NOTE: **The City of Hackensack will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Qualifications.**

REQUEST FOR QUALIFICATIONS FROM ATTORNEY and/or LAW FIRMS INTERESTED IN SERVING as "ATTORNEY- BOARD OF ADJUSTMENT" TO THE CITY OF HACKENSACK

ISSUE DATE: Thursday, November 03, 2016

DUE DATE: Thursday, December 08, 2016 at 2:00 P.M.

Issued by

City of Hackensack

GLOSSARY

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

- **"City":** Refers to the City of Hackensack.
- **"Qualification Statement":** Refers to the complete responses to this RFQ submitted by the Respondents.
- **"Qualified Respondent":** Refers to those Respondents who (in the sole judgment of the City) have satisfied the qualification criteria set forth in this RFQ.
- **"RFQ":** Refers to this Request for Qualifications and financial proposal, including any amendments thereof or supplements thereto.
- **"Respondent" or "Respondents":** refers to the interested firm(s) that submit a Qualification Statement.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Contract Term:

One Year

1.2. Introduction and Purpose.

The City is soliciting Qualification Statements from interested persons and/or firms for the provision of legal services, as more particularly described herein. Through the Request for Qualification process described herein, persons and/or firms interested in assisting the City with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The City will review Qualification Statements only from those interested persons and/or firms that submit a Qualification Statement that includes all the information required to be included as described herein (in the sole judgment of the City). The City intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the City to provide the greatest benefit to the taxpayers of Hackensack.

1.3. Procurement Process and Schedule.

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. The selection is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44-20.5 et seq., however. The City has structured a procurement process that seeks to obtain the desired results described above, 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 Qualification Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the City and its legal and/or financial advisors (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Under no circumstances will a member of the review team review responses to an RFQ for a job which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the City will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFQ (in the sole judgment of the City) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the City.

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

All communications concerning this RFQ or the RFQ process shall be directed to the City's Designated Contact Person, in writing.

Designated Contact Person:

Deborah Karlsson, City Clerk
City of Hackensack
65 Central Avenue, 3rd Floor
Hackensack, NJ 07601

Qualification Statements must be submitted to, and be received by, the City, via mail or hand delivery, by 2:00 p.m. on Thursday, December 08, 2016. Qualification Statements will not be accepted by facsimile transmission.

Subsequent to issuance of this RFQ, the City (through the issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement or amend 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 City.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE ACTIVITY

	DATE
1. Issuance of Request for Qualifications	Thursday, November 03, 2016
2. Receipt of Qualification Statements	Thursday, December 08, 2016 @ 2:00 P.M.
3. Appointment of City Board of Adjustment Attorney	January 01, 2017, or thereafter

1.4. 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:

- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.

- The City reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.

- The City reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to this RFQ.

- The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.

- All Qualification Statements shall become the property of the City and will not be returned.

- All Qualification Statements will be made available to the public at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.

- The City may request Respondents to send representatives to the City for interviews.

- Any and all Qualification Statements not received by the City by 2:00 p.m. on Thursday, December 08, 2016 will be rejected.

- Neither the City, nor their respective staffs, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

1.5. Rights of The City.

The City 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 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 City deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.

- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

- The City shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

1.6. Addenda or Amendments to RFQ.

During the period provided for the preparation of responses to the RFQ, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City 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 proposal submission date.

1.7. Cost of Proposal Preparation.

Each proposal 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 City, 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.

1.8. Cost Details:

- Service fees and/or hourly rates of each individual who will perform the services for the planning board.
- Time estimates for each service to be performed for each individual and all related expenses {NOTE: Travel time and mileage are not eligible expenses and will not be paid}
- Total annual non-escrow "not to exceed" amount for legal counsel services relating to planning board application review, planning board procedures and other projects generally handled by planning boards that cannot be billed to an escrow account. {NOTE: Travel time and mileage are not eligible expenses and will not be paid}

1.9. Proposal Format.

Responses should cover all information requested in the Questions to be answered in this RFQ.

Responses which in the judgment of the City 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.

SECTION 2

SCOPE OF SERVICES

2.1 It is the intent of the City to solicit Qualification Statements from Respondents that have expertise in the provision of legal services for City Board of Adjustment Attorney(s). Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

SECTION 3

SUBMISSION REQUIREMENTS

3.1 General Requirements.

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall 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 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 its Qualification statement, provide the following information:

a. A summary page containing information requested in this Qualification Statement.

b. An executed Letter of Qualification (See Appendix A to this RFQ).

c. Name, address and telephone number of the firm or firms submitting the Qualification statement pursuant to this RFQ, and the name of the key contact person.

d. A description of the business organization (i.e., corporation, partnership, join venture, etc.) of each firm, its ownership and its organizational structure.

   1. Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing an ownership, interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.

   2. If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and described the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.

   3. If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.

e. An executed Letter of Intent (See Appendix B).

f. The number of years your organization has been in business under the present name.

g. The number of years the business organization has been under the current management.

h. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.

i. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.

j. Whether the business organization is now or has been involved in ay bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

k. Confirm appropriate federal and state licenses to perform activities.

3.3 <u>Professional Information Requirement.</u>

a. Respondent shall submit a description of its overall experience in the provision of the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ.

1. Description and scope of work by Respondent.

2. Name, address and contact information of references.

3. Explanation of perceived relevance of the experience to the RFQ.

4. Describe the services that Respondent would perform directly.

5. Describe those portions of the Respondent's services, if any, for which the Respondent uses a sub-contractor. Identify all subcontractors the Respondent anticipates using in connection with this project.

