



PUBLIC NOTICE

BOROUGH OF PROSPECT PARK

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

NOTICE IS HEREBY GIVEN that the Borough of Prospect Park is requesting qualifications for the following professional services for the Borough of Prospect Park during the year 2024:

- Municipal Attorney
- Conflict / Special Counsel
- Borough Auditor
- Borough Planner
- Borough Architect
- Bond Counsel
- Risk Management Consultant
- Grant Writer
- Land Use Attorney
- Special Project Planner
- Redevelopment Attorney
- Redevelopment Financial Consultant

All submissions shall be submitted no later than **11:00 a.m., December 7, 2023**. Qualifications will be opened and read aloud, in pertinent part, at that time.

All submissions shall be submitted to Intashan Chowdhury, Borough Administrator, 106 Brown Avenue, Prospect Park, New Jersey 07508.

Qualifications are being solicited in accordance with the fair and open process as set forth by P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51) N.J.S.A. 19:44A-20.5 et seq. Request for Qualifications documents may be obtained from the Clerk's Office at the Borough of Prospect Park or by visiting online at www.prospectpark.net. The Governing Body reserves its right to reject all submissions and/or award any or all contracts to a qualified vendor through a non-fair and open process in accordance with law.

Intashan Chowdhury, MPA
Borough Administrator

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES – 2024
Borough of Prospect Park

The Borough of Prospect Park is requesting qualifications for the provision of professional services to the Borough for the year 2024. Qualifications will be accepted for the specific professional services set forth in the Public Notice, a copy of which is attached hereto.

Qualifications for Municipal Attorney, Conflict / Special Counsel, Borough Auditor, Borough Planner, Borough Architect, Bond Counsel, Risk Management Consultant, Grant Writer, Land Use Board Attorney, Special Project Planner, Redevelopment Attorney and Redevelopment Financial Consultant shall be submitted no later than **11:00 a.m., December 7, 2023**. Qualifications will be opened and read aloud, in pertinent part, at that time.

All Qualifications shall be submitted to Intashan Chowdhury, Borough Administrator, 106 Brown Avenue, Prospect Park, New Jersey 07508. Nine (9) copies of the proposal shall be submitted.

All Qualifications should include, at a minimum; the name, address and all contact information of the person or firm making the proposal; a statement of qualifications, including all applicable professional Licenses held; a statement of experience in rendering such professional services to public entities; references; a proposal for compensation or a schedule of fees to be charges for such professional services; completed disclosure of investment activities in Iran and completed political contribution disclosure form.

All Qualifications will be evaluated by the Governing Body of the Borough of Prospect Park on the basis of the Qualifications deemed to be most advantageous, price and other factors considered.

The evaluation will consider:

- (1) Minimum 5 years of Municipal Experience and reputation in the field;
- (2) Knowledge of the Borough of Prospect Park and the subject matter to be addressed under the contract;
- (3) Availability to accommodate any required meetings of the Borough of Prospect Park;
- (4) Compensation proposal;
- (5) Other factors if determined to be in the best interest of the Borough of Prospect Park and its agencies.

A description of the professional services required by the Borough of Prospect Park and its agencies is as follows:

Municipal Attorney: Shall provide Municipal Attorney services as requested to the Borough of Prospect Park.

Conflict/Special Counsel – Shall provide legal services to the Borough of Prospect Park, on an “as needed” basis under circumstances where the Municipal Attorney cannot represent the Borough due to a conflict of interest, or where the Municipal Attorney in conjunction with the Mayor, Council and Borough Administrator determine that the matter may be more effectively handled by the Conflict/Special Counsel. Conflict/Special Counsel may be required to render legal services for the Borough, including all aspects of litigation, negotiations, research and/or transactional work. Conflict/Special Counsel may be called upon to attend meetings and should have expertise and experience including, but not limited to, the following areas: municipal, land use, eminent domain, affordable housing, labor and employment law; litigation, including but not limited to, actions in lieu of prerogative writs; tort claims, condemnation and transactional and public bidding law.

Borough Auditor: Shall provide Borough Auditing services as requested to the Borough of Prospect Park as required under New Jersey State Law.

