**  
**Fanwood, New Jersey 07023**  
**908-322-8236, Ext. 123**

Qualification Statements must be received by the **Borough Planning Board** no later than 12:00 p.m. (prevailing time) on **December 1, 2022**, and must be mailed or hand-delivered. Qualification Statements forwarded by facsimile or e-mail will not be accepted.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound, and signed and acknowledged by the Respondent.

## **SECTION 5**

### **EVALUATION**

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

**APPENDIX A  
LETTER OF QUALIFICATION**

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

[insert date]

**Kathleen Holmes  
Borough of Fanwood  
75 North Martine Avenue  
Fanwood, New Jersey 07023**

**Dear Ms. Holmes:**

The undersigned have reviewed Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the **Joint Borough Planning Board and Board of Adjustment ("Borough Planning Board")**, **November 15, 2022**, in connection with planning services as the planner for the **Borough Planning Board**.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are 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 (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief  
Executive Officer)

(Signature of Chief  
Financial Officer)

(Typed Name and Title)

(Typed name and Title)

(Type Name of Firm)\*

(Type Name of Firm)\*

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\* If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

**APPENDIX B**

**LETTER OF INTENT**

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

[insert date]

**Kathleen Holmes  
Purchasing Agent  
75 North Martine Avenue  
Fanwood, New Jersey 07023**

**Dear Ms. Holmes:**

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the **Joint Planning Board and Board of Adjustment of the Borough of Fanwood ("Borough Planning Board")**, dated **November 15, 2022**, in connection with services as the **Borough Planning Board planner**.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) is interested in being invited to respond to the **Borough Planning Board's** Request for Proposal (RFP). It is the intent of (Name of Respondent), if selected, to complete and submit a proposal for the provision of [insert services].
3. (Name of Respondent) agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the **Borough Planning Board's** procurement schedule.
4. (Name of Respondent) acknowledges that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
5. (Name of Respondent) hereby declares that the only persons participating in this Qualification Statement as Principals 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 be included as participating Principals, but only if acceptable to the **Borough Planning**

**Board.** (Name of 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. (Name of Respondent) acknowledges and agrees that the **Borough Planning Board** may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the **Borough Planning Board** shall have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of [insert 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.

8. (Name of Respondent) acknowledges and agrees that it will be obligated to satisfy the requirements set forth in the RFQ at the time of submission of Proposals. The Respondent hereby states that (as of the date hereof) it has a reasonable expectation that it will be able to satisfy such criteria and requirements as of the date of Proposal submittal.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

\_\_\_\_\_(Typed Name and Title)

\_\_\_\_\_(Type Name of Firm)\*

Dated: \_\_\_\_\_

\* If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.