

**BOROUGH OF EAST NEWARK
34 SHERMAN AVENUE
EAST NEWARK, NEW JERSEY 07029**

NOTICE

2021 REQUEST FOR QUALIFICATIONS – EAST NEWARK BOROUGH

Borough Contact: **Kevin D. Harris**
Borough Clerk
(973) 481-2902, ext. 237
clerk@boroughofeastnewark.com

East Newark Borough is accepting Requests for Qualifications (RFQ) through a fair and open process for the following services:

AUDITING SERVICES for the general operations of the Borough. The minimum threshold criteria that will be utilized for evaluation of the responses shall be as follows:

- Evidence of license to practice in the State of New Jersey as a Registered Municipal Accountant. An affirmative statement shall be included indicating that the firm and all assigned key professional staff are properly registered/licensed to practice in New Jersey.
- Minimum of ten (10) years' in providing auditing services to municipalities within the State of New Jersey

ENGINEERING SERVICES for the general operations of the Borough. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

- Licensed to provide engineering services in the State of New Jersey for a minimum of five (5) years;
- Experience and knowledge of DEP laws and regulations;
- Representation of government entities for a minimum of five (5) years; and
- Knowledge of the Borough and its operations.

ENGINEERING SERVICES for the East Newark Planning Board/Zoning Board of Adjustment. The minimum threshold criteria that will be utilized for the evaluation of responses shall be as follows:

- Licensed to provide engineering services in the State of New Jersey for a minimum of five (5) years;
- Experience in review of zoning; land use and site plan applications and all related reviews for a minimum of five (5) years;
- Experience and knowledge of the laws and regulations controlling zoning, development and land use;
- Representation of government entities for a minimum of five (5) years;
- Experience and knowledge of DEP laws and regulations; and
- Knowledge of the Borough Planning Board/Zoning Board of Adjustment and its applications.

BOROUGH LEGAL COUNSEL – MUNICIPAL ATTORNEY - The Borough requires general legal counsel. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

- Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- Experience in the field of municipal law representing governmental entities including preparation of ordinances and resolutions, tax appeals, employment issues and property acquisitions for a minimum of five (5) years; and
- Representation and experience with governmental entities and laws applicable to governmental entities for a minimum of five (5) years; and knowledge of the Borough and its operations.

LEGAL COUNSEL – LABOR MATTERS - The Borough requires legal counsel for labor matters. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

- Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- Experience in the field of municipal law representing governmental entities including preparation of ordinances and resolutions, and employment issues for a minimum of five (5) years; and
- Representation and experience with governmental entities and laws applicable to governmental entities for a minimum of five (5) years; and knowledge of the Borough and its operations.

LEGAL BOND COUNSEL - The Borough requires legal bond counsel. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

- Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- Experience in the field of municipal law representing governmental entities in preparing bond ordinances, note issues and bond issues for a minimum of five (5) years;
- Representation and experience with governmental entities and municipal finance laws and rendering of opinions in bond and note issues for a minimum of five (5) years; and
- Knowledge of the Borough and its operations.

LEGAL COUNSEL – PLANNING BOARD/ZONING BOARD OF ADJUSTMENT - The Planning Board/Zoning Board of Adjustment requires legal counsel. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

- Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- Experience in the field of municipal law representing governmental entities including zoning, land use and site plan for a minimum of five (5) years; and
- Knowledge of the Borough Planning Board/Zoning Board of Adjustment and its operations.

LEGAL COUNSEL – MUNICIPAL PROSECUTOR - The Borough requires legal services for the position of prosecutor of the East Newark Municipal Court. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

- Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- Experience as a municipal prosecutor for a municipality for a minimum of five (5) years; and

- Knowledge of the Borough Municipal Court and its operations and knowledge of Title 2C of the New Jersey Criminal Code.

LEGAL COUNSEL – MUNICIPAL PUBLIC DEFENDER - The Borough requires legal services for the position of prosecutor of the East Newark Municipal Court. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

- Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- Experience as a municipal public defender for a municipality for a minimum of five (5) years; and
- Knowledge of the Borough Municipal Court and its operations and knowledge of Title 2C of the New Jersey Criminal Code.

LEGAL COUNSEL – SPECIAL COUNSEL TAX APPEALS - The Borough requires legal counsel specializing in the field of municipal tax appeals. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

- Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- Experience in the field of municipal tax appeals representing governmental entities for a minimum of five (5) years; and
- Knowledge of the Borough and its operations.

SPECIAL LEGAL COUNSEL – REDEVELOPMENT MATTERS - The Borough requires redevelopment counsel. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

- Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- Experience in the field of municipal law representing governmental entities including redevelopment agencies;
- Knowledge of the Local Redevelopment Law, redevelopment agreements, PILOT programs and COAH;
- Knowledge of zoning, land use and site plan for a minimum of five (5) years; and
- Knowledge of the Borough and its operations.

PROFESSIONAL PLANNER – BOROUGH - The Borough requires planning services for the representation of the Borough. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows;

- Licensed as a professional planner by the State of New Jersey for a minimum of five (5) years;
- Experience in preparation of planning of municipal master plan, redevelopment and enacting ordinances;
- Experience in preparing housing element and fair share plan;
- Representation of governmental entities in the field of planning for a minimum of five (5) years; and
- Knowledge of the Borough and its operations.

PROFESSIONAL PLANNER – PLANNING BOARD/ZONING BOARD OF ADJUSTMENT

- The Planning Board/Zoning Board of Adjustment requires planning services. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

- Licensed as a professional planner by the State of New Jersey for a minimum of five (5) years;
- Experience in preparation of planning of municipal master plan, redevelopment and enacting ordinances;
- Experience in preparing housing element and fair share plan;
- Representation of governmental entities in the field of planning for a minimum of five (5) years; and
- Knowledge of the Borough and its operations.

In addition to the criteria set forth above, all responses must include the following;

1. Full name and business address;
2. List of licensed professionals employed;
3. Confirmation of authority to do business in the State of New Jersey (a copy of the applicant's New Jersey Business Registration Certificate shall suffice);
4. List of public entities served by business entity including dates of service; and
5. A copy of the applicant's Professional Liability Insurance Policy. The successful applicant shall, prior to signing a contract provide a copy of a certificate of insurance listing the Borough of East Newark as an additional insured.

Any questions regarding this RFQ and submission of qualification statements, letters of interest and resume should be directed to Kevin D. Harris, Municipal Clerk, Borough of East Newark, 34 Sherman Avenue, East Newark, NJ 07029 or call (973) 481-2902, ext. 237 or email to clerk@boroughofeastnewark.com. Deadline for submission of resumes is on or before Friday, December 11, 2020, @ 4:00 pm.