

**REQUEST FOR  
QUALIFICATIONS/PROPOSALS**

**2025 Municipal Judge  
NORTH ARLINGTON**

**ISSUE DATE: November 15, 2024  
DUE DATE: December 13, 2024**

**Issued by:  
Borough of North Arlington**

## GLOSSARY

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

"Borough" - refers to the Borough of North Arlington.

"Due Date" – refers to the date and time by which Qualification Statements / Proposals must be received by the Borough in order to be considered for award of the contract or position proposals.

"Qualification Statement" - refers to the complete responses to this RFQ/RFP submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the Borough) have satisfied the qualification criteria set forth in this RFQ/RFP.

"RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

"RFP" – refers to the financial compensation proposed by the respondent to perform the duties of Municipal Judge.

"Respondent" or "Respondents" - refers to the interested attorneys that submit a Qualification Statement.

## SECTION 1

### INTRODUCTION AND GENERAL INFORMATION

#### **1.1. Introduction and Purpose.**

The Borough is soliciting Qualification Statements / RFPs from interested persons and/or firms for the provision of professional services and extraordinary unspecifiable services. Attorneys 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 this RFQ/RFP. The Borough will review Qualification Statements only from those firms that submit a Qualification Statement that includes all the information required to be included as described herein (in the sole judgment of the Borough). The Borough intends to qualify attorneys and/or firm(s) that (a) possess 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 Borough to provide the greatest benefit to the taxpayers of the Borough.

#### **1.2. Procurement Process and Schedule.**

The selection of Qualified Respondents is not subject to the bidding 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 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 3 of this RFQ/RFP, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the Mayor and Borough Council and/or Borough Attorney. The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial criteria described in this RFQ/RFP. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Borough will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints).

The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Borough reserves the right, among other things, to amend, modify or alter the Procurement Schedule upon notice to all potential Respondents who have provided contact information to the Clerk upon receipt of this RFQ/RFP.

All communications concerning this RFQ/RFP process shall be directed to the Borough’s designated contact person, in writing.

**Designated Contact Person:**

Kathleen Moore, RMC  
Borough Clerk  
214 Ridge Road  
North Arlington, NJ, 07031

**One (1) original of the Qualification Statement / RFP must be submitted to, and be received by, the Borough, by the Due Date.**

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

**TABLE 1**

**ANTICIPATED PROCUREMENT SCHEDULE**

<b>ACTIVITY</b>	<b>DATE</b>
1. Issuance of Request for Qualifications.....	November 15, 2024
2. Due Date for Receipt of Qualification Statements.....	December 13, 2024 at 4:00pm.
3. Opening of Qualification Statements.....	December 14, 2024*
4. Anticipated Date for Award of Contract*.....	.....January 1, 2025 or thereafter.

Dates for items marked with a “\*” are approximate and subject to change based upon the needs of the Borough.

### **Section 1.3. Rights of Borough**

The Borough reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ/RFP 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/RFP.
- To supplement, amend or otherwise modify the RFQ/RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFQ/RFP, and who have provided their contact information to the Borough.
- To waive any technical non-conformance with the terms of this RFQ/RFP.
- To change or alter the schedule for any events called for in this RFQ/RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ/RFP.
- To conduct investigations of any or all of the Respondents, as the Borough 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.

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

### **1.2 Cost of Qualification Statement Preparation.**

Each Qualification Statement 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 Borough, 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.

### **1.3 Qualification Statement Format.**

Responses should cover all information requested in the Questions to be answered in this RFQ/RFP. Responses which in the judgment of the Borough fail to meet the requirements of the RFQ/RFP or which are in any way conditional, incomplete, obscure, contain deletions from requested information, or contain errors may be rejected.

