

**PUBLIC NOTICE  
BOROUGH OF HALEDON**

**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES**

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

Municipal Attorney  
Engineer  
Auditor  
Risk Management Consultant  
Grant Writer  
Bond Counsel  
Depository of Municipal Funds  
Hearing Officer  
Special Litigation Counsel  
Professional Planner

All submissions shall be submitted no later than 10:00 a.m., November 30, 2023. Qualifications will be opened and read aloud, in pertinent part, at that time in the Council Chambers of the Haledon Municipal Complex located at 510 Belmont Avenue, Haledon, New Jersey.

All submissions shall be submitted to Allan Susen, Municipal Clerk, 510 Belmont Avenue, Haledon, 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. An overview of the Law may be obtained on <http://www.nj.gov/dca/lgs/p2p>. Request for Qualifications documents can be requested from the Haledon Municipal Clerk's Office at 973-595-7766, ext 103. 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.

**Mounir Almaita, RMC  
Municipal Clerk/Borough Administrator**

**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES – 2022**  
**Borough of Haledon**

**Section I**

The Borough of Haledon 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
- Engineer
- Auditor
- Risk Management Consultant
- Grant Writer
- Bond Counsel
- Depository of Municipal Funds
- Hearing Officer
- Special Litigation Counsel
- Professional Planner

shall be submitted no later than 10:00 a.m., November 30, 2023. Qualifications will be opened and read aloud, in pertinent part, at that time in the Council Chambers of the Haledon Municipal Complex located at 510 Belmont Avenue, Haledon, New Jersey.

All Qualifications shall be submitted to Allan Susen, Municipal Clerk, 510 Belmont Avenue, Haledon, New Jersey 07508. ***One (1) original and three (3) 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; and a proposal for compensation or a schedule of fees to be charges for such professional services.

All Qualifications will be evaluated by the Governing Body of the Borough of Haledon on the basis of the Qualifications deemed to be most advantageous, price and other factors considered and as set forth in Section IV below.

## **SECTION II**

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

Borough Attorney: As set forth in Chapter 43 of the Code of the Borough of Haledon, a copy of which is annexed hereto.

Borough Engineer: As set forth in Chapter 43 of the Code of the Borough of Haledon, a copy of which is annexed hereto.

Borough Auditor: As set forth in Chapter 43 of the Code of the Borough of Haledon, a copy of which is annexed hereto.

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

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

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

Depository for Municipal Funds: Shall provide Depository services for municipal funds as requested to the Borough of Haledon.

Hearing Officer: An attorney admitted in the State of New Jersey for at least five years having experience as a hearing officer, judge, mediator or arbitrator. The Hearing Officer will be used on an as needed basis to preside over employee departmental disciplinary or grievance hearings.

### Special Litigation Counsel:

Shall provide special litigation counsel to the Borough of Haledon on an as needed basis. Must be an attorney in the State of New Jersey for at least five years having experience in representing public entities in State and Federal courts.

### Professional Planner

The Borough requires planning services for the representation of the Borough and Examination and Re Adoption of its Master Plan. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

A. Planning firm with at least five (5) years' experience in Municipal Land Use, with at least three of those years being from a similarly sized municipality. Experience must include attending and participating at Planning and/or Zoning Board meetings to advise the Boards on conformance with all applicable regulations as well as in the examination and re adoption of Master Plans.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

- a. NJ MLUL
- b. Master Plan Updates.
- c. Drafting or amending land use ordinances for PB consideration
- d. Familiar with Council on Affordable Housing (COAH) programs and Regional Contribution Agreements

- e. Plan Review
- f. Zoning conformance, positive and negative criteria for a variance and calculation of appropriate development fees.

C. Licensed as a professional planner by the State of New Jersey for a minimum of five (5) years;

D) Experience in preparation of planning of municipal master plan and enacting ordinances;

E) Experience in representing municipalities before the Council on Affordable Housing and preparing housing element and fair share plan;

F) Representation of governmental entities in the field of planning for a minimum of five (5) years; and

G) Knowledge of the Borough and its operations.

H) Applicants must submit a fee proposal.

