

BOROUGH OF LITTLE FERRY  
FAIR AND OPEN  
REQUEST FOR QUALIFICATIONS

1. Notice of Request for Qualifications Statements

The Borough of Little Ferry (“Borough”) is soliciting Qualifications Statements from interested persons and/or firms for the awarding of 2008 contracts for the provision of the services listed below, by a Request for Qualifications process (“RFQ”). Individual persons and/or firms interested in assisting the Borough with the provision of these services must prepare and submit a Qualifications Statement in accordance with the procedure and schedule in the RFQ. The Borough will review Qualifications Statements only from those persons or firms that submit a Qualifications Statement that includes substantially all the information required to be included as described, in the sole judgment of the Borough’s Mayor and Council.

The Borough intends to qualify person(s) and/or firm(s) that (a) possess(es) the professional, financial and administrative familiarity with the Borough, experience, training and capabilities to provide the proposed services, and (b) agrees and meets the terms and conditions determined by the Borough that provide the greatest benefit to the taxpayers of the Borough of Little Ferry.

The selection of qualified respondents are not subject to the public bidding or competitive Contracting provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is, however, subject to the fair and open process authorized by 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 Qualifications Statement in response to the RFQ.

Qualifications Statements must be submitted to and be received by, Barbara Maldonado, Borough Clerk , at the Office of the Borough Clerk, 215-217 Liberty Street, Little Ferry, N.J. 07643 on or before 10:00 a.m. on December 17, 2007. Qualifications Statements will not be accepted by facsimile transmission or e-mail. The responses will be opened at 11:00 a.m. on December 17, 2007 in the Office of the Borough Clerk for review by the Mayor and Council.

CONTRACTS SUBJECT TO THE WITHIN NOTICE:

1. Borough Attorney
2. Borough Auditor
3. Bond Counsel
4. Borough Engineer
5. Capital Project Engineer
6. Tax Counsel

7. Joint Planning Board/Board of Adjustment Attorney
8. Borough Risk Manager
9. Borough Planner
10. Municipal Judge

Instructions for Qualifications Statements and Criteria:

Qualifications Statements must be submitted in the manner designed in these instructions, and must be enclosed in sealed envelopes bearing the name, address and telephone number of the person and/or firm submitting the statement and the name of the work on the outside, addressed to the Borough.

Qualifications Statements shall demonstrate the following:

- A. Experience and reputation of the person/firm in the field;
- B. Training and licensing of the person/firm;
- C. Availability to accommodate the needs of the Borough's meeting schedule;  
And
- D. Knowledge of the Borough's needs and history and the subject matter to be addressed under the contract

The Borough's Mayor and Council reserves the right to select qualified contractors in their sole discretion, which shall be exercised in accordance with their soled judgment as to the public interest. Those responding to the RFQ are required to comply with the provisions of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27-1 et seq., if applicable.

Barbara Maldonado  
Borough Clerk