

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 LEGAL SERVICES AS
REDEVELOPMENT LEGAL COUNSEL**

ISSUE DATE: March 3, 2026

DUE DATE: March 16, 2026

4:00 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 (“firm”) for the provision of legal services as redevelopment counsel, as 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 RFPs 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.

Designated Contact Person:

Courtney Agnello, Borough Clerk
Borough of Fanwood
75 North Martine Avenue
Fanwood, New Jersey 07023
908-322-8236, Ext. 123
cagnello@fanwoodnj.org

Qualification Statements must be submitted to, and be received by, the Borough, via mail, overnight courier, or hand delivery, by 4:00 p.m. Prevailing Time on March 16, 2026. Qualification Statements will not be accepted by facsimile transmission or e-mail.

ANTICIPATED PROCUREMENT SCHEDULE

1. Issuance of Request for Qualifications: March 3, 2026
2. Receipt of Qualification Statements (4:00 p.m.): March 16, 2026
3. Review by Review Team: March 20, 2026
4. Selection of Contractor: April 6, 2026

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.
- The Borough reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses or a non-responsive Qualification Statement.

- 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.
- 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 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 4:00 p.m. Prevailing Time on March 16, 2026 will be rejected.
- Neither the Borough, nor their respective staffs, consultants or advisors shall be liable for any claims or damages resulting from the solicitation.

1.4. Rights of Borough

The Borough reserves, holds and may exercise, at its sole discretion, the following rights and options: To determine compliance; to supplement, amend or modify the RFQ; to waive technical non-conformance; to change the schedule; to conduct investigations; to suspend or terminate the process.

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.

SECTION 2: SCOPE OF SERVICES

The selected attorney or firm shall have been a licensed New Jersey attorney for at least ten (10) years and be experienced in serving as redevelopment counsel for municipalities. The selected attorney or firm shall provide legal services to the Borough in connection with redevelopment matters, including but not limited to:

1. Legal Guidance and Advisory Services: Provide legal advice on the interpretation and application of the Local Redevelopment and Housing Law (N.J.S.A. 40A:12A-1 et seq.).
2. Document Preparation and Review: Draft and review ordinances, resolutions, contracts, and legal notices.
3. Representation and Litigation: Represent the Borough in litigation related to redevelopment matters.
4. Public Meetings and Hearings: Attend Borough Council meetings, Planning Board meetings, and other public hearings as requested. Attendance must be in-person.
5. Financial Guidance: Provide guidance on PILOT agreements and financial incentives.
6. Property: Assist with property acquisition, eminent domain proceedings, and relocation matters.
7. Other Related Services: Advise on affordable housing obligations and integration with redevelopment plans.

SECTION 3: SUBMISSION REQUIREMENTS

3.1 General Requirements

The Qualification Statement must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3.

3.2 Administrative Information Requirements

Respondents must submit one (1) original hard copy and one (1) digital copy of their Qualification Statement. Digital submissions must be provided via secure electronic delivery (e.g., a secure file-sharing link or emailed attachment to the Borough Clerk).

The Respondent shall provide:

1. An executive summary (not to exceed two (2) pages).
2. An executed Letter of Qualification (Appendix A).
3. Contact information and business organization description.
4. Names and addresses of all Principals (10% ownership or more).
5. An executed Letter of Intent (Appendix B).
6. A current Rate sheet/Fee schedule, including potential flat-fee structures for specific milestones (e.g., completion of a Redevelopment Agreement).
7. List of all immediate relatives of Principal(s) who are Borough employees or elected officials.
8. A disclosure of any current or pending representation of developers active within the Borough of Fanwood.
9. Any judgments, claims or suits pending or outstanding against company.
10. Tax ID and NJ Business Registration Certificate (BRC)
11. Evidence of affirmative action compliance (Form AA-302).

3.3 Professional Information Requirements

Include description of overall experience, description of services performed directly vs sub-contracted, projects from the last three (3) years, resumes of key employees, and an organizational chart.

SECTION 4: INSTRUCTIONS TO RESPONDENTS

Qualification Statements must be received by 4:00 p.m. on March 16, 2026. Submit to: Courtney Agnello, Borough Clerk, 75 North Martine Avenue, Fanwood, NJ 07023. Digital submissions can be emailed to cagnello@fanwoodnj.org. Facsimile or e-mail only submissions will not be accepted; a physical original must be delivered alongside the digital copy.

SECTION 5: EVALUATION

Evaluation criteria include experience, knowledge of redevelopment law, cost effectiveness/fee structure, responsiveness, and past performance.

APPENDICES

APPENDIX A: LETTER OF QUALIFICATION

(To be typed on Respondent's Letterhead)

To: Courtney Agnello, Borough Clerk. We affirm that the Qualification Statement submitted in response to the RFQ issued by the Borough, March 3, 2026, is accurate, factual and complete.

APPENDIX B: LETTER OF INTENT

(To be typed on Respondent's Letterhead)

To: Courtney Agnello, Borough Clerk. The undersigned submits this statement in response to the RFQ issued by the Borough of Fanwood, dated March 3, 2026. It is the intent of the Respondent, if selected, to complete and submit a proposal for redevelopment legal counsel services.

APPENDIX C: PUBLIC NOTICE

BOROUGH OF FANWOOD. NOTICE OF SOLICITATION OF QUALIFICATIONS FOR REDEVELOPMENT LEGAL COUNSEL. TAKE NOTICE that the Borough of Fanwood is seeking Qualification Statements for Redevelopment Legal Counsel Services for 2026. Submission Deadline: March 16, 2026, at 4:00 P.M. Submissions must be sent to Courtney Agnello, Borough Clerk.

APPENDIX D: CLERK'S SUBMISSION CHECKLIST

- One (1) Original Hard Copy received.
- One (1) Digital Copy received (Secure electronic delivery).
- Executive Summary (Max 2 pages).
- Executed Letter of Qualification (Appendix A).
- Executed Letter of Intent (Appendix B).
- Rate Sheet / Fee Schedule (including flat-fee structures).
- Relative Disclosure statement.
- Developer Representation Disclosure statement.

- [] Experience description (past 3 years).
- [] Resumes of key employees.
- [] Affirmative Action evidence (Form AA-302).
- [] Federal Tax ID and NJ BRC