

NOTE: The Planning Board of the Borough of Fair Lawn will consider Proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Proposals and Proposals and Proposal and Qualifications.

REQUEST FOR PROPOSALS AND QUALIFICATIONS
FOR A MASTER PLAN RE-EXAMINATION REPORT ALONG
WITH CLIMATE VULNERABILITY ASSESSMENT ELEMENT
FOR THE BOROUGH OF FAIR LAWN

ISSUE DATE: November 15, 2024

DUE DATE: December 16, 2024

ISSUED BY:

FAIR LAWN PLANNING BOARD
8-01 FAIR LAWN AVENUE
FAIR LAWN, NEW JERSEY 07410

GLOSSARY

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

“Board” - refers to the Borough of Fair Lawn Planning Board.

“Proposal and Qualification Statement” - refers to the complete responses to this RFP&Q submitted by the Respondents.

“Qualified Respondent(s)” - refers to the Respondent(s) who (in the sole judgment of the Board) have satisfied the Proposal and Qualification criteria for the specific services set forth in this RFP&Q and for which they are submitting a response.

“RFP&Q” - refers to this Request for Proposals and Proposals and Proposal and Qualifications, including any amendments thereof or supplements thereto, for Professional Planning Services for the preparation of a Master Plan Re-Examination Report with Climate Vulnerability Assessment Element:

“Respondent” or “Respondents” - refers to the interested individuals and/or firms who submit a Proposal and Qualification Statement.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Board is soliciting Proposals and Proposal and Qualification Statements from interested persons and/or firms for Professional Planning Services to prepare a Master Plan Re-examination Report along with Climate Vulnerability Assessment Element for the Borough of Fair Lawn.

The Municipal Land Use Law (MLUL) allows municipalities to prepare new Master Plans as set forth within N.J.S.A. 40:55D-28 or at least every 10 years prepare a Master Plan Re-examination Report as per N.J.S.A. 40:55D- 89. Fair Lawn's present Comprehensive Master Plan was adopted in 2014, and the last Re-examination Report was completed in 2016.

The Borough of Fair Lawn is now seeking to prepare and adopt a Master Plan Re-examination Report, in order to meet MLUL requirements. The Borough would like to prepare a complete and thorough evaluation of community goals and objectives, existing Land Use Code and its relevance, and review of prior comprehensive and individual elements of the Master Plan. The review shall also include evaluations of any Regulatory changes at the State level as they may impact the many elements of the Master Plan and policy considerations within the Borough of Fair Lawn.

The scope of services outlined below ensures that the Borough be able to meet its timeline in order to adopt a Master Plan Re-examination report that is compliant with the MLUL and provides the Borough of Fair Lawn with an in-depth analysis of prevailing land use conditions in order to provide a basis for other governmental decision-making, such as housing development regulations, environmental considerations, and transportation, among others.

Through this Request for Proposals and Proposal and Qualifications process described herein, persons and/or firms interested in providing Professional Services to the Board must prepare and submit a Proposal and Qualification Statement in accordance with the procedure and schedule in this RFP&Q. The Board will review the Proposals and Proposal and Qualification Statements only from those firms who submit a Proposal and Qualification Statement that includes all the information required to be included as described herein (in the sole judgment of the Board). The Board intends to qualify individual(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the Professional Planning Services for the preparations of a Master Plan Re-Examination Report with Climate Vulnerability Assessment Element for the Borough of Fair Lawn, and (b) will agree to work under the compensation terms and conditions determined by the Board 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 subject to the "New Jersey Local Unit Pay-to-Play Law," N.J.S.A. 19:44A-20.4 et seq. and the Borough's Local Pay to Play ordinance, codified in the Borough Code at Chapter 2, Article XXI entitled "Withholding No Bid Public Contracts from Political Contributors."

