

Borough of Wallington
County of Bergen
State of New Jersey



REQUEST FOR QUALIFICATIONS

*FOR THE PROVISION OF PROFESSIONAL SERVICES &
EXTRAORDINARY UNSPECIFIABLE SERVICES*

ISSUE DATE: December 19, 2024

DUE DATE: January 7, 2025 at 11:00 a.m.

GLOSSARY

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

- "Borough" and/or "Wallington": refers to the Borough of Wallington.
- "RFQ": refers to this Request for Qualifications, including any amendments thereof or supplements thereto.
- "Qualification Statement": refers to the complete responses to this RFQ submitted by the Respondents.
- "Respondent" or "Respondents": refers to the interested person(s) firm(s) that submit a Qualification Statement.
- "Qualified Respondent": refers to those Respondent(s) who (in the sole judgement of the Borough) has/have satisfied the qualification criteria set forth in this RFQ.

Section 1

1.1 Introduction & Purpose

The Borough of Wallington is soliciting Qualification Statements from interested individuals and/or firms for the provision of the below listed services. Inclusion of a position on this notice, however, does not constitute a warranty that the Borough will fill the position at this time or through this process.

Through a Request For Qualifications (“RFQ”) process, persons and/or firms interested in assisting the Borough with the provision of such service must prepare and submit a Qualifications Statement in accordance with the procedure and schedule in the RFQ.

The Borough will review Qualification Statements only from those individuals or firms that submit a Qualification Statement which includes all of the information required to be included as described (in the sole discretion of The Borough).

The Borough intends to select a person(s) or firm(s) that possess the following:

- a. Professional, financial, and administrative capabilities to provide the requested services.
- b. Agrees and meets the terms and conditions determined by The Borough to provide the greatest benefit to the Taxpayers of Wallington.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contract Law, N.J.S.A. 40A:11-1 et seq. The selection IS, however, subject to the “New Jersey Local Unit Pay-to-Play Law. N.J.S.A. 19:44A-20.4 et seq. The Borough has structured a procurement process that seeks to obtain the desired results 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.

The instructions for Qualification Statements may be inspected or picked up by prospective respondents from the Office of Frank Belli, Acting Municipal Clerk & Qualified Purchasing Agent, during regular business hours beginning December 19, 2024 at 9:00 a.m. RFQ’s will also be available for download on the Borough’s website, wallingtonnj.org.

Qualification Statements must be submitted in the manner designated in the instructions, must be enclosed in sealed envelopes bearing the name and address of the Respondent on the outside, and addressed to The Borough of Wallington. Additionally, the envelope must include a notation stating “Envelope should not be opened until January 7, 2025 at 11 am.

BY ORDER OF THE MAYOR AND COUNCIL OF THE BOROUGH OF WALLINGTON

**JENNIFER APPICE,
BOROUGH ADMINISTRATOR**

Borough of Wallington
County of Bergen
State of New Jersey

	Please indicate the services your RFQ submission applies to		(X)
1	Planning Board Engineer		
2	Zoning Board Engineer		
3	FEMA Grant Writer		
4	Real Estate Tax Appraiser		
5	Affordable Housing Attorney		
6	Flood Plain Consultant/Management Services		
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			

1.2 Procurement Process and Schedule

The Borough of Wallington 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. Responses to the RFQ will be evaluated in accordance with the criteria set forth in later section(s) of this RFQ, which will be applied in the same manner to each Qualification Statement received. The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq).

Qualification Statements will be reviewed and evaluated by the Borough of Wallington Review Team. The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative, and financial criteria 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 of Wallington will (in its sole judgement) determine which Respondents are qualified (to Perform the contemplated services). Each Respondent that meets the requirement of the RFQ (in the sole judgement of the Borough) will be designated as a Qualified Respondent and may be given the opportunity to enter a contract proposed by the Borough.

The RFQ process commences with the issuances of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Borough of Wallington reserves the right to, among other things, amend, modify, alter, or cancel the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed, in writing, to the Borough's Designated Contact Person as set forth herein.

After issuance of this RFQ, the Borough of Wallington may modify, supplement, amend or cancel 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 Schedule

Issuance of RFQ	December 19, 2024 at 9 am
Due Date for Qualification Statement	January 7, 2025 at 11 am
Opening of Qualification Statements	January 7, 2025
Anticipated Date of Award of Contract	January 16, 2025

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 RFQ does not commit the Borough of Wallington to issue a further procurement as related to this RFQ or to award a contract for the services contemplated by this RFQ.
- The Borough of Wallington reserves the right (in its sole judgement) to reject for any reason all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for the services contemplated by this RFQ.
- The Borough of Wallington reserves the right (in its sole judgement) to seek additional information, waive requirements or reject any Respondent that submits incomplete responses to this RFQ.
- The Borough of Wallington reserves the right (in its sole judgement) to determine those Respondents that are qualified to perform the services contemplated by this RFQ.
- The Borough of Wallington reserves the right, without prior notice, to supplement, amend, otherwise modify this RFQ, or otherwise request additional information.
- The Borough of Wallington may request Respondents to send representatives to the Borough of Wallington for interviews.
- All Qualification Statements not received on or before the time set herein for receipt may be rejected.

