NOTE: To receive addenda or modifications 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
EXTRAORDINARY UNSPECIFIABLE SERVICES POSITIONS

ISSUE DATE: NOVEMBER 18, 2019

DUE DATE: DECEMBER 17, 2019 AT 11 O'CLOCK A.M.

ISSUED BY:

Borough of Ho-Ho-Kus

GLOSSARY

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

"Borough' - refers to the Borough of Ho-Ho-Kus.

"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.
- 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, NJ.S.A. 40A: 11-1 et g4 The selection is, however, subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 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:

William J. Jones, Borough Administrator
Ho-Ho-Kus Borough Hall
333 Warren Avenue
Ho-Ho-Kus, New Jersey 07423

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 18, 2019

2. Due Date for Receipt of Qualification Statements: December 17, 2019 at 11:00 o'clock am.

3. Opening of Qualification Statements: December 17, 2019 at 11:00 o'clock a.m.

4. Anticipated Date for Award of Contract: January 7, 2020

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. An original and two (2) copies of the RFQ shall be submitted by the respondent.

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 2019. 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.

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.

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.

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 various risks; assisting the Borough in understanding and selecting the various coverage available from the Fund; reviewing with the Borough any additional coverage that the Respondent feels should be carried but are not available from the Fund and, subject to the Borough's authorization, placing such coverage outside the Fund; assisting the Borough in the preparation of the Fund application

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 Respondents appointment would be in the best interest of the Borough.

Planning Board 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 land use law and, in particular, planning and zoning, 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 Borough.

Zoning Board 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 land use law and, in particular, planning and zoning, 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 and provide other information to demonstrate why the respondent's appointment would be in the best interest of the Borough.

Labor 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 employment and labor law, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract; Respondent must demonstrate why the respondent's appointment would be in the best interest of the Borough.

Water and Sewer 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 water and sewer engineering, must demonstrate knowledge of the Borough and the subject matter addressed under the proposed contract, must have the ability to accommodate necessary meetings of the

Borough and provide other information to demonstrate 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.I.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 perceived 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.

16. Is any portion of Respondent's workforce unionized?

17. 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.

18. 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.

19. 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:
Mr. William J. Jones, Borough Administrator
Ho-Ho-Kus Borough Hall
333 Warren Avenue
Ho-Ho-Kus, NJ 07423

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

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

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

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

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 Ho-Ho-Kus. 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:
Mr. William J. Jones, Borough Administrator
Ho-Ho-Kus Borough Hall
333 Warren Avenue
Ho-Ho-Kus, NJ 07423

Re: LETTER OF QUALIFICATION

Dear Mr. Jones:
The undersigned has/have reviewed my/our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Borough of Ho-Ho-Kus ("Borough"), dated November 15, 2018, 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:
Mr. William J. Jones, Borough Administrator

Ho-Ho-Kus Borough Hall
333 Warren Avenue
Ho-Ho-Kus, NJ 07423

Re: LETTER OF INTENT
Dear Mr. Jones:
The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Borough of Ho-Ho-Kus ("Borough"), dated November 15, 2018, 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 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.