### **SECTION III Minimum Qualifications and Response Requirements**

In order for an individual's or firm's proposal to be considered by the Mayor and Council, interested parties submitting proposals in response to this solicitation must meet the following:

A. Minimum Requirements for Responses:

1. Interested parties wishing to provide a proposal in response to the Borough of Haledon's solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and by the deadline stated above.
2. Full name and business address of entity or person submitting the proposal;
3. List of all individuals who, if selected, will provide services to the Borough of Haledon, along with a summary of the post high school education and licenses held by each such person;
4. Number of years each individual in the firm or company submitting this proposal has provided the requested services to municipal entities in the State of New Jersey;
5. A description of the services that will be provided to the Borough of Haledon, if any, in addition to those set forth in Section II above;
6. A copy or description of the professional liability insurance policy maintained by the attorney or law firm for the proposed calendar year;
7. A statement and listing of professional service fees that the business entity would offer to the Borough of Haledon, if selected;

8. A statement that the applicant complies with N.J.S.A 10:5-1, et. seq., (Law Against Discrimination) and P.L.1975, c. 127 (Affirmative Action Law of the State of New Jersey);
9. The name and addresses of at least three (3) references consisting of clients for which the applicant has provided services in the past five (5) years, which should include at least one (1) municipal entity client;
10. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years; and

#### **SECTION IV Basis of Award of Professional Services Contract**

The Borough of Haledon shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Borough of Haledon. The final determination will be based upon the most advantageous price and other factors to the Borough of Haledon. The specific basis of award will include:

- A. Documented evidence that the firm fulfills all of the Minimum Qualifications as listed in Section III, paragraph A., and all of the information required under paragraph B., including, but not limited to, insurance policy, Affirmative Action Compliance and professional service fees, are provided for review and consideration. Number your responses using the sequential order listed in Section III.
- B. Technical Criteria:
  1. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
  2. Does the proposal document knowledge of the issues and operations of the Borough, and how the proposed services will address these issues?
  3. Is the proposal complete and responsive to the specific requirements?
  4. Has successful past performance of the firm and its principals been documented?
- C. Management Criteria:
  1. How well does the proposed scheduling timelines meet the borough's needs?
  2. Does the firm document a record of reliability of timely delivery of deliverables?
  3. Does the firm document municipal/State experience?
  4. Does the firm document its availability to attend meetings as requested by the Mayor and Council?
  5. To what extent does the firm rely on in-house resources vs. contracted services?
  6. Is there the availability of in-house and contract resources documented?
  7. Documentation of experience in performing similar work by employees.
  8. Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
  9. Does the vendor demonstrate cultural sensitivity in hiring and training staff?

D. Cost Criteria:

1. Relative Cost – How does the cost compare to other similarly scored proposals?
2. Full Explanation – Is the price and its component charges, fees, etc., adequately explained and documented?
3. Does the proposal include quality control and assurance programs?
4. Does the firm have the sufficient financial resources to meet its obligations?

***All awards are and shall be subject to the availability of funds for the professional services in the Temporary and/or Final Budgets.***

**REQUEST FOR PROPOSAL CHECKLIST**

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL. PLEASE INITIAL BELOW, INDICATING THAT YOUR PROPOSAL INCLUDES THE ITEMIZED DOCUMENTS. A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS MAY BE REJECTED.**

ITEM	INITIALS
Executed Disclosure Statement (form provided)	
Executed Non-Collusion Affidavit (form provided)	
Executed Affirmative Action Compliance Notice (form provided)	
Executed Owner’s Disclosure Statement (form provided)	
Executed Hold Harmless Agreement (form provided)	
Executed Americans with Disabilities Act of 1990 Language (form provided)	
Executed Vendor’s Information (form provided)	
Executed Proposer’s Affidavit (form provided)	
New Jersey Business Registration Certificate	
<b>Original, three (3) copies of completed package.</b>	

**THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.**

Person, Firm or Corporation submitting Proposal: \_\_\_\_\_

Authorized Agent Name and Title: \_\_\_\_\_

Authorized Signature and Date: \_\_\_\_\_

**DISCLOSURE STATEMENT**

The attention of prospective proposer is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits a Borough of Haledon or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his/her duties in the public interest.

In furtherance thereof, every proposer must disclose below, being a Borough of Haledon Officer or employee or whether an immediate family member is a Borough of Haledon Officer or employee. If the proposer is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the proposer or a member of the proposer's immediate family, or anyone having an interest in the proposer's business organization including their immediate family members, an officer or employee of the Borough of Haledon?

