

TOWNSHIP OF LITTLE FALLS
FAIR AND OPEN
REQUEST FOR QUALIFICATIONS
2019

1. Notice of Request for Qualifications Statement

The Township of Little Falls (Township) is soliciting qualification statements from interested persons and/or firms for the awarding of 2019 contracts for the provision of services listed below by a Request for Qualifications Process (RFQ). Individual persons and/or firms interested in assisting the Township with the provision of these services may request an RFQ package by contacting the Township's Qualified Purchasing Agent by phone at (973)890-4500 or by email to ccuccia@lfnj.com. Respondents must prepare and submit a Qualifications Statement in accordance with the procedure in the RFQ. The Township will review Qualification Statements only from those persons or firms that submit a Qualification Statement that includes substantially all the information required to be included as described, in the sole judgment of the Township of Little Falls.

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

The selection of qualified respondents is not subject to public bidding or competitive contracting provisions of the Local Public Contracts Law, NJSA 40A:11-1 et seq. The selection is, however, subject to the fair and open process in compliance with, NJSA 19:44A-20.4 et seq. The Township seeks to provide each person and/or firm responding to the RFQ an equal opportunity to submit a Qualification Statement in response thereto.

Qualification Statements must be submitted and be received by Township at the office of the Administrator/QPA, 225 Main Street, Little Falls, NJ 07424, on or before 2:00 p.m. on Friday, December 21, 2018 in the office of the Administrator/QPA.

Contracts covered by this RFQ: Independent Auditor, Special Project Engineer, Township Attorney, Tax Appeal Attorney, Planning Board Attorney, Planning Board Engineer, Labor Counsel, Risk Manager, Township Planner, COAH Planner, Bond Counsel, Financial Advisor and Grant Writer.

2. Instructions for Qualification Statement and Criteria:

Qualification Statements must be submitted in the manner designated in these instructions and must be enclosed in sealed envelopes addressed to the Township; the name and address of the person and/or firm submitting the statement; and the name of contract being sought on the outside of the envelope. Five (5) sets of Qualification Statements must be provided.

Qualification 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 Township's budget schedule.
- D. Knowledge of the Township's needs and history and the subject matter to be addressed under the contract.
- E. Hourly fee schedule of the firm and/or professional providing the described services.

The Township of Little Falls reserves the right to select a qualified contractor in its sole discretion, which shall be exercised in accordance with what the Township deems best for the public interest. Those responding to the RFQ are required to comply with the provisions of NJSA 10:5-31 et seq. and NJSA 17:27-1 et seq., if applicable.

Cynthia Kraus
Township Clerk

12/7/18