

PUBLIC NOTICE

NOTE: The Borough 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 THE PROVISION OF:**

- | | |
|--|---------------------------------------|
| 2.a. Appraisal Services | 2. o. Health Care Broker |
| 2.b. Architect/Historical Architect | 2. p. Infotech Professional |
| 2. c. Auditor Services | 2. q. Labor Counsel |
| 2. d. Bond Counsel | 2. r. Newsletter & Editorial Services |
| 2. e. Borough Attorney | 2. s. OPRA Counsel |
| 2. f. Conflict Attorney | 2. t. Planning Board Attorney |
| 2. g. Cybersecurity Services | 2. u. Planning Board Planner |
| 2. h. Dental & Life Insurance Broker | 2. v. Planning Board Conflict Planner |
| 2. i. Environmental Attorney | 2. w. Redevelopment Agency Planner |
| 2. j. Environmental Engineer | 2. x Redevelopment Legal Counsel |
| 2. k. Ethics Committee Attorney | 2. y. Special Engineering Services |
| 2. l. Financial Advisory Services | 2. z. TV Production & Videography |
| 2. m. General Liability Insurance Broker | 2. a. a. Tax Appeal Attorney |
| 2. n. Grant Writer | 2. a. b. Webmaster |

ISSUE DATE: October 26, 2023

**DUE DATE: November 16, 2023
12:00 P.M.**

**Issued by: 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” - refers to 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) 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 companies and/or persons (“firms”) for the provision of **appraisal** services, as more particularly described herein. Through a Request for Qualification process described herein, 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 which includes all the information required to be included as described herein (in the sole judgment of the Borough). The Borough intends to qualify firm(s) that (a) possesses 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 to provide the greatest financial benefit to the taxpayers of Borough.

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 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 and its legal and financial 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 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 submit a detailed proposal in response to RFP’s issued 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.

All communications concerning this RFQ or the RFQ process shall be directed to the Borough's Designated Contact Person, in writing, to the address below.

Designated Contact Person:

**Pat Hoynes
Borough of Fanwood
75 North Martine Avenue
Fanwood, New Jersey 07023
908-322-8236**

Qualification Statements must be submitted to, and be received by, the Borough, via mail, overnight courier, or hand delivery, by 12:00 p.m. Prevailing Time on November 16, 2023. 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	October 26, 2023
2. Receipt of Qualification Statements	November 16, 2023 12:00 p.m.
3. Review by Review Team with Recommendations as to Designation of Qualified Respondents	December 18, 2023 (Tentative)
4. Selection of Contractor	January 1, 2024 (Tentative)

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 (in its sole judgment) to determine those Respondents that are qualified to submit Proposals in response to an RFP.
- The Borough 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 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 Respondents to send representatives to the Borough for interviews.
- Any and all Qualification Statements not received by the Borough by 12:00 p.m. Prevailing Time on **November 16, 2023** 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.
- 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 proposals, the Borough may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Borough 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, 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 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

2. a. Appraisal Services

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of **Real Property Appraisal Services**. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The person and/or company shall provide **property appraisal services** in conjunction with other initiatives or legal matters as required by the Borough.

2.b. Architect/Historical Architect

It is the intent of the Borough of Fanwood to solicit Qualification Statements from Respondents for the purpose of potential general and potentially historical architectural services throughout the Borough.

The person or company shall have been licensed by the State of New Jersey and demonstrate experience with municipal and historic structures. The Borough will require this professional to identify critical elements of a given project, analyze the information collected and develop a realistic budget.

2. c. Auditor Services

The **Independent Auditor** shall make the annual audit of the Borough financial records for the year ending **December 31, 2023** and to serve as **Independent Auditor** for the calendar year **2024** and perform the duties prescribed by law all in accordance with generally accepted auditing standards and the laws and regulations of the State of New Jersey regarding same. The **Independent Auditor** shall perform such duties and render such services as may from time to time be requested by the Borough Council, the Chief Financial Officer or the Borough Administrator.

The person and/or company shall have at least ten (10) years of experience in auditing municipalities and shall have one (1) or more Registered Municipal Accountants on staff and be experienced in issues concerning school budgets and sewer dispute services.