NO \_\_\_\_\_ YES \_\_\_\_\_

S\ \_\_\_\_\_

\* President, Vice President or Signature of  
Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

If yes, provide the name of the individual and identify the position held, below, and notify in writing, prior to the proposal opening date, to the Borough Administrator, Borough of Haledon, 510 Belmont Avenue, Haledon, New Jersey 07508 (Kindly attach a copy of the correspondence to this form).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: All terms used herein are to be construed in accordance with their meaning under the Local Government Ethics Law, cited above.

**\* FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.**

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**NON-COLLUSION AFFIDAVIT**

I, \_\_\_\_\_, of the City of \_\_\_\_\_, in the County of \_\_\_\_\_, and the State of \_\_\_\_\_, of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_, of the firm of \_\_\_\_\_ the  
(Title) (Company Name)  
proposer making this Proposal for the above named project, and that I executed the said Proposal with full authority to do so; that said proposer has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive action in connection with the above named project and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey, County of Passaic, and the Borough of Haledon relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I fully warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.  
(Company Name)

S/ \_\_\_\_\_  
\* President, Vice President or  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**\* FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.**

**AFFIRMATIVE ACTION REQUIREMENTS**

BIDDERS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27

**REQUIRED AFFIRMATIVE ACTION EVIDENCE**

PROCUREMENT & SERVICE CONTRACT (which are not subject to a Federally approved or sanctioned affirmative action program). All successful vendors must submit within ten calendar (10) days of the notice of intent to award (Memorandum of Agreement) or the signing of the contract, whichever is sooner, one of the following:

1. A PHOTO COPY OF THEIR FEDERAL LETTER OF AFFIRMATIVE ACTION PLAN APPROVAL.

OR

2. A PHOTO COPY OF THEIR CERTIFICATE OF EMPLOYEE INFORMATION REPORT.

OR

3. A COMPLETED AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302). FORM IS INCLUDED IN THIS PACKAGE, LAST PAGE.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

THE AFFIRMATIVE ACTION AFFIDAVIT FOR VENDORS HAVING LESS THAN FIFTY (50) EMPLOYEES IS NO LONGER ACCEPTABLE.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et. seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her proposal shall be rejected as non-responsive if said vendor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et. seq.

COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27**

#### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **N.J.A.C. 17:27-1.1 et seq.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

STATEMENT OF INDIVIDUAL(S) OWNING 10% OR MORE OF  
STOCK OR INTEREST IN THE BIDDER'S BUSINESS ENTITY

In accordance with N.J.S.A. 52:25-24.2 et seq., no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, there is submitted to the Borough, a statement setting forth the names and addresses of all stockholders who own ten percent (10%) or more of the stock, of any class or all individual partners who own a ten percent (10%) or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder and individual partner, exceeding the ten percent (10%) ownership criteria established in this act has been listed.

Legal Name of Bidder	Date
Street Address	City
Telephone #	Fax #
City	State
Fax #	e-mail address
State	Zip Code

**CHECK TYPE OF BUSINESS ENTITY:**

	Date	Where		
	Incorporated	Incorporated		
Corporation	_____	_____	Limited Partnership	_____
Limited Liability Corporation	_____	_____	Limited Liability Partnership	_____
Subchapter S Corporation	_____	_____	Sole Proprietorship	_____
Partnership	_____			

Listed below are the names and address of all stockholders or individuals who own ten (10) percent or more of its stock of any class(es), or who own ten (10) percent or greater interest therein.

Name	Address
Name	Address
Name	Address

If more space is required, continue listing on a separate page and include with bid submittal.