## SECTION 2

### SUBMISSION REQUIREMENTS

#### **Section 2.1 General Requirements.**

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 2 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. This information may include documents such as a firm profile or brochure. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

#### **Section 2.2 Administrative Information Requirements.**

The Respondent shall, as part of its Qualification Statement, provide the following documentation and information:

1. An executive narrative summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Qualification (See Appendix A to this RFQ/RFP).
3. An executed Letter of Intent (See Appendix B to this RFQ/RFP).
4. Name, address and telephone number of the firm or firms submitting the Qualification Statement pursuant to this RFQ/RFP, and the name of the key contact person for this RFQ/RFP.
5. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
  - (a) Provide the names and business addresses of all principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ/RFP, the term "principals" means persons possessing an ownership interest in the Respondent.
6. A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities (e.g. N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 as amended) together with evidence of such compliance.
7. The number of years Respondent has been in business under the present name and the number of years Respondent has been a practicing New Jersey licensed attorney.

8. Confirm appropriate federal and state licenses to perform the services required by the position or contract for which this RFQ/RFP is made.

**Section 2.3 Professional Information Requirements.**

9. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ/RFP. At a minimum, the following information on past experience should be included as appropriate to the RFQ/RFP:
  - (a) Description and scope of work by Respondent,
  - (b) Name and contact information for any references,
  - (c) Explanation of relevance of the experience to the RFQ/RFP.
10. Describe the services that Respondent would perform directly.
11. A narrative statement of Respondent's understanding of the Borough's needs and goals to be accomplished by the appointment or contract for which this RFQ/RFP is made.
12. List all immediate relatives of Principal(s) of Respondent who are Borough employees or elected officials of the Borough.

(For purposes of the above, "immediate relative" means a spouse, parent, step-parent, brother, sister, child, step-child, direct-line aunt or uncle, grandparent, grandchild, and in-laws.)

**Section 2.4 Request for Proposal**

All parties submitting a response to this RFQ/RFP must submit a proposal specifying their requested compensation for the position of North Arlington Municipal Judge.

## **SECTION 3**

### **EVALUATION**

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

Qualification Statements will be evaluated by the Borough on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Borough and the subject matter addressed under the contract;
3. Availability to accommodate the required court sessions of the Borough; and
4. Other factors demonstrated to be in the best interest of the Borough.

**APPENDIX A**

**LETTER OF QUALIFICATION**

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

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

Kathleen Moore, RMC  
Borough Clerk  
214 Ridge Road  
North Arlington, NJ, 07031

**Re: LETTER OF QUALIFICATION**

Dear Ms. Moore:

The undersigned has/have reviewed my/our Qualification Statement submitted in response to the Request for Qualifications (RFQ/RFP) issued by the Borough of North Arlington ("Borough"), in connection with the Borough's need for professional services or extraordinary unspecifiable services.

I/We affirm that the contents of my/our Qualification Statement (which Qualification Statement is incorporated herein by reference) is accurate, factual and complete to the best of our knowledge and belief, that the proposed Municipal Judge candidate has been a member of the New Jersey bar for five years and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of \_\_\_\_\_(Respondent).\*

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

**APPENDIX B**

**LETTER OF INTENT**

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

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

Kathleen Moore, RMC  
Borough Clerk  
214 Ridge Road  
North Arlington, NJ, 07031

**Re: LETTER OF INTENT**

Dear Ms. Moore,

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ/RFP), issued by the Borough of North Arlington ("Borough"), in connection with the Borough's need for professional services or extraordinary unspecifiable services.

\_\_\_\_\_ ("Respondent")\* HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. Respondent agrees (agree) to participate in good faith in the procurement process as described in the RFQ/RFP and to adhere to the Borough's procurement schedule.
3. Respondent acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any other documents prepared and submitted in response to the RFQ/RFP, or any negotiation which results there from shall be borne exclusively by the Respondent.
4. Respondent hereby declares (declare) that the only persons anticipated by respondent to perform the professional services or extraordinary unspecifiable services for which this Qualification Statement is submitted are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently perform professional services or extraordinary services for which this Qualification Statement is submitted, but only if acceptable to the Borough. Respondent declares that this 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.

6. Respondent acknowledges and agrees that the Borough may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Borough 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/RFP.

7. Respondent acknowledges that any contract executed with respect to the provision of professional services or extraordinary unspecifiable services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_