

PUBLIC NOTICE

BOROUGH OF PROSPECT PARK

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

NOTICE IS HEREBY GIVEN that the Borough of Prospect Park is requesting qualifications for the following professional services for the Borough of Prospect Park during the year 2018:

Municipal Attorney
Borough Auditor
Borough Planner
Bond Counsel
Risk Management Consultant
Grant Writer
Land Use Attorney

All submissions shall be submitted no later than 11:00 a.m., December 12, 2017. Qualifications will be opened and read aloud, in pertinent part, at that time.

All submissions shall be submitted to Danielle Ireland Imhof, Administrator/Acting Municipal Clerk, 106 Brown Avenue, Prospect Park, 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. Request for Qualifications documents may be obtained from the Clerk's Office at the Borough of Prospect Park. 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.

Danielle Ireland Imhof,
Administrator/Acting Municipal Clerk

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES – 2018
Borough of Prospect Park

The Borough of Prospect Park is requesting qualifications for the provision of professional services to the Borough for the year 2018. 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, Borough Auditor, Borough Planner, Bond Counsel, Risk Management Consultant, Grant Writer, and Land Use Board Attorney shall be submitted no later than 11:00 a.m., December 12, 2017. Qualifications will be opened and read aloud, in pertinent part, at that time.

All Qualifications shall be submitted to Danielle Ireland Imhof, Administrator/ Acting Municipal Clerk, 106 Brown Avenue, Prospect Park, New Jersey 07508. Nine (9) 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; a proposal for compensation or a schedule of fees to be charges for such professional services; completed disclosure of investment activities in Iran and completed political contribution disclosure form.

All Qualifications will be evaluated by the Governing Body of the Borough of Prospect Park on the basis of the Qualifications deemed to be most advantageous, price and other factors considered.

The evaluation will consider:

- (1) Minimum 5 years of Municipal Experience and reputation in the field;
- (2) Knowledge of the Borough of Prospect Park and the subject matter to be addressed under the contract;
- (3) Availability to accommodate any required meetings of the Borough of Prospect Park;
- (4) Compensation proposal;
- (5) Other factors if determined to be in the best interest of the Borough of Prospect Park and its agencies.

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

Municipal Attorney: Shall provide Municipal Attorney services as requested to the Borough of Prospect Park.

Borough Auditor: Shall provide Borough Auditing services as requested to the Borough of Prospect Park as required under New Jersey State Law.

Borough Planner: Shall provide Borough Planning services as requested to the Borough of Prospect Park.

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

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

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

Land Use Attorney: Shall provide Land Use Attorney services as requested by the Borough of Prospect Park Land Use Board.

**BOROUGH OF PROSPECT PARK
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Name of Bidder:

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Borough of Prospect Park ("Borough") finds a person or entity to be in violation of the principles which are the subject of this law, they shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

- is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,
AND
- is not a financial institution that extends \$20,000,000 or more in credit to another person or entity for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the Borough under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2:
PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT
ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.

Name: _____
Relationship to Bidder/Offeror: _____
Description of Activities: _____ _____
Duration of Engagement: _____ Anticipated Cessation Date: _____
Bidder/Offeror Contact Name: _____ Contact Phone Number: _____

Disclosure of Investment Activities in Iran (cont'd)

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Borough of Prospect Park ("Borough") is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough to notify the Borough writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Borough and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature:

Title: _____ Date:

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile 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 (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

