

PLANNING BOARD OF THE CITY OF GARFIELD
REQUEST FOR QUALIFICATIONS
VARIOUS PROFESSIONAL POSITIONS FOR THE PLANNING BOARD OF THE CITY OF
GARFIELD

ISSUE DATE: DECEMBER 24, 2025

DUE DATE: JANUARY 16, 2026

ISSUED BY: PLANNING BOARD OF THE CITY OF GARFIELD

GLOSSARY:

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

“City” – refers to the City of Garfield

“Due Date” – refers to the date and time by which Qualification Statements must be received by the Planning Board Attorney in order to be considered for award of the contract or position.

“Planning Board” – refers to the Planning Board of the City of Garfield

“Qualification Statement” – refers to the complete responses to this RFQ submitted by the Respondents.

“RFQ” – refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

“Respondent” or “Respondents” – refers to the interested firm(s) that submit a Qualification Statement.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Planning Board is soliciting Qualification Statements from interested persons and/or firms for the provision of professional services and extraordinary unspecifiable services. Through a Request for Qualification process described herein, person and/or firms interested in assisting the Planning Board with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in the RFQ. The Planning Board 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 Planning Board). The Planning Board intends to qualify person(s) and/or firm(s) that (a) possesses 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 Planning Board to provide the greatest benefit to the taxpayers of the City. The Planning Board will consider Qualification Statements only from individuals, firms or organizations that have demonstrated the capability and willingness to provide high quality services as required by the Planning Board and the City.

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 Planning Board and the City have 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 5 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the Planning Board. The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial criteria described in this RFQ. Under no circumstances will anyone review an RFQ for a contract or position for which he/she or his/her firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Planning Board will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Planning Board) will be designated as a Qualified Respondent, and will be considered for selection by the Planning Board.

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement

Schedule. The Planning Board reserves the right, among other things, to amend, modify or alter the information to the Clerk upon receipt of this RFQ.

All communications concerning this RFQ or the RFQ process shall be directed to the Planning Board's designated Contact person, in writing.

Designated Contact Person:

Alyssa A. Cimino, Esq.
376 Hollywood Avenue
Suite 206
Fairfield, New Jersey 07004
862-210-8036
acimino@aciminolaw.com

An original and nine (9) Qualification Statements must be submitted to, and be received by, the Planning Board's Designated Contact Person, via mail or hand delivery, by the Due Date. Qualification Statements will not be accepted by facsimile transmission or e-mail.

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

Table 1

ANTICIPATED PROCUREMENT SCHEDULE

1. Issuance of Request for Qualifications.....	December 24, 2025
2. Due Date for Receipt of Qualification Statements.....	January 16, 2026 at 4:00 PM
3. Anticipated Date for Award of Contract.....	January, 2026

Date for Award of Contract is an approximate and subject to change based upon the needs of the Planning Board.

Section 1.3 Condition Applicable to RFQ

Upon submission of Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute an RFP.
- This RFQ does not commit the Planning Board to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The Planning Board reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirement of this RFQ.
- The Planning board reserves the right to supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ, and who have provided their contact information to the Planning Board.
- All Qualification Statements shall become the property of the Planning Board and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Planning Board (in the exercise of its sole discretion) in accordance with law.
- The City may request additional information from Respondents, including requiring Respondents to send representatives to the Planning Board for interviews.
- Any Qualification Statements not received by the Planning Board by the Due Date will be rejected.
- Neither the Planning Board, nor their respective staffs, consultants or advisors (including but not limited to, the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

Section 1.4 Rights of the Planning Board

The Planning Board reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ 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.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ, and who have provided their contact information to the Planning Board.
- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the Planning Board 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.
- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion). If terminated, the Planning Board may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

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

Section 1.5 Addenda or Amendments to RFQ

During the period provided for the preparation of responses to the RFQ, the Planning Board may issue addenda, amendments to answers to written inquiries. Those addenda will be provided by the Planning Board to all respondents who have provided the Planning Board with their contact information, and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the submission due date.

Section 1.6 Cost of Qualification Statements 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 Planning Board, its staff in the preparation of the Qualification Statement or other information required by the RFQ.