2. d. Bond Counsel

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of legal services regarding issuance of bonds for the Borough as bond

counsel. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The person or company shall have been a licensed New Jersey attorney for at least ten (10) years and shall be experienced in serving as bond counsel for municipalities for at least five (5) years. Bond Counsel performs and provides legal advice with regard to the following activities: the preparation of Bond Ordinances and the review of the adoption proceedings; the preparation and review of public finance resolutions, the preparation and issuance of Bond Anticipation, Special Emergency, and Tax Anticipation Notes; and the preparation and issuance of General Obligation Bonds. In addition Bond Counsel is responsible for the preparation and/or review of any Preliminary Official Statement and Official Statement of the Borough. Bond Counsel is also responsible for the preparation and/or review of any application to the Local Finance Board, and attendance at any related meetings of the Board.

2. e. Borough Attorney

It is the intent of the Borough to solicit Qualification Statements from Respondents for the following purpose: To provide legal services by a law firm or individual attorney to serve as the Borough Attorney. It is anticipated that such a firm or individual shall be involved in the entire process required to serve as the Borough Attorney, pursuant to New Jersey law and the Borough Code, Firms responding to this RFQ shall demonstrate that they will have the continuing capabilities to perform these services and that the lead attorney in the firm or the individual attorney has been a licensed New Jersey attorney for a minimum of 20 years and has served as the attorney for one or more municipalities for a minimum of 10 years. Service as a Borough Attorney for at least five years is preferable.

The Borough Attorney shall be an attorney at law of New Jersey, but need not be a resident of the Borough. With the prior approval of the Council, the Attorney shall have such powers and perform such duties as are provided for by the office of Borough Attorney by general law or ordinances of the Borough. The Attorney shall represent the Borough in all judicial and administrative proceedings in which the Borough or any of its officers or agencies may be a party or have an interest. The Attorney shall give all legal counsel and advice, where required by the Administrator, Council or any member thereof and shall, in general, serve as the legal advisor to the Council and Administrator on all matters of Borough business. In furtherance of such general powers and duties, but without limitation thereto, the Borough Attorney shall:

- 1) Draft or approve as to form and sufficiency all legal documents, contracts, deeds, ordinances and resolutions made, executed or adopted by or on behalf of the Borough.
- 2) With the approval of Council, conduct appeals from orders, decisions or judgments affecting any interest of the Borough as the Attorney may in his/her discretion determine to be necessary or desirable, or as directed by Council.
- 3) Subject to the approval of the Council, have the power to enter into any agreement, compromise or settlement of any litigation in which the Borough is involved.
- 4) Render opinions in writing upon any question of law submitted to the Attorney by the

Administrator, Council, or any member thereof, or the head of any department, with respect to their official powers and duties and shall perform such other duties as may be necessary to provide legal Counsel to the Council and Administrator in the administration of municipal affairs.

5) Supervise and direct the work of such additional attorneys and technical professional assistants as the Council may authorize for special or regular employment in or for the Borough.

6) Shall interface with all relevant entities and perform specialized legal services relative to the Borough's affordable housing obligation.

7) Have such other different functions, powers and duties as may be provided by Charter, general law or ordinance.

2. f. Conflict Attorney

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of legal services.

The Borough Conflict Attorney shall perform legal services when the Borough of Fanwood is in need of special conflict counsel services.

Firms responding to this RFQ shall demonstrate that they will have the continuing capabilities to perform the required services.

2. g. Cybersecurity Services

The successful vendor shall provide professional cyber security services including, but not be limited to, the following:

Consulting Service (one time)

1. Analyze current cybersecurity state of the Borough through various way such as risk/vulnerability/threat assessment.

2. Provide cybersecurity enhancement plan or roadmap for the Borough based on the item 1. [This will be the tasks or investment that the Borough need to carry out in the short or long term]

3. Develop model cybersecurity plans/policies, procedures; recommend tools and ensure coordination with the data privacy policy of the Borough [i.e. technical policies and configuration

Managed Security Service (annual)

1. Conduct periodic onsite visits (or reviews) to assist the Borough in tailoring the model cyber security plan to meet the changing situations.

2. 24/7 monitoring of systems and response/advice.

3. Regular reports on security status.

4. Incident response and forensics.

5. Prepare training materials and conduct training for the Borough staff as needed.

Deliverables The successful vendor shall produce the documents while carrying out its tasks. The items 1 and 2 of the consulting service must be delivered by 15 July, 2023.

Consulting Service (one time)

1. Borough Cybersecurity Assessment Report
2. Borough Cybersecurity Enhancement Plan/Recommendations
3. Borough Model Cybersecurity plans/policies/procedures

Managed Security Service (annual)

1. Update on the Borough Model Cybersecurity plans/policies/procedures
2. Regular reports on Security Status.
3. Incident response & Forensics report.
4. Training materials

Submission shall comprise two parts: 1. Technical Competency • technical reputation, methodology, proposed solution, work plan/timeline of delivery of services, project team and details, existing clientele, relevant experience, local presence, certifications.