The Board 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 Proposal and Qualification Statement in response to the RFP&Q. Proposal and Qualification Statements will be evaluated in accordance with the criteria set forth in Section 5 of this RFP&Q, which will be applied in the same manner to each Proposal and Qualification Statement received. Respondents agree to, at all times, abide by all requirements of New Jersey law, including, but not limited to the aforementioned “New Jersey Local Unit Pay-to-Play Law” and the Borough’s Local Pay to Play ordinance, as well as any and all relevant Executive Orders, and the New Jersey Election Law Enforcement Commission disclosure requirements.

Proposal and Qualification Statements will be reviewed and evaluated by the Board, its legal and/or financial advisors (collectively, the “Review Team”). The Proposal and Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFP&Q. Under no circumstances will a member of the Review Team review responses to an RFP&Q for a job for which they or their firm submitted a Proposal and Qualification Statement. Based upon the totality of the information contained in the Proposal and Qualification Statement, including information about the reputation and experience of each Respondent, the 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 RFP&Q (in the sole judgment of the Board) will be designated as a Qualified Respondent and considered during the evaluation process for the award of a contract for the Professional Planning Services for the preparations of a Master Plan Re-Examination Report with Climate Vulnerability Assessment Element for the Borough of Fair Lawn.

The award will be made to the respondent whose response is most advantageous, price and other factors considered.

The RFP&Q process commences with the issuance of this RFP&Q. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Board reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communication concerning this RFP&Q or the RFP&Q process shall be directed to the Board’s Designated Contact Person, in writing and electronically.

Designated Contact Person:

Tara Longo, Clerk
8-01 Fair Lawn Avenue
Fair Lawn, New Jersey 07410

Proposal and Qualification Statements must be submitted in sealed envelopes to, and be received by, the Borough via regular mail, overnight or express mail by 10:00 a.m. Prevailing Time on Monday, December 16, 2024. The Proposal and Qualification Statements will be publicly opened in the Office of the Planning Board on that date and time. Proposal and Qualification Statements will not be accepted by facsimile transmission.

Respondents must print their names on the outside of the sealed envelope, together with the words:

“Request for Proposals and Proposals and Proposal and Qualifications for Preparation of a Master Plan Re-examination Report along with Climate Vulnerability Assessment Element”

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

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE

ACTIVITY	DATE
1. Issuance of Request for Proposals and Proposals and Proposal and Qualifications	_____, 2024
2. Receipt of Proposals and Proposal and Qualification Statements	_____, 2024
3. Public Opening of Proposals and Proposal and Qualification Statements	_____, 2024
4. Award of Professional Planning Services Contract	_____, 2025

Section 1.3. Conditions Applicable to RFP&Q.

Upon submission of a Proposal and Qualification Statement in response to this RFP&Q, the Respondent acknowledges and consents to the following conditions relative to the submission, review and consideration of its Proposal and Qualification Statement:

- All costs incurred by the Respondent in connection with responding to this RFP&Q shall be borne solely by the Respondent.
- All Proposals and Proposal and Qualification Statements shall become the property of the Board and will not be returned.
- All Proposals and Proposal and Qualification Statements will be made available to the public at the appropriate time, as determined by the Board (in the exercise of its sole discretion) in accordance with applicable law.
- The Board may request Respondents to send representatives to the Board for interviews.

- Any and all Proposals and Proposal and Qualification Statements not received by the Board by 10:00 a.m. Prevailing Time on Monday, _____ 2024 will not be accepted and will be returned unopened.
- Neither the Board, nor its staff, 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 Request for Proposals and Proposals and Proposal and Qualifications, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Proposal and Qualification Statement or for participating in this procurement process.

Section 1.4. Rights of Board.