Section 1.7 Qualification Statement Format

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

SECTION 2

SCOPE OF SERVICES

The Planning Board seeks to award contracts of up to one year duration for each of the positions listed below during the calendar year 2026. The contracts shall be open-ended, and may encompass additional work during the course of the year not explicitly described herein. It is the intent of the Planning Board to solicit Qualification Statements from Respondents that have expertise in the provision of the services required by the position or contract sought. Firms and/or persons responding to this RFQ must be able to demonstrate that they will have the continuing capabilities to perform these services. The Planning Board previously determined that there should be a Contract to be executed for any professional position and the professional shall be required to perform all services with fees charged at the agreed upon hourly fee for all services rendered. All responses to this Request for Qualification shall include a statement confirming that the professional is aware of the limitations contained in this paragraph and willing to accept the provisions of this paragraph.

Attorney – Planning Board

Respondent must be an individual or firm licensed to practice law within the state of New Jersey. Respondent must have experience and reputation in the field of New Jersey Municipal Law and New Jersey Municipal Land Use Law and must demonstrate knowledge of the Planning Board and the subject matter under the proposed contract. Respondent must have the ability to accommodate the required meetings of the Planning Board and provide other information to demonstrate why Respondent's appointment would be in best interest of the Planning Board.

Engineer – Planning Board

Respondent must be an Engineer or Engineering firm licensed to practice public engineering within the State of New Jersey. Respondent must have experience and reputation in the field of civil engineering, must demonstrate knowledge of the Planning Board and the subject matter addressed under the proposed contract, must have the ability to accommodate the required meetings of the Planning Board and provide other information to demonstrate why the Respondent's appointment would be in the best interest of the Planning Board. Engineer will provide all engineering services for the Planning Board for any and all engineering matters that may be assigned to the Respondent. Engineers' duties will include all engineering services of any nature required to be performed by the Planning Board. Included in the Submission shall be a statement of hourly rates to be charged by the Respondent for every hour of work performed by the Respondent for the Planning Board. Additionally, if there are to be charges made to the Planning Board for any work in addition to the hourly rates, then those charges shall be plainly stated in the submission. This includes, but is not limited to, postage, duplication fees, technical and secretarial support, etc.

Special Project Engineer –Planning Board

Respondent must be an Engineer or Engineering firm licensed to practice public engineering within the State of New Jersey. Respondent must have experience and reputation in the field of civil engineering, must demonstrate knowledge of the Planning Board and the subject matter addressed under the proposed contract, must have the ability to accommodate the required meetings of the Planning Board and provide other information to demonstrate why the Respondent's appointment would be in the best interest of the Planning Board. Engineer will provide all engineering services for the Planning Board for any and all engineering matters that may be assigned to the Respondent. Engineers' duties will include all engineering services of any nature required to be performed by the Planning Board. Included in the Submission shall be a statement of hourly rates to be charged by the Respondent for every hour of work performed by the Respondent for the Planning Board. Additionally, if there are to be charges made to the Planning Board for any work in addition to the hourly rates, then those charges

shall be plainly stated in the submission. This includes, but is not limited to, postage, duplication fees, technical and secretarial support, etc.

Planner - Planning Board

Respondent must be a Planner or Planning firm licensed to practice planning within the State of New Jersey. Respondent must have experience and reputation in the field of civil planning, must demonstrate knowledge of the Planning Board and the subject matter addressed under the proposed contract, must have the ability to accommodate the required meetings of the Planning Board and provide other information to demonstrate why the Respondent's appointment would be in the best interest of the Board. Any contract to be executed with a professional shall provide that the professional shall render all services required by the Contract between said professional and the Planning Board. The professional shall be required to perform all services with fees charged at the agreed upon hourly fee for all services rendered.

SECTION 3

SUBMISSION REQUIREMENTS

Section 3.1 General Requirements.

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 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 3.2 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).
3. An executed Letter of Intent (See Appendix B to this RFQ).
4. Name, address and telephone number of the firm or firms submitting the Qualification Statement pursuant to this RFQ, and the name of the key contact person for this RFQ.
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, the term "principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "principals" shall include each investor who would have any amount of operational control over the

Respondent and every stockholder having an ownership interest of 10% or more in the firm.