2. Costing (Detailed breakdown)

Consulting Service (one time)

Managed Security Service (annual)

2. h. Dental & Life Insurance Broker

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of brokerage services related to insurance for life and dental insurance. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The person and/or company shall have experience in brokering insurance services on behalf of one (1) or more municipality(ies) in connection with the provision of insurance for life and dental insurance for public employees. This includes soliciting and evaluating insurance quotes and policies and recommending changes to existing policies.

2. i. Environmental Attorney

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of environmental law who will provide counsel on all aspects of environmental law, including regulatory counseling, environmental due diligence, permitting, enforcement and environmental litigation.

Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services and provide an understanding of the complexities of regulatory process when addressing the wide range of issues that the Borough may have.

The person or company shall have been a licensed New Jersey attorney for at least ten (10) years.

2. j. Environmental Engineer

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of environmental engineering services for investigations, data evaluation. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services, which include evaluation of environmental conditions, reports and findings related to the downtown redevelopment area in the Borough.

The person and/or company shall be a licensed professional in the State of New Jersey, for a period of at least ten (10) years, and shall have had prior experience in the area of municipal engineering.

2. k. Ethics Committee Attorney

It is the intent of the Borough to solicit Qualification Statements from Respondents that have legal expertise in the provision of legal services as relates to the function of an Ethics Committee. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The Ethics Committee Attorney shall be an attorney at law of New Jersey. The Ethics Committee shall attend all regular and special Ethics Committee meetings, which shall include routine phone calls with staff. The Ethics Committee Attorney shall prepare and advise the committee on complaints filed against any public official as well as matters affecting the Ethics Committee which is the result of decisions made on applications or complaints in the normal performance of their official duties. The Ethics Committee Attorney shall provide legal advice, research and assistance on any other special matters, which the Ethics Committee may require to be addressed by the attorney. The Ethics Committee Attorney shall draft all legal documents as may be required including preparation of documents, rulings or memorandum.

2. l. Financial Advisory Services

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of financial advisory services. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The person or company shall provide financial advisory services in conjunction with the issuance of debt, including but not limited to development of marketing strategy, preparation of the Official Statement and coordination with bond rating agencies.

2. m. General Liability Insurance Broker

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of **insurance brokerage services for general liability insurance**. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The person and/or company shall have experience in performing insurance services on behalf of one (1) or more municipality(ies) in connection with the provision of insurance services for general liability insurance for public entities.

The person and/or company shall provide management consulting services associated with the identification and measurement of risk, assist in insurance program design in order to reduce exposure.

2. n. Grant Writer

It is the intent of the Borough to solicit Qualification Statements from Respondents that have **expertise in the provision of grant writer services**. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The person and/or company shall have experience in writing grants for at least five (5) years; research grant opportunities for the Borough and write proposals and/or applications to seek funding for specific needs.

The person and/or company shall have a thorough understanding of grant writing; availability of grants and provide sound advice to the Borough on all matters involving prospective funding.

2. o. Health Care Broker

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of brokerage **services related to health insurance**. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The person and/or company shall have experience in brokering insurance services on behalf of one (1) or more municipality(ies) in connection with the provision of insurance for health insurance for public employees. This includes soliciting and evaluating insurance quotes and policies and recommending changes to existing policies.

2. p. Infotech Professional

Purpose:

The following procedures are designed to provide for a fair and open process in awarding consulting services based on qualifications, merit and cost effectiveness through accessible advertising. Services include annual appointments and day-to-day programs, projects and contracts.

Scope of Services: INFORMATION TECHNOLOGY CONSULTANT

Any persons or firms interested in providing Information Technology consulting services to the Borough of Fanwood

1. **Appointment of Information Technology (IT) Consultant.** The IT Consultant shall be appointed by the Borough Council by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of January of the year of their appointment and until a successor has been appointed and qualified. The IT Consultant shall receive such compensation as may be agreed upon and determined by the Council.

2. **Roles and Responsibilities.**

The IT Consultant shall include, but not be limited to, provision of the following services for all Borough locations:

A. **File Server Management:**

- Daily on-line real time monitoring of critical functions.
- Unlimited on-site and remote support.
- Complete service pack and patch updates on a regular basis.