6. Does the Respondent normally employ union or non-union employees?

7. Resumes of key employees.

8. A narrative statement of the Respondent's knowledge of the City's needs and goals.

9. List all immediate relatives of Principal(s) of Respondent who are City employees or elected officials of the City. For purposes of the above "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandchild, and in-laws by reason of relation.

SECTION 4

SUBMISSION OF QUALIFICATION STATEMENT

4.1 Submission to Designated Contact Person; Date.

Respondents must submit an original and eight (8) copies of their Qualification Statement to the Designated Contact Person:

Deborah Karlsson, City Clerk
City of Hackensack
65 Central Avenue, 3rd Floor
Hackensack, NJ 07601

Qualification Statements must be received by the City no later than 2:00 p.m. on Thursday, December 08, 2016, and must be mailed or hand delivered. Qualification Statements forwarded by facsimile will not be accepted.

SECTION 5

EVALUATION

5.1 Evaluation Objective.

The City's objective in soliciting Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of City of Hackensack. The City will consider Qualification Statements only from firms or organizations that, in the City's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFQ.

To be responsive, Qualification Statements must provide all requested information and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound, and signed and acknowledged by the Respondent.

5.2 Evaluation Criteria.

Proposals will be evaluated by the City on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Availability to accommodate the requirements of the City; and
3. Other factors demonstrated to be in the best interest of the City.
4. Financial proposal

APPENDIX A
LETTER OF QUALIFICATION

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

Deborah Karlsson, City Clerk
City of Hackensack
65 Central Avenue, 3rd Floor
Hackensack, NJ 07601

Dear Ms. Karlsson:

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Hackensack, ("City"), dated _____ in connection with the City's need for (insert service) for the City of Hackensack.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are 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 the disqualification of Name of Respondent.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company sign),

_____	_____
(Signature of Chief Executive Officer)	(Signature of Chief Financial Officer)
_____	_____
(Typed Name and Title)	(Typed Name and Title)
_____	_____
(Type Name of Firm)	(Type Name of Firm)

*If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

APPENDIX B
LETTER OF INTENT

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

Deborah Karlsson, City Clerk
City of Hackensack
65 Central Avenue, 3rd Floor
Hackensack, NJ 07601

Dear Ms. Karlsson:

The undersigned as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ) issued by the City of Hackensack ("City"), dated (date), in connection with the City's need for (Insert Service) City of Hackensack.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.

2. (Name of Respondent) agrees (agree) to participate in good faith in the procurement process as described in the RFQ and to adhere to the City's procurement schedule.

3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the (RFQ), or any negotiation which results therefrom shall be borne exclusively by the Respondent.

4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein, and that no person other than those herein mentioned has any participation in the Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City. (Name of Respondent) declares that the Qualification Statement is made without connection with any other person, firm or parties who has 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. (Name of Respondent) acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City 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. (Name of Respondent) acknowledges that any contract executed with respect to the provision of (insert service) must comply with all applicable affirmative and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

7. (Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign).

_____
(Signature of Chief Executive Officer)

_____
(Typed Name and Title)

_____
(Typed Name of Firm)

Dated:

* If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.

APPENDIX C
C.271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Business entities receiving contracts from a public agency are subject to the provisions of P.L. 2005, c.271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the Respondent shall disclose contributions to:

- Any State, County, or Municipal committee of a political party;
- Any legislative leadership committee*;
- Any continuing political committee (a.k.a., political action committee);
- Any candidate committee of a candidate for, or holder of, an elective office:
    - of the public entity awarding the contract;
    - of that County in which that public entity is located;
    - of another public entity within that County; or
    - of a legislative district in which that public entity is located or, when the public entity is a County, of any legislative district which includes all or part of the County.

The disclosure must list reportable contributions to any of the committees that exceed $300 per election cycle that were made during the 12 months prior to the award of the contract. See N.J.S.A. 19:44A-8 and 16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- Individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit;
- All principals, partners, officers, or directors of the business entity or their spouses;
- Any subsidiaries directly or indirectly controlled by the business entity; or
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." N.J.S.A. 19:44A-20.26(b). The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

It is the Respondent's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form may be used as the Respondent's submission and is disclosable to the public under the Open Public Records Act.

The Respondent must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

C.271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant To N.J.S.A. 19:44A-20.26

This form 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 (for more than $300 per election cycle) over the 12 months prior to submission to the committees of the government entities described in the RFQ.

Contributor Name	Recipient Name	Date	Dollar Amount

☐ Check here if the information is continued onto subsequent page(s).

Continuation Page
C.271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant To N.J.S.A. 19:44A-20.26

Page ____ of _____

Vendor Name:

Contributor Name	Recipient Name	Date	Dollar Amount

Continuation Page
C.271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant To N.J.S.A. 19:44A-20.26

Page ____ of _____

Vendor Name:

Contributor Name	Recipient Name	Date	Dollar Amount

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

☐ I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership ☐ Corporation ☐ Sole Proprietorship ☐ Subchapter S Corporation

☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name of Stock or Shareholder	Home Address

Subscribed and sworn before me this ____ day of _____, 20____.

_____
(Affiant)

(Notary Public)

_____
(Print name & title of Affiant)

My Commission expires:

(Corporate Seal)