\*\*\*\*\*  
\*\*\*\*\*

**If** no stockholder or partner owns ten percent (10%) or more of the business submitting the bid, please sign and date this form. I certify that no stockholder or partner owns ten percent (10%) or more of the business submitting this bid:

S/ \_\_\_\_\_ Date \_\_\_\_\_  
 President, Vice President or Signature of Authorized Representative

\*\*\*\*\*

**FAILURE TO COMPLETE THIS FORM OR SIGN THE ABOVE STATEMENT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.**

**HOLD HARMLESS AGREEMENT**

BETWEEN: The Borough of Haledon  
510 Belmont Avenue  
Haledon, New Jersey 07508

AND

---

Contractor's Name

---

Address – not a post office box

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Telephone Number; Fax Number; & e-mail address

It is understood and agreed the Contractor is:

1. An independent Contractor and not an employee of the Borough of Haledon.
2. The Contractor agrees to indemnify and hold harmless the Borough of Haledon, its elected officials, and all of its officers, agents and employees from any and all liability for damages for injury to person and property, including death, and against and from all suits and actions and all costs, damages and charges of whatsoever kind and nature, including attorneys' fees to which the Borough of Haledon may be put for, or on account of, any injury or alleged injury to person, including death, or property, resulting from the performance of the Contractor's operations under this contract, or by or in consequence of any neglect or omission of the part of the Contractor in the performance of operations under this contract, whether such operations, or the absence thereof, be by the Contractor or anyone directly or indirectly employed by the Contractor.
3. The Contractor shall hold the Borough of Haledon harmless for damages to the Contractor's equipment utilized during the term of this contract.

S/ \_\_\_\_\_  
President, Vice President or Signature of Authorized Representative

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Print Name

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Title

---

Date

**AMERICANS WITH DISABILITIES ACT**

**EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITIES**

The contractor and the Borough of Haledon (hereafter “Owner”) do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the “Act”) (42 U.S.C. S12.101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the Owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the Owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Owner’s grievance procedure, the contractor agrees to abide by any decision of the Owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Owner, or if the Owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Owner or any of its agents, servants, and employees, the Owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the Owner or its representatives.

It is expressly agreed and understood that any approval by the Owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor’s obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the Owner from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

S/\_\_\_\_\_

President, Vice President or Signature of Authorized Representative

\_\_\_\_\_

Print Name Title Date

**VENDOR INFORMATION**

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, expedite future payments, and in accord with I.R.S. regulations, the following information must be provided with this bid.

Name of Business: \_\_\_\_\_  
(Print)

Name of Contact Person: \_\_\_\_\_  
(Print)

Correspondence Address (including zip code):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchase Order Address (including zip code):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment Address (including zip code):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number (including area code): (    )

Fax Number (including area code): (    )

E-Mail Address:

Employer I.D. # or S.S. #:

**FAILURE TO PROVIDE ALL OF THE ABOVE INFORMATION MAY RESULT IN REJECTION OF THIS BID.**



**BIDDER'S AFFIDAVIT**

**THIS AFFIDAVIT IS PART OF THE PROPOSAL**

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_ ,  
(Print Name)

certify that I am the \_\_\_\_\_  
(Title)

of the business entity submitting this bid/proposal; that I have completed and signed all of the required documents; that I am duly authorized to sign the bid/proposal on behalf of the business entity; and that all of the declarations and statements contained in the bid/proposal document are true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of Bidder)

\_\_\_\_\_  
(Date)

**NOTARY:**

Subscribed and sworn to before me

at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
(Notary Public)

Commission Expires: \_\_\_\_\_

\_\_\_\_\_

## **DOCUMENT OWNERSHIP**

This document was prepared by the Borough of Haledon (owner) and is provided solely to any vendor who has presented a written request for a copy of said document in order to participate in the proposal process. This document is not to be reproduced for distribution to other vendors regardless whether the vendor intends to charge, or not to charge, for said copy. Copies of this document are made available from the owner and there is no other agent authorized to distribute same.

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose any part or total of the interim or final work products, or make available to third parties, without the prior written consent of the owner.

**REQUEST FOR PROPOSAL  
EVALUATION WORKSHEET**

RFP FOR: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**SECTION III Minimum Qualifications and Response Requirements**

In order for an individual's or firm's proposal to be considered by the Mayor and Council, interested parties submitting proposals in response to this solicitation must meet the following minimum qualifications:

MINIMUM QUALIFICATIONS	MET	NOT MET
The individual or firm has provided relevant services to a municipal entity or government entity in the State of New Jersey for a period of at least seven (7) years prior to the submission of this proposal.		
That the respondent has sufficient staff to satisfy the scope of services described in Section II of this document.		
That the respondent has any necessary licenses to perform the requested services.		
The respondent has appropriate insurance coverage.		
There are no known conflicts that would prevent the respondent from providing the requested services.		