Borough Planner: Shall provide Borough Planning services as requested to the Borough of Prospect Park.

Borough Architect: Shall provide professional architectural services to the Borough of Prospect Park on an “as-needed” and “project by “project” basis. The Borough Architect shall have a special expertise in the design, construction and additions and alterations of municipal buildings and facilities in the State of New Jersey.

Bond Counsel: Shall provide Bond Counsel services as requested to the Borough of Prospect Park.

Risk Management Consultant: Shall provide Risk Management services as requested to the Borough of Prospect Park as required under New Jersey State Law and the Ordinances of the Borough of Prospect Park.

Grant Writer: Shall provide Grant Writing services as requested to the Borough of Prospect Park.

Land Use Attorney: Shall provide Land Use Attorney services as requested by the Borough of Prospect Park Land Use Board.

Special Project Planner: Shall provide professional planning services to the Borough of Prospect Park and may assist the Borough Planner, on an “as-needed” and “project by “project” basis under circumstances wherein the Mayor, Council and Borough Administrator determine the Project may be more effectively handled by the Special Projects Planner. The Special Projects Planner shall be a duly licensed planner of the State of New Jersey with a special expertise in municipal, land use and redevelopment in the State of New Jersey.

Redevelopment Financial Consultant: Shall provide Financial Consultant services as requested to the Borough of Prospect Park. Must have significant experience in municipal finance, bonding, PILOTS (payments in lieu of taxes), tax credits and all other financial matters related to the analysis of redevelopment plans and redevelopment agreements. The Redevelopment Financial Consultant will be required to make recommendations to the Borough based on the Borough's short term and long-term objectives.

Redevelopment Attorney: Shall provide the Borough legal services necessary in the execution of any redevelopment plans, shall prepare and defend all litigation affecting the redevelopment plan, shall provide legal advice, research and assistance on redevelopment matters which the Borough may require to be addressed by the attorney. The Redevelopment Attorney shall draft all legal documents as may be required and will be required to make recommendations to the Borough based on the Borough's short term and long-term objectives.

**BOROUGH OF PROSPECT PARK
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Name of Bidder:

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Borough of Prospect Park ("Borough") finds a person or entity to be in violation of the principles which are the subject of this law, they shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

- is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,
- AND
- is not a financial institution that extends \$20,000,000 or more in credit to another person or entity for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the Borough under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2:
PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT
ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.

Name: _____
Relationship to Bidder/Offeror: _____
Description of Activities: _____ _____
Duration of Engagement: _____ Anticipated Cessation Date: _____
Bidder/Offeror Contact Name: _____ Contact Phone Number: _____

Disclosure of Investment Activities in Iran (cont'd)

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Borough of Prospect Park ("Borough") is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough to notify the Borough writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Borough and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature:

Title: _____ Date:

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

_____	_____	_____
Signature	Printed Name	Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name: Passaic

State: Governor, and Legislative Leadership Committees

Legislative District #: 34, 35, 36, 38, 39, 40

State Senator and two members of the General Assembly per district.

County:

Commissioners	County Clerk	Sheriff
County Executive	Surrogate	

Municipalities (Mayor and members of governing body, regardless of title):

Bloomingtondale Borough	Passaic City	Wanaque Borough
Clifton City	Paterson City	Wayne Township
Haledon Borough	Pompton Lakes Borough	West Milford Township
Hawthorne Borough	Prospect Park Borough	Woodland Park Borough
Little Falls Township	Ringwood Borough	
North Haledon Borough	Totowa Borough	

Boards of Education (Members of the Board):

Bloomingtondale Borough	Passaic City	Totowa Borough
Clifton City	PCTVS	Wanaque Borough
Haledon Borough	PC Ed. Services Commission	Wayne Township
Lakeland Regional	Passaic Valley Regional	West Milford Township
Hawthorne Borough	Paterson City	Woodland Park Borough
Little Falls Township	Pompton Lakes Borough	
Manchester Regional	Prospect Park Borough	
North Haledon Borough	Ringwood Borough	