

PUBLIC NOTICE  
BOROUGH OF BOGOTA  
FAIR AND OPEN  
REQUEST FOR QUALIFICATIONS FOR YEAR 2022

**I. Notice of Request for Qualifications Statement**

The Borough of Bogota (“Borough”) is soliciting qualification statements from interested persons and/or firms for awarding contracts, in year 2022, for the provision of the services listed below, by a Request for Qualification Process (“RFQ”). Individual persons and/or firms interested in assisting the Borough with the provision of these services must prepare and submit a Qualification Statement in accordance with the procedure in the RFQs. The Borough will review Qualification Statements only from those persons or firms that submit a Qualification 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 firm(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 provides the greatest benefit to the taxpayers of Bogota.

The selection of qualified respondents is not subject to the public bidding or competitive contracting provisions of the Local Public Contracts Law, NJSA 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, NJSA 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 RFQ.

Qualification Statements must be submitted to and be received by Yenlys F. Bolivard, Deputy Clerk, at the Office of the Clerk, 375 Larch Avenue, Bogota, N.J. 07603, on or before 5:00 PM on Friday, December 10, 2021, Qualification Statements will not be accepted by facsimile transmission or e-mail. The responses will be opened at 9:00 AM, Monday, December 13, 2021, in the Clerk’s office, for review by the Mayor and Council.

**Contracts:**

Alternate Prosecutor	Financial Advisor
Bond Counsel	Planning/Zoning Board Attorney
Borough Architect	Planning /Zoning Board Engineer
Borough Attorney	Public Defender
Borough Auditor	Risk Management Consultant
Borough Engineer	Software & Hardware Computer Support Svcs.
Borough Labor Attorney	Tax Appeal Appraiser
Borough Planner	Webmaster
Borough Prosecutor	

## **II. Instructions for Qualifications Statement and Criteria**

Two copies of the qualification statement must be submitted in the manner designated in the instructions, and must be enclosed in a sealed envelope bearing name and address of the person and or firm submitting the statement bidder and the name of the work on the outside, addressed to the Borough of Bogota.

### **Qualification 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;
  - D. Knowledge of the Borough's needs and history and the subject matter to be addressed under the contract.
- and**
- E. Annual fee or hourly rate for principal and associate employees. And include reduced rate for OPRA request.

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.

Deputy Clerk Yenlys Flores- Bolivard

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