RFP FOR: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

Interested parties wishing to provide a proposal in response to the Borough of Haledon's solicitation shall provide the following minimum information in its proposal.

MINIMUM REQUIREMENTS FOR RESPONSES	MET	NOT MET
Full name and business address of entity or person submitting the proposal.		
List of all individuals who, if selected, will provide services to the Borough of Haledon, along with a summary of the post high school education and licenses held by each such person; Number of years each individual in the firm submitting this proposal has provided the requested services to municipal entities in the State of New Jersey.		
A description of the services that will be provided to the Borough of Haledon, if any, in addition to those set forth in Section II above.		
A copy or description of the professional liability insurance policy maintained by the respondent for the proposed calendar year.		
A statement and listing of professional service fees that the respondent would offer to the Borough of Haledon, if selected.		
A statement that the applicant complies with N.J.S.A 10:5-1, et. seq., (Law Against Discrimination) and P.L.1975, c. 127 (Affirmative Action Law of the State of New Jersey).		
The name and addresses of at least three (3) references consisting of clients for which the applicant has provided services in the past five (5) years, which should include at least one (1) municipal entity client.		
A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years.		
<b>The applicant shall provide the Borough of Haledon with an original, three (3) copies of its proposal.</b>		

RFP FOR: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**SECTION IV Basis of Award of Professional Services Contract**

TECHNICAL CRITERIA	SCORE 1 (LOW) - 10 (HIGH)
Does the proposal demonstrate a clear understanding of the scope of work and related objectives?	
Does the proposal document knowledge of the issues and operations of the Borough, and how the proposed services will address these issues?	
Is the proposal complete and responsive to the specific requirements? Has successful past performance of the firm and its principals been documented?	

MANAGEMENT CRITERIA	SCORE 1 (LOW) - 10 (HIGH)
How well does the proposed scheduling timelines, if any, meet the borough's needs?	
Does the firm document a record of reliability of timely delivery of deliverables, if applicable?	
Does the firm document municipal/State experience?	
Does the firm document its availability to attend meetings as requested by the Mayor and Council?	
To what extent does the firm rely on in-house resources vs. contracted services?	
Is there the availability of in-house and contract resources documented?	
Documentation of experience in performing similar work by employees?	

COST CRITERIA	SCORE 1 (LOW) - 10 (HIGH)
Relative Cost – How does the cost compare to other similarly scored proposals?	
Is the price and its component charges, fees, etc., adequately explained and documented?	
Does the proposal include quality control and assurance programs?	
Does the firm have the sufficient financial resources to meet its obligations?	

TOTAL SCORE \_\_\_\_\_

RFP FOR: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

### RFP DOCUMENT CHECKLIST

ITEM	EXECUTED	NOT EXECUTED
Executed Disclosure Statement (form provided)		
Executed Non-Collusion Affidavit (form provided)		
Executed Affirmative Action Compliance Notice (form provided)		
Executed Owner’s Disclosure Statement (form provided)		
Executed Hold Harmless Agreement (form provided)		
Executed Americans with Disabilities Act of 1990 Language (form provided)		
Executed Vendor’s Information (form provided)		
Executed Proposer’s Affidavit (form provided)		
New Jersey Business Registration Certificate		
<b>The applicant shall provide the Borough of Haledon with an original and three (3) copies of its proposal.</b>		

### SUMMARY:

	MET	NOT MET
MINIMUM QUALIFICATIONS		
MINIMUM REQUIREMENTS FOR RESPONSES		

SCORE – TECHNICAL, MANAGEMENT AND COST CRITERIA	
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# ***Code of the Borough of Haledon***

## ***Chapter 43. OFFICERS AND EMPLOYEES***

### ***Article I. Attorney***

#### **§ 43-1. Office created.**

The part-time position of Municipal Attorney is hereby created.

#### **§ 43-2. Duties.**

The Municipal Attorney shall be the legal adviser of the Borough of Haledon and shall perform legal services for and on behalf of the Borough and its officers and several boards, except for such boards as are required by law to be represented by an attorney other than the Municipal Attorney and except for the services required to be performed by the Borough Prosecutor.

