BOROUGH OF WOOD-RIDGE

FAIR AND OPEN

REQUEST FOR QUALIFICATIONS

I. Notice of Request for Qualifications Statements

The Borough of Wood-Ridge ("Borough") is soliciting Qualifications Statements from interested persons and/or firms for the awarding of 2027 contracts for the provision of the services listed below, by a Request for Qualifications process ("RFQ"). Individual persons and/or firms interested in assisting the Borough with the provisions of these services must prepare and submit a Qualifications Statement in accordance with the procedure and schedule in the RFQ. The Borough will review Qualifications Statements only from those persons or firms that submit a Qualifications Statement that includes substantially all the information required to be included as described, in the sole judgment of the Borough's Mayor and Council.

The Borough intends to qualify person(s) and/or firms(s) that (a) possess(es) the professional, financial and administrative familiarity with the Borough, experience, training and capabilities to provide the proposed services, and (b) agrees and meets the terms and conditions determined by the Borough that provide the greatest benefit to the taxpayers of the Borough of Wood-Ridge.

The selections of qualified respondents are not subject to the public bidding or competitive contracting provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is, however, subject to the fair and open process authorized by 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 Qualifications Statement in response to the RFQ.

Qualifications Statements must be submitted to and be received by Gina Affuso, Borough Clerk, at the Office of the Borough Clerk, 85 Humboldt Street, Wood-Ridge, NJ 07075 on or before 10:00 a.m. on December 2, 2026. Qualification Statements will **not** be accepted by facsimile transmission or e-mail. The responses will be opened at 11:00 a.m. on December 2, 2026, in the Office of the Borough Clerk for review by the Mayor and Council.

CONTRACTS SUBJECT TO THE WITHIN NOTICE:

1. Borough Attorney
2. Special Counsel for Tax Appeals
3. Special Counsel for Redevelopment & Land Use
4. Special Counsel for Litigation
5. Special Counsel for Bond Issuance
6. Financial Advisor for Bond Issuance
7. Borough Auditor
8. Borough Engineer
9. Borough Environmental Engineer
10. Borough Risk Manager
11. Borough Planner
12. Borough Appraiser

13. Public Defender
14. Alternate Public Defender
15. Prosecutor
16. Alternate Prosecutor
17. Architect (also responsible for historic preservation projects)
18. Land Use Board Attorney
19. Land Use Board Engineer
20. Land Use Board Planner

II. Instructions for Qualifications Statements and Criteria

Qualifications Statements must be submitted in the manner designed in these instructions, and must be enclosed in sealed envelopes bearing the name, address and telephone number of the person and/or firm submitting the statement and the name of the work on the outside, addressed to the Borough. (**Submission of only one copy is necessary**).

Qualifications 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 needs of the Borough's meeting schedule; and
D. Knowledge of the Borough's needs and history and the subject matter to be addressed under the contract.
E. 2026 Fee Schedule.

The Borough's Mayor and Council reserve the right to select qualified contractors in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. Those responding to the RFQ are required to comply with the provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. if applicable.

THIS ADVERTISEMENT AND NOTICE IS THE RFQ. THERE IS NO PACKAGE TO REQUEST

Gina Affuso
Borough Clerk