

## **Borough of New Milford**

### **Notice of Request for Qualifications**

The Borough of New Milford is soliciting Qualification Statements from interested individuals and/or firms for the provision of the listed services. Inclusion of a position in this notice, however, does not constitute a warranty that the Borough will fill the position at this time or through this process. Through a Request for Qualification (“RFQ”) process, persons and/or firms interested in assisting the Borough with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in the RFQ. The Borough will review Qualification Statements only from those firms or individuals that submit a Qualification Statement which includes all the information required to be included as described (in the sole judgment of the Borough). The Borough intends to select (a) person(s) and/or firm(s) that **a**) possess(es) the professional, financial and administrative capabilities to provide the requested services, and **b**) agrees and meets the terms and conditions determined by the Borough to provide the greatest benefit to the taxpayers of New Milford.

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, however, subject to the “New Jersey Local Unit Pay-to-Play Law,” N.J.S.A. 19:44A-20.4 et seq. The Borough has structured a procurement process that seeks to obtain the desired results, 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 must be submitted to, and received by the Borough Clerk, Borough Hall, 930 River Road, New Milford, NJ 07646, before 12:00 p.m. on November 23, 2022. Qualification Statements will not be accepted by facsimile transmission or e-mail. The responses will be publicly opened and announced at 1:00 p.m. on November 28, 2022, at the office of the Borough Clerk in Borough Hall. The Borough is requesting Qualification Statements for the following positions:

- (1) Borough Attorney
- (2) Borough Engineer
- (3) Labor Attorney
- (4) Bond Counsel
- (5) Planning Board Attorney
- (6) Zoning Board Attorney
- (7) Tax Appeal Attorney
- (8) Rent Leveling Attorney
- (9) Municipal Auditor and/or Financial Advisor
- (10) Risk Manager
- (11) Grants Consultant
- (12) Grants Writer – Fire Department
- (13) Borough Planner
- (14) COAH Administrative Agent
- (15) Appraiser for Tax Assessments – Residential
- (16) Appraiser for Tax Assessments – Commercial

- (17) Other professional services and extraordinary unspecifiable services as the Council may deem appropriate to award pursuant to a fair and open process

The Instructions for Qualification Statements may be inspected or picked up by prospective respondents from the office of the Borough Clerk, Borough Hall, 930 River Road, New Milford, NJ 07646, during regular business hours, or found on the Borough website, [www.newmilfordboro.com](http://www.newmilfordboro.com) under Public Notices, beginning October 13, 2022. Questions may be directed to the Borough Clerk's office at (201) 967-5044.

**Ten (10) copies** of the Qualification Statement must be submitted in the manner designated in the Instructions, must be enclosed in sealed envelopes bearing the name and address of the Respondent and the name of the work on the outside, and addressed to the Borough of New Milford. Additionally, the envelope should bear notation stating that the envelope should not be opened until November 28, 2022, 1:00 p.m.

**BY ORDER OF THE MAYOR AND COUNCIL OF THE BOROUGH OF NEW MILFORD.**

Christine Demiris, RMC, CMC, MMC  
Administrator/Borough Clerk