- Review all ancillary programs, including but not limited to firewall, tape backup, antivirus programs for updates etc., and confirm system maintenance checks are being performed.
- Perform data backup across all servers and applications.

B. Workstation Management:

- Unlimited on-site and remote support.
- Complete patch management.
- Maintain properly functioning configurations.

C. General Consulting/IT services

- Examples of general IT services are: server, workstation, printer, network device consultation, configuration, and installation, software updates, network troubleshooting, firewall adjustments, email troubleshooting, hardware troubleshooting.

D. Network Status.

All hardware and software programs are to be reviewed and updated to protect the network, server and workstations. Utilization of hardware, software, and services that check network traffic, block restricted sites, and prevent cyber attacks are to be reviewed and recommendations are to be made. The applicant/proposer must have demonstrated successful experience in supporting the Edmunds finance and tax applications, as well as other NJ municipal based computer software applications, as appropriate.

**Basis for Award of Contract/
Agreement**

2. q. Labor Counsel

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of labor counsel services. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The person and/or company shall be a licensed attorney in the State of New Jersey for at least five (5) years and have at least five (5) years experience in municipal labor negotiations and preparation of collective bargaining agreements, particularly with regard to negotiations with patrolmen benevolent associations and dealings with the Public Employment Relations Commission (“PERC”). The Labor Counsel shall be responsible for all labor and employment matters in the Borough. These matters include labor negotiations, fact-finding interest arbitration, arbitrations, labor and employment counseling, disciplinary hearings and employment litigation. Labor

Counsel must be available for consultation on a daily basis and shall deal directly with the Borough Administrator.

2. r. Newsletter & Editorial Services

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of newsletter layout and editorial services. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform this service.

The person and/or company shall be required to manage a small volunteer staff and work with borough officials to produce written content, produce photography as appropriate, layout the newsletter and provide the final document in .pdf form for printing. The person and/or company shall have at least five (5) years demonstrable experience in writing and graphic design.

2. s. OPRA Counsel

The Borough of Fanwood is requesting proposals for Special Counsel Services to advise the Borough Clerk's office on matters relative to the Open Public Records Act. (OPRA)
The Borough of Fanwood is requesting services on an "as needed basis", to be assigned and required to provide representation in such matters as the Borough may require, including all aspects of litigation, negotiations, research and transactional work.

Counsel may be called upon to attend meetings.

Counsel may also be called upon to provide other types of legal services of a specialized nature.

2. t. Planning Board Attorney

It is the intent of the Borough **Planning Board** to solicit Qualification Statements from Respondents that have expertise in the provision of legal services as attorney 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 an attorney licensed in the State of New Jersey for at least five (5) years and who shall be designated as the Planning Board attorney if the firm is awarded the contract for such services. Said attorney shall have at least five (5) years experience in municipal zoning and planning law and prior experience as a board attorney. Said attorney shall attend the regular monthly meetings and special meetings of the Borough Planning Board subject to said attorney substituting with the approval of the Borough Planning Board's Chair.

The Planning Board Attorney shall prepare and defend all litigation affecting the Planning Board or any member of it, which is the result of decisions made on applications or in the normal performance of their official duties pursuant to the Municipal Land Use Law. The Planning Board Attorney shall provide legal advice, research and assistance on any other special

matters, which the Planning Board may require to be addressed by the attorney. The Planning Board Attorney shall draft all legal documents as may be required including preparation of documents, Developers Agreements, and review of deeds, covenants, easements, etc. The Planning Board Attorney shall represent or advise the Planning Board on any matter in which the Planning Board may have a present or future interest.

2. u. Planning Board Planner

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.

2. v. Planning Board Conflict Planner

It is the intent of the **Borough Planning Board** to solicit Qualification Statements from Respondents that have expertise in the provision of **Conflict Planning Services** as the **Conflict**

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 Conflict 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.

2. w. Redevelopment Agency Planner

It is the intent of the Borough **Redevelopment Agency** to solicit Qualification Statements from Respondents that have expertise in the provision of planning services as the planner for the Redevelopment Agency. 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 Redevelopment Agency planner if the firm is awarded the contract for such services. Said planner shall have at least ten (10) years experience in municipal planning, satisfaction with the requirements of the Council on Affordable Housing, and at least five (5) years prior experience as a Redevelopment Agency planner reviewing and commenting on site plans, subdivision maps, master plans and their elements, and redevelopment plans. Said planner shall attend meetings of the Borough **Redevelopment Agency**, when requested. The planner shall be paid on an hourly basis as the Borough **Redevelopment Agency** planner.