The Board reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP&Q and the procurement process in accordance with the provisions of applicable law:

- To determine that any Proposal and Qualification Statement received complies or fails to comply with the terms of this RFP&Q.
- To supplement, amend or otherwise modify the RFP&Q through issuance of addenda to all prospective Respondents who have received a copy of this RFP&Q.
- To waive any technical non-conformance with the terms of this RFP&Q.
- To reject for any reason any and all Proposal and Qualification Statements and components thereof and to eliminate any and all Respondents responding to this RFP&Q from further consideration for this procurement.
- To reject any Respondent that submits incomplete responses to this RFP&Q, or a Proposal and Qualification Statement that is not responsive to the requirements of this RFP&Q.
- To change or alter the schedule for any events called for in this RFP&Q upon the issuance of notice to all prospective Respondents who have received a copy of this RFP&Q.
- To conduct investigations of any or all of the Respondents, as the Board deems necessary or convenient, to clarify the information provided as part of the Proposal and Qualification Statement and to request additional information to support the information included in any Proposal and Qualification Statement.
- To suspend or terminate the procurement process described in this RFP&Q at any time (in its sole discretion). If terminated, the 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 Board shall be under no obligation to complete all or any portion of the procurement process described in this RFP&Q.

1.5 Addenda or Amendments to RFP&Q.

During the period provided for the preparation of responses to the RFP&Q, the Board may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Board and will constitute a part of the RFP&Q. All responses to the RFP&Q shall be prepared with full consideration of the addenda issued prior to the Proposal and Qualification Statement submission date.

1.6 Cost of Proposal and Qualification Statement Preparation.

Each Proposal and Qualification Statement and all information required to be submitted pursuant to the RFP&Q shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the Board, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Proposal and Qualification Statement or other information required by the RFP&Q.

1.7 Proposal and Qualification Statement Format.

Proposal and Qualification Statements should cover all information requested herein, including answer to all Questions required to be answered in this RFP&Q.

Proposal and Qualification Statements that, in the sole judgment of the Board, fail to meet the requirements of the RFP&Q or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2

SCOPE OF SERVICES

It is the intent of the Board to solicit Proposal and Qualification Statements from Respondents who have expertise in the provision of the Professional Planning Services for the preparation of a Master Plan Re-Examination Report with Climate Vulnerability Assessment Element for the Borough of Fair Lawn. Firms and/or persons responding to this RFP&Q shall be able to demonstrate that they will have the continuing capabilities to perform the Professional Services.

The Respondent shall either be, or have on staff, a licensed Professional Planner, in good standing, in the State of New Jersey having a minimum of five (5) years' experience serving as a professional planner in the State of New Jersey.

A detailed description of the Proposed Scope of Work is included below:

A. Kickoff Meeting:

Respondent shall coordinate a project kickoff meeting with Borough representatives in order to establish overall goals, discuss the Borough's vision for the project, and identify any specific areas that the Borough would like Respondent to focus on. Prior to meeting, Respondent's staff will review the existing Master Plan documents, Zoning Ordinance, tax maps, and other relevant documentation and mapping to prepare for the meeting. Handouts may be prepared and provided at the meeting to facilitate the conversation.

B. Preparation of Master Plan Re-examination Report Draft:

Respondent's staff will prepare a Draft Master Plan Re-examination Report for the Borough, which will update the existing Master Plan documents, and consider all previous Master Plan elements. The Draft Re-examination Report will be prepared in accordance with N.J.S.A. §40:55D-89, which requires that a periodic Master Plan Re-examination include the following:

- a. The major problems and objectives relating to land development in the municipality at the time of the adoption of the last re-examination report;
- b. The extent to which such problems and objectives have been reduced or have increased subsequent to such date;
- c. The extent to which there have been significant changes in the assumptions, policies, and objectives forming the basis for the master plan or development regulations as last revised, with particular regard to the density and distribution of population and land uses, housing conditions, circulation, conservation of natural resources, energy conservation, collection, disposition, and recycling of designated recyclable materials, and changes in State, county and municipal policies and objectives;
- d. The specific changes recommended for the Master Plan or development regulations, if any, including underlying objectives, policies and standards, or whether a new plan or regulations should be prepared; and
- e. Any recommendations of the Planning Board concerning the incorporation of redevelopment plans adopted pursuant to the "Local Redevelopment and Housing Law," P.L.1992, c.79 (C.40A:12A-1 et al.) into the land use plan element of the municipal Master Plan, and recommended changes, if any, in the local development regulations necessary to effectuate the redevelopment plans of the municipality.
- f. The recommendations of the Planning Board concerning locations appropriate for the development of public electric vehicle infrastructure, including, but not limited to, commercial districts and areas proximate to public transportation and transit facilities and transportation corridors, and public rest stops and recommended changes if any in the local development regulations necessary or appropriate for the development of public electric vehicle infrastructure.

