

## **Request for Qualifications**

**Borough of Fort Lee  
308 Main Street  
Fort Lee, New Jersey 07024**

BOROUGH OF FORT LEE  
Request for Qualifications

The Borough of Fort Lee (the "Borough") is soliciting Qualification Statements from interested persons and/or firms for the provision of the services listed below. Through a Request for Qualifications ("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 any particular RFQ. The Borough will review Qualification Statements only from those firms 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 qualify a person(s) and/or firm(s) that (a) possesses the professional, financial and administrative 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.

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 subject to the New Jersey Local Unit Pay-to-Play Law (the "Law"), N.J.S.A. 19:44A-20.4 et seq., however. The Borough has structured a procurement process that seeks to obtain the desired results, while establishing a "fair and open" process under the Law, 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 be received by, Evelyn Rosario, Borough Clerk, Office of the Borough Clerk, 309 Main Street, Fort Lee, N.J. 07024-4799 on or before 4:00 p.m. on Wednesday, December 16, 2015. They will be publicly opened on Wednesday, December 16, 2015 at 4:00 p.m. Qualification Statements will not be accepted by facsimile transmission or e-mail.

**CONTRACTS:**

1. Rent Leveling Board Attorney
2. Grant Consulting Services

The Instructions for Qualification Statements are filed in the office of the Borough Clerk, and may be inspected by prospective respondents during regular business hours beginning at 9:00 a.m. on Tuesday, December 1, 2015.

Qualification Statements must be submitted in the manner designated in the Instructions, must be enclosed in sealed envelopes bearing name and address of the bidder and the name of the work on the outside, addressed to the Borough.

**BY ORDER OF THE MAYOR AND BOROUGH COUNCIL OF THE BOROUGH OF FORT LEE.**

Evelyn Rosario,  
Borough Clerk  
Borough of Fort Lee