The Borough Planner shall prepare for the Borough reports, presentations and research on land use, housing, open space, economic development, transportation, public utilities, historic preservation, farmland preservation and natural resource protection and conservation. The

Borough Planner assists and advises the Borough **Redevelopment Agency** on techniques, rules and regulations that the Borough may need in exercising its police powers in the area of land use, housing, open space, economic development, transportation, public utilities, historic preservation, farmland preservation and natural resource protection. The Borough Planner assists and advises the Borough **Redevelopment Agency** in maintaining its land development ordinance. The Borough Planner provides planning advice to the Borough **Redevelopment Agency** and Administrator on planning proposals as appropriate and requested. The Borough Planner prepares plans and other supportive documentation for development and redevelopment as directed by the Agency. The Borough Planner represents the Borough **Redevelopment Agency** as directed in meetings with county, other municipalities and State agency officials. The Borough Planner assists the Borough Administrator in planning related matters as needed. The Borough Planner advises the Borough **Redevelopment Agency** as necessary on new or advanced planning techniques. The Borough Planner shall have the capabilities to prepare maps, reports and public presentations. The Borough Planner should be a member of the national planning organizations such as the American Institute of Certified Planners.

2. x. Redevelopment Legal Counsel

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of legal services regarding implementation of the Redevelopment law in the Borough as special redevelopment legal counsel. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The person or company shall have been a licensed New Jersey attorney for at least ten (10) years and be experienced in serving as redevelopment counsel for municipalities.

2. y. Special Engineering Services

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of special engineering services for special projects determined by the Borough and in the event there are any conflicts with the Borough Engineer as may be determined by the Mayor and Council. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services, which include evaluation of environmental conditions, reports and findings related to the downtown redevelopment area in the Borough.

The person and/or company shall be a licensed professional in the State of New Jersey, for a period of at least ten (10) years, and shall have had prior experience in the area of municipal engineering.

2. z. TV Production & Videography

It is the intent of the Borough to solicit Qualification Statements from Respondents who have

expertise in the provision of **TV production & videography services**. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The person and/or company shall have experience in videography & TV program production and will be expected to tape video of monthly and Special Council Meetings as well as other Borough events. The person and/or company shall also be expected to edit raw video into programming for local TV.

2. a. a. Tax Appeal Attorney

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of tax appeal attorney services. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The person and/or company shall be a licensed attorney in the State of New Jersey, regularly appearing before the Tax Court and Tax Boards in New Jersey, for at least five (5) years and have at least five (5) years' experience in defending and/or prosecuting real property tax appeals and such other appeals or tax matters that may be filed against and/or by the Borough and such ongoing municipal tax matters in which the Borough has required legal representation by counsel other than the Borough Attorney..

The person and/or company shall have a thorough understanding of municipal law, the tax appraisal process and zoning and land use issues which can influence real estate valuations, and work closely with the Tax Assessor providing sound counsel to the Borough on all matters involving property tax assessment appeals.

2. a. b. Webmaster

It is the intent of the Borough to solicit Qualification Statements from Respondents that have expertise in the provision of webmaster services. Firms responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform this service.

The person and/or company shall meet all the necessary licensing and certifications requirements to work on municipal and police department websites. The person and/or company shall have at least five (5) years demonstrable experience working on municipal and police websites.

The person and/or company will be required to troubleshoot and maintain current websites as well as recommending upgrades as appropriate.

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 a 10% 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 projects 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'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) of their Qualification Statement to the Designated Contact Person:

Pat Hoynes
75 North Martine Avenue
Fanwood, New Jersey 07023
908-322-8236 Ext. 121

Qualification Statements must be received by the Borough no later than 12:00 p.m. (prevailing time) on **November 16, 2023** 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'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 Borough. The Borough will consider Qualification Statements only from firms that, in the Borough'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]

**Pat Hoynes
Borough of Fanwood
75 North Martine Avenue
Fanwood, New Jersey 07023**

Dear Ms. Hoynes:

The undersigned have reviewed Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Borough ("Borough"), **October 26, 2023**, in connection with **appraisal** services.

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]

**Pat Hoynes
75 North Martine Avenue
Fanwood, New Jersey 07023**

Dear Ms. Hoynes:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Borough of Fanwood ("Borough"), dated **October 26, 2023** in connection with **appraisal services**.

(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'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'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. (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 may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the

Borough 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.