In order to prepare a report which meets the statutory requirements of a periodic re-examination report as noted above, Respondent's staff will review all applicable documents of the Borough, including but not limited to the following:

- All prior Master Plan documents
- All relevant planning studies
- The Borough's land use and zoning ordinances
- The Zoning map
- Any available redevelopment plans
- All state, county, and regional plans
- Available tax parcel data
- Available environmental data from NJDEP
- Demographic and housing information from the US Census Bureau

Respondent will thoroughly review all of the above referenced documentation and include suitable analyses and recommendations within the draft Re-examination Report. The findings from the analyses will provide a basis for the development of sound policy and recommendations, which will be set forth within the Draft Report. The Draft Report will be submitted to the Borough for review and comment.

C. Climate Change and Vulnerability Assessment:

Based on available hazard vulnerability data from sources such as the Federal Emergency Management Agency (FEMA) and the National Oceanic and Atmospheric Administration (NOAA), Respondent will evaluate past hazards, like Tropical Storm Ida, and potential future hazards that are relevant to the Borough. This Element will illustrate how climate change will impact the Borough. Additionally, the Assessment will discuss ways in which the Borough can prepare for future hazards.

Upon completion of the draft Climate Change and Vulnerability Assessment, the document will be distributed to the Subcommittee, Planning Board members, Borough officials, and Borough stakeholders for review and comment. These comments will be incorporated into a final draft that will be submitted to the Planning Board for consideration for adoption.

D. Prepare Deliverables:

Following receipt of comments from relevant stakeholders on each element, Respondent shall revise the element(s) and incorporate recommendations from the Borough. Up to two (2) rounds of revisions/updates to the draft shall be included following receipt of comments from the Master Plan Subcommittee, Planning Board, and Borough officials. Apart from other minor revisions that may be requested, Respondent's shall submit proposals for additional rounds of revisions that may be requested.

A total of twelve (12) hardcopies and one (1) PDF copy of each of the final draft documents will be submitted to the Planning Board for consideration for adoption. Subsequent to the completion of the adoption process, Respondent will prepare and furnish to the Board three (3) hardcopies of the final adopted documents and one (1) CD containing an electronic copy of the report in PDF format.

E. Public Meetings:

Respondent shall attend and participate in at least one (1) public hearing before the Planning Board for the public consideration of the Master Plan Re-examination Report. If additional public hearings or meetings are requested by the Board, Respondent shall submit an additional cost proposal for the same.

F. Additional Services:

Respondent shall perform such additional services as may be requested by the Board in connection with the Preparation of the Master Plan Re-Examination Report, not otherwise specified herein, and shall submit an additional cost proposal for the same.

Limitations and Exclusions:

The following limitations and exclusions for this proposal are set forth below:

1. The terms of this contract will remain in effect for one year.
2. Work shall commence upon written authorization to proceed from the Board.

3. This proposal does not include services for the preparation of documentation or updates based upon any new regulations, court decisions or executive orders that occur subsequent to the submission of this proposal. Should new regulations, court decisions or executive orders occur subsequent to the submission of this proposal and create a need for additional services, Respondent will provide a separate proposal for those services.
4. This proposal does not include preparation of ordinances or any other compliance mechanisms as recommended in the Master Plan document. Should implementation mechanisms be required a separate proposal for the same shall be provided upon request.
5. This proposal anticipates the number of subcommittee and public workshop and public meetings. Should additional meeting requirements be contemplated, a separate proposal for the same shall be provided.
6. No retainer is required for services. Services will commence upon receipt of a fully executed contract, resolution of approval or purchase order from the Borough of Fair Lawn.
7. The proposal shall include printing and delivery costs in accordance with the scope of services outlined above.