#### **§ 43-3. Compensation.**

[Amended 3-20-2002 by Ord. No. 2-20-02A]

##### **A.**

The salary of the Municipal Attorney shall be as provided from time to time in the annual salary ordinance.

##### **B.**

In addition to the salary of the Municipal Attorney, the Municipal Attorney shall be compensated at the hourly rate as provided in the annual contract for professional services. The salary shall cover attendance by the Municipal Attorney at scheduled monthly public meetings, work sessions and special meetings for which the Borough Attorney's presence is required, as well as rendering telephonic advice to members of the governing body, as well as appointed officials, of the Borough of Haledon. In the event of the unavailability of the Borough Attorney, an attorney of his office shall attend or respond as the case may be.

#### **§ 43-4. Appointment; term of office.**

[Amended 12-10-1997 by Ord. No. 11-12-97A; 3-11-1998 by Ord. No. 2-11-98]

##### **A.**

The Mayor shall, pursuant to the provisions of N.J.S.A. 40A:60-5g, annually at the organization meeting nominate and, with the advice and consent of the Council, appoint the Municipal Attorney for a term of one year.

##### **B.**

If the Municipal Council fails to confirm the nomination by the Mayor of the Borough Attorney within 30 days of being presented such nomination, then pursuant to the provisions of N.J.S.A. 40A:60-6d, the Council shall make the appointment of a suitable person to the position of Municipal Attorney, provided that at least three affirmative votes shall be required for such purpose. The Mayor shall have no vote thereon except in a tie.

### ***Article III. Engineer***

#### **§ 43-9. Office created.**

There is hereby created the office of Borough Engineer of the Borough of Haledon.

#### **§ 43-10. Qualifications.**

The Borough Engineer shall be a duly qualified licensed engineer of the State of New Jersey under the provisions of the laws of the State of New Jersey.

§ 43-11. Duties.

A.

The Borough Engineer shall perform the duties of a Borough engineer in accordance with the laws of the State of New Jersey and the ordinances of the Borough of Haledon and shall be the adviser of the Mayor and Council and other officers and boards of the Borough in matters of an engineering nature relating to their duties and the business of the Borough.

B.

The Borough Engineer shall be responsible for inspecting all construction work that takes place within the Borough, exclusive of that construction which falls within the responsibility of the Building Inspector and the water consultant.

C.

The Borough Engineer shall establish and revise, from time to time, the standards that are to be maintained with respect to the construction of roads, curbs, storm drainage facilities, sanitary sewers and other Borough facilities.

D.

The Borough Engineer shall, at the direction of the Council, arrange to have the Tax Maps revised.

§ 43-12. Appointment; term of office.

The Borough Engineer shall be appointed by the Mayor and Council, as prescribed by law, and shall hold office for the term of one year from January 1 and until his successor shall have qualified.

§ 43-13. Compensation.

The office of Borough Engineer shall be a part-time office, and the Borough Engineer shall receive compensation, as provided in the annual salary ordinance adopted by the Mayor and Council, for his attendance at meetings of the Mayor and Council. The Borough Engineer shall receive such other compensation in accordance with the basic fee schedule adopted by the New Jersey Society of Professional Engineers Incorporated.

## *Article IV. Auditor*

§ 43-14. Office created.

There is hereby created the office of Borough Auditor of the Borough of Haledon.

§ 43-15. Qualifications.

The Borough Auditor shall be duly licensed by the State Board of Public Accountants as a registered municipal accountant and shall remain in good standing throughout his term of office.

§ 43-16. Duties.

The Borough Auditor shall supervise the preparation of the temporary and final budget, shall maintain the financial records of the Borough and advise the Mayor and Council on all financial matters, shall prepare financial statements and reports whenever required to do so by the Mayor and Council or by the State Director of Local Government and shall perform all duties required by law.

§ 43-17. Appointment; term of office.

The Borough Auditor shall be appointed by the Mayor and Council, as prescribed by law, and shall hold office for the term of one year from January 1 and until his successor shall have qualified.

§ 43-18. Compensation.

The office of Borough Auditor shall be a part-time office, and the Borough Auditor shall receive an annual retainer to be fixed in the annual salary ordinance adopted by the Mayor and Council, which retainer shall constitute his compensation for the preparation of the statutory audit. The Borough Auditor shall receive additional compensation for all other services performed as approved and authorized by the Mayor and Council.