1.4 Rights of the Borough of Wallington

The Borough of Wallington 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 of Wallington deems necessary or convenient, to clarify the information provided as part of the Qualifications Statement and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in the RFQ at any time (in its sole discretion.) If terminated, the Borough of Wallington 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 procurement process described in this RFQ

1.5 Addenda or Amendments to RFQ

During the period provided for the preparation of Qualification Statement, the Borough of Wallington may issue addenda, amendments or answers to written inquiries. Those addenda will be provided by the Borough of Wallington 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 designated submission date.

1.6 Cost of 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 of Wallington, 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 this RFQ. Responses which, in the judgement of the Borough of Wallington, 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.

1.8 Costs should be outlined for all usual and customary fees' including hourly rates, inclusive fees and so on.

Planning Board Engineer

The successful Respondent must have significant experience in providing engineering services to New Jersey municipalities and/or other New Jersey public entities. Preference shall be given to firms that employ at least one Certified Municipal Engineer (“CME”). The successful Respondent will provide the Borough with engineering services relating, but not necessarily limited to planning and designing capital improvements for public buildings, roads, parks and recreational facilities. Additionally, the successful Respondent will provide engineering services in technical and administrative areas such as municipal budgeting, traffic engineering, pavement management, storm water management, water system operations, municipal land use, public contracts law, personnel practices, data management, infrastructure maintenance and any other matter as directed by the Borough

Zoning Board Engineer

The successful Respondent must have significant experience in providing engineering services to New Jersey municipalities and/or other New Jersey public entities. Preference shall be given to firms that employ at least one Certified Municipal Engineer (“CME”). The successful Respondent will provide the Borough with engineering services relating, but not necessarily limited to planning and designing capital improvements for public buildings, roads, parks and recreational facilities. Additionally, the successful Respondent will provide engineering services in technical and administrative areas such as municipal budgeting, traffic engineering, pavement management, storm water management, water system operations, municipal land use, public contracts law, personnel practices, data management, infrastructure maintenance and any other matter as directed by the Borough

FEMA Grant Writer

The Borough of Wallington is seeking the services of a qualified Grant Writer and Grant Manager that may be partially funded with Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance Grant Program (HMGP), Building Resilient Infrastructure and Communities Grant Program (BRIC), Flood Mitigation Assistance Grant Program (FMA) and/or any other grant under FEMA

Real Estate Tax Appraiser for Tax Assessments and Appeals

Respondent must be a licensed real estate tax appraiser licensed in the State of New Jersey that wishes to provide real estate tax appraisal services to the Borough in various matters including but not limited to acting as an expert on behalf of the Borough in tax appeals at the Bergen County Board of Taxation and Tax Court of New Jersey and providing appraisal reports and providing added assessment calculations to the assessor as may be directed by the Municipal Manager, the Borough Attorney, the Mayor and Council for the Borough or the Borough tax assessor. The duties shall also include testimony in court as well as conferences, legal research and analysis of opposing reports and preparation of expert reports.

Affordable Housing Attorney

Respondent must have significant experience in providing Legal services as an Affordable Housing Attorney to New Jersey municipalities with respect to Affordable Housing and COAH issues. The position requires the Respondent to be a licensed attorney in the state of New Jersey. The Affordable

Housing Attorney will perform such duties as are necessary by the Borough with respect to Affordable Housing and COAH related issues, including but not limited to serving as an expert on behalf of the Borough and providing expert witness reports and testimony in all judicial and administrative proceedings related to affordable housing and COAH issues and compliance in which the Borough may be a party or have an interest

Flood Plain Consultant/Management Services

The successful Respondent must have significant experience in providing Flood Plain Management services as a Certified Flood Plain Manager to New Jersey municipalities with respect to flood planning services. The position requires the Respondent to be a licensed Engineer in the state of New Jersey. The Certified Flood Plain Manager will perform such duties as are necessary by the Borough of Wallington with respect to flood related issues, including but not limited to serving as an expert on behalf of the Borough and providing expert witness reports and testimony in all judicial and administrative proceedings related to flood management issues and compliance in which the Borough may be a party or have an interest.

SECTION 3
SUBMISSION REQUIREMENTS

3.1. General Requirements

The Proposal of Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative, and financial qualifications set forth in and shall also 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 Proposal of Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2 Administrative Information Requirements

The Respondent shall, as part of their Qualification Statement, provide the following information:

- A. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
- B. An executed Letter of Qualifications (see Appendix A to this RFQ).
- C. An executed Letter of Intent (see Appendix B to this RFQ).
- D. Name, address, and telephone number of the firm submitting the Qualification Statement pursuant to this RFQ and the name of the key contact person.
- E. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership, and its organizational structure. The number of years your organization has been operating and in business under the present name.
- F. The number of years the business organization has been under the current management personnel.
- G. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
- H. Whether the business organization is now or has been involved in any bankruptcy or reorganization proceedings in the last ten (10) years. If yes, please explain.
- I. Confirm appropriate federal and state licenses to perform activities.