SECTION 3

SUBMISSION REQUIREMENTS

Section 3.1 General Requirements.

In addition to the professional Qualifications stated in Section 2, the Proposal and 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 by this Request for Proposals and Qualifications, a Respondent may submit supplemental information that it feels may be useful in evaluating its Proposal and Qualification Statement. 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 Proposal and Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all other parts of the Proposal and Qualification Statement.
2. An executed Letter of Proposal and Qualification (See Appendix A to this RFP&Q).
3. Name, address and telephone number of the firm submitting the Proposal and Qualification Statement pursuant to this RFP&Q, and the name of the key contact person.
4. 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 submitting the Proposal and Qualification Statement. For purposes of this RFP&Q, “Principals” mean 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 a partially-owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Proposal and 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 (b) above for each member of the partnership, joint venture or similar organization.
 - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance. (See Appendix B)
5. An executed Letter of Intent (See Appendix C).
 6. The number of years your organization has been in business under the present name.
 7. The number of years the business organization has been under the current management.
 8. Any judgments, claims or suits within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
 9. 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 explain.
 10. Confirm appropriate state professional planner’s license to perform the Scope of Services. Submit a copy of the Respondent’s Business Registration Certificate.
 11. Conform to the requirements of the Borough of Fair Lawn’s Local Pay to Play ordinance, codified in the Borough at Chapter 2, Article XXI entitled “Withholding No Bid Contracts from Political Contributors” and submit the required forms. (See Appendix D-E).
 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, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

Section 3.3 Professional Information Requirements.

RESPONDENT MUST SUBMIT THE INFORMATION CONTAINED IN THIS SECTION 3.3.

a. Respondent shall submit a description of its overall experience in providing the type of Professional Planning Services required for the Scope of Work. At a minimum, the following information on past experience should be included as appropriate to the RFP&Q:

1. Description of Respondent's professional services experience.
2. Name, address and contact information of references.
3. Explanation of perceived relevance of Respondent's experience to the Professional Services and Scope of Services under the RFP&Q

b. Describe the Professional Services that Respondent would perform directly.

c. Describe those portions of the Professional Services, if any, that are sub-contracted. Identify all subcontractors the Respondent anticipates using in connection with this Scope of Services.

d. Does the Respondent normally employ union or non-union employees?

e. Résumés of key employees

f. A narrative statement of the Respondent's understanding of the Borough's needs and goals with respect to the Professional Services.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1 Submission of Proposal and Qualification Statements.

Respondents must submit an original and one (1) copy of their Proposal and Qualification Statement as well as one electronic copy to the Designated Contact Person:

Tara Longo, Clerk
Room 112
8-01 Fair Lawn Avenue
Fair Lawn, New Jersey 07410
Tlongo@fairlawn.org

Proposal and Qualification Statements must be received by the Borough no later than **10:00 a.m. (prevailing time) on Monday, December 16, 2024** and must be mailed via regular mail, overnight or express mail and also electronically. Proposal and Qualification Statements forwarded by facsimile will not be accepted.

To be responsive, Proposal and Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Proposal and Qualification Statements and all related information must be bound, signed and acknowledged by the Respondent.

SECTION 5

EVALUATION

The Board's objective in soliciting Proposal and Qualification Statements is to enable it to select an individual or firm or organization that will provide high quality and cost effective Services to the citizens of the Borough. The Board will consider Proposal and Qualification Statements only from individuals, firms or organizations that, in the Board's sole judgment, have demonstrated the capability and willingness to provide high quality Services to the citizens of the Borough in the manner described in this RFP&Q.

Proposal and Qualification Statements will be evaluated by the Board to determine the most advantageous to the Borough and its citizens, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Board and of the subject matter and Scope of Services;
3. Availability to accommodate required meetings of the Board; and
4. Other factors demonstrated to be in the best interest of the Board.