- b. If a firm is partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parent's approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
 - c. If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (a) and (b) above for each member of the partnership, joint venture or similar organization.
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 – 32 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.
 8. The number of years Respondent has been under the current management. If Respondent is a Corporation, please provide a current list of corporate officers.
 9. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please provide a recitation of the docket numbers.
 10. Whether the business organization is now, or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please provide a recitation of the docket numbers.
 11. Confirm appropriate federal and state licenses to perform the services required by the position or contract for which this RFQ is made.
 12. A copy of Respondent's State of New Jersey Business Registration Certificate.
 13. A copy of all Federal, State, County and/or Local political contributions made by the firm, its principals, employees and or relatives thereof as required by the State Pay-to-Play Legislation as contained in P.L. 2005 c. 271 of the Non-Fair and Open Process. A copy of the regulations as published by the Division of Local Government Services is attached hereto together with instructions and Disclosure Forms that are to be completed and included with the RFQ submission.

Section 3.3 Professional Information Requirements

14. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
 - a. Description and scope of work by Respondent;
 - b. Name and contact information of any references;
 - c. Explanation of relevance of the experience to the RFQ.

15. Describe the services that Respondent would perform directly.
16. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with the position or contract for which this RFQ is made.
17. Professional history of all individuals whom Respondent anticipates performing the professional services or extraordinary unspecifiable services required by the position or contract for which this RFQ is made.
18. A narrative statement of Respondent's understanding of the Planning Board's needs and goals to be accomplished by the appointment or contract for which the RFQ is made.
19. List all immediate relatives of Principal(s) of Respondent who are City employees or elected officials of the City.
(For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, step-child, direct-line aunt or uncle, grandparent, grandchild and in-laws.)

SECTION 4

INSTRUCTIONS TO RESPONDENTS

Section 4.1 Submission of Qualification Statements

A Respondent must submit its Qualification Statement to the designated contact person.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein:

1. An original and nine (9) Qualification Statements must be received by the Planning Board no later than the Due Date and must be mailed or hand-delivered. Qualification Statements forwarded by facsimile or e-mail **will not** be accepted. Qualification Statements received after this time will not be considered. The Planning Board will not bear responsibility for delays in delivery for any reason.
2. Qualification Statements and all related information must be stapled or bound, and signed by the Respondent. If Respondent is other than a natural person, the Qualification Statement must be signed by an individual with power to bind Respondent.
3. The name of Respondent and the position for which submission is being made must be printed on the outside of the package containing Respondent's submission, together with instructions that the submission should not be opened prior to the Due Date. (Suggested format: "Qualification Statement for _____ . Do not open until _____.")

SECTION 5
EVALUATION

The Planning Board'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 the City. The Planning Board will consider the Qualification Statements only from firms, individuals, or organizations that, in the Planning Board's judgment, have demonstrated the capability and willingness to provide high quality services to the taxpayers of the City in the manner described in this RFQ.

Qualification Statements will be evaluated by the Planning Board 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 City and the subject matter addressed under the Contract;
3. Availability to accommodate the required meetings of the Planning Board;
4. Hourly rates for the various disciplines and levels of expertise as contained in the submission; and
5. Other factors demonstrated to be in the best interest of the Planning Board and the City.

APPENDIX A

LETTER OF QUALIFICATION

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

Dated: _____

Alyssa A. Cimino, Esq.
Planning Board Attorney
Planning Board of the City of Garfield
376 Hollywood Ave., Suite 206
Fairfield, NJ 07004

Re: LETTER OF QUALIFICATION

Dear Ms. Cimino:

The undersigned has/have reviewed my/our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Planning Board of the City of Garfield ("Planning Board"), dated _____, in connection with the Planning Board's need for a _____.

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 my/our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of _____ (Respondent)*.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

Signed: _____

Printed: _____

Title: _____

* If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

APPENDIX B

LETTER OF INTENT

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

Dated: _____

Alyssa A. Cimino, Esq.
Planning Board
Planning Board of the City of Garfield
376 Hollywood Ave., Suite 206
Fairfield, NJ 07004

Re: LETTER OF INTENT

Dear Ms. Cimino:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Planning Board of the City of Garfield ("Planning Board"), dated _____, in connection with the Planning Board's need for a _____.

_____ (Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. Respondent(s) agrees (agree) to participate in good faith in the procurement process as described in the RFQ and to adhere to the Planning Board's procurement schedule.
3. Respondent(s) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. Respondent(s) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals 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 be included as participating Principals, but only if acceptable to the Planning Board. Respondent declares that this Qualification Statement is made without connection to 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.
5. Respondent(s) acknowledges (acknowledge) and agrees (agree) that the Planning Board may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Planning Board 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.

6. Respondent(s) acknowledges (acknowledge) that any contract executed with respect to the provision of the position 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.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

Signed: _____

Printed: _____

Title: _____

Dated: _____

* If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.