Borough of Wallington
County of Bergen
State of New Jersey

- J.** Respondents must also submit a New Jersey Business Registration Certificate (pursuant to N.J.S.A. 54A:7-1.2), a Stockholder Disclosure.

3.3 Professional Information Requirements

1. 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 experience should be included as appropriate to the RFQ:
 - A. Description and scope of work by Respondent
 - B. Name, address and contact information of at least three references.
 - C. Explanation of perceived relevance of the experience to the RFQ.
2. Describe the services that Respondent would perform directly.
3. A narrative statement of the Respondent's understanding of the Borough's needs and goals to be accomplished by the appointment or contract for which this RFQ is made
4. Professional History of all individuals whom Respondent anticipates performing the professional services or extraordinary unspecifiable services required by the position or contract for which the RFQ is made
5. Resumes of key employees (see specific requirements in Section 2 above).
6. 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.
7. Provide a statement that the Respondent has and will maintain during the period of engagement malpractice insurance in at least \$100,000.00.

3.4 Other Terms and Conditions

Non-Discrimination: There shall be no discrimination against any employee engaged in the work required to produce the commodities covered by any contract resulting from this bid, or against any applicant to such employment because of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality. This provision shall include, but not be limited to the following: employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this bid.

Borough of Wallington
County of Bergen
State of New Jersey

Section 4
Instructions to Respondents

4.1 Submission of Qualification Statements.

A Respondent must submit (1) original and one (1) true copy of its Qualification Statement to the designated contact person:

Frank Belli, Acting Municipal Clerk / Qualified Purchasing Agent
24 Union Boulevard
Wallington, NJ 07057
fbelli@wallingtonnj.org
973-777-0318 ext. 201

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 Time and must be mailed or hand delivered. Qualification Statements forwarded by facsimile or e-mail will not be accepted. Qualification statements received after this time will not be considered. The Borough will not bear responsibility for delays in delivery for any reason.
2. Qualification Statements and all related information must be stapled or bound and signed by the Respondent. If Respondent is other than a natural person, the Qualification Statement must be signed by an individual with power to bind Respondent.
3. The name of the Respondent and the position or contract for which the submission is being made must be printed on the outside of the package containing Respondent's submission. (Suggested format: "Qualification Statement for ____")

Borough of Wallington
County of Bergen
State of New Jersey

Section 5
Evaluation Criteria

The Borough of Wallington's objective in soliciting Qualification Statements is to enable it to select a firm or organization (or multiple firms or organizations) that will provide high quality and cost-effective services to the citizens of Wallington.

The Borough will consider Qualifications from firms or organizations that, in the Borough's sole judgement, have demonstrated the capability and willingness to provide the services contemplated by this RFQ.

Proposals will be evaluated by the Borough based on 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.
4. Other factors to be demonstrated to be in the best interest of the Borough

Borough of Wallington
County of Bergen
State of New Jersey

APPENDIX A

Letter of Qualification

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

Frank Belli
Borough of Wallington
24 Union Boulevard Wallington
Wallington, NJ 07057

[insert date]

RE: Letter of Qualifications

Mr. Frank Belli,

The undersigned has reviewed our Qualification Statement submitted in response to the Request for Qualifications ("RFQ") issued by the Borough of Wallington ("Borough"), dated December 19, 2024, in connection with the Borough's need for professional services and/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 disqualification of

(Respondent)

Signed:_____

Printed:_____

Title:_____

Borough of Wallington
County of Bergen
State of New Jersey

APPENDIX B

Letter of Intent

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

[insert date]

Frank Belli
Acting Borough Clerk / Qualified Purchasing Agent
Borough of Wallington
24 Union Boulevard
Wallington, NJ 07057

RE: Letter of Intent

Mr. Frank Belli,

The undersigned, as Respondent, has submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Borough of Wallington ("Borough"), dated [insert date], in connection with the Borough's need for professional services and/or extraordinary unspecifiable services set forth.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual, and complete information.
2. 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.
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 therefrom shall be borne exclusively by the Respondent.

Borough of Wallington
County of Bergen
State of New Jersey

4. Respondent hereby declares that the only persons anticipated by respondent to perform the professional services or extraordinary unspecifiable services for which this Qualification Statement is submitted are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently perform professional services or extraordinary services for which this Qualification Statement is submitted, but only if acceptable to the Borough. Respondent declares that this Qualification Statement is made without connection with any other person, firm or parties who have 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

5. 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.

6. 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: _____

* 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.