APPENDIX B

AFFIRMATIVE ACTION

Affirmative Action Plan Compliance

Respondents shall submit with their Proposals one of the three (3) documents listed below. In accordance with N.J.A.C. 17:27.4.3, submission thereof is a precondition to entering into a valid and binding professional services contract with the Borough, if awarded a contract.

- i. Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program; or
- ii. A photocopy of the certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4;
- iii. A completed Employee Information report (Form AA302) consisting of forms provided by the Division and completed by the contractor in accordance with N.J.A.C. 17:27-4.

**APPENDIX C
LETTER OF INTENT**

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

[insert date]

Ms. Tara Longo
8-01 Fair Lawn Avenue
Fair Lawn, New Jersey 07410

Dear Ms. Longo:

The undersigned, as Respondent, has (have) submitted the attached Proposal and Qualification Statement, in response to a Request for Proposals and Qualifications (“RFP&Q”), issued by the Fair Lawn Planning Board, dated _____, 2024, for the preparations of a Master Plan Re-Examination Report with Climate Vulnerability Assessment Element for the Borough of Fair Lawn.

(Name of Respondent) HEREBY STATES:

1. The Proposal and Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agree) to participate in good faith in the procurement process as described in the RFP&Q and to adhere to the Board's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Proposal and Qualification Statement and any Proposal and Qualification Statement prepared and submitted in response to the RFP&Q, or any negotiation that results therefrom, shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Proposal and Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal and 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 Board. (Name of Respondent) declares that this Proposal and Qualification Statement is made without connection with any other persons, firms or parties who have submitted a Proposal and 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. (Name of Respondent) acknowledges (acknowledge) and agrees (agree) 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 RFP&Q.
6. (Name of Respondent) acknowledges (acknowledge) that any contract executed with respect to the provision of the Professional 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.

(Respondent shall sign and complete the spaces provided below. This Letter of Proposal and Qualification must be signed by an officer of Respondent empowered to sign and commit the Respondent. If a joint venture, appropriate officers of each company shall sign.)

Date: _____

Signature of Officer)
(Typed Name and Title
(Type Name of Firm)

APPENDIX D

**BUSINESS ENTITY DISCLOSURE CERTIFICATION
CONTRIBUTION STATEMENT BY PROFESSIONAL BUSINESS ENTITY
FOR NON-FAIR AND OPEN CONTRACTS**

BOROUGH OF FAIR LAWN

Part I - Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (“Business Entity”) has not made and a contribution, in the preceding one (1) year prior to contract award that would bar the award of a contract, pursuant to N.J.S.A. 19:44A-20.5, to any of the following named candidate committees of any person serving in an elective public office in the Borough when the contract is awarded, and shall not make such a contribution thereto during the term of any contract awarded.

Any candidate committee of Gail Rottenstrich	
Any candidate committee of Josh Reinitz	
Any candidate committee of Cristina Cutrone	
Any candidate committee of Kris Krause	
Any candidate committee of Nathalie Salinas	

Part II - Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned. Use Additional Sheets, as necessary.

Check the box that represents the type of business entity:

- Partnership Corporation Sole Proprietorship Subchapter S Corporation
 Limited Partnership Limited Liability Corporation Limited Liability Partnership

Name of Stock or Shareholder	Home Address

[CONTINUED ON NEXT PAGE]

Part 3 - Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signature of Affiant: _____

Title: _____ Printed Name of Affiant : _____

Date: _____

Subscribed and sworn before me this ___ day of
_____, 20_____.

(Witnessed or attested by)

My Commission expires:

(Seal)

APPENDIX E – FORM OF PROPOSAL

In consideration of the performance of the Scope of Services, Respondent proposes the following costs:

- A. Kickoff Meeting: \$ _____
 - B. Preparation of Master Plan Re-Examination Report Draft: \$ _____
 - C. Climate Change and Vulnerability Assessment: \$ _____
 - D. Prepare Deliverables:
 - i. Preparation and submission of two (2) revisions \$ _____
 - ii. Preparation and submission of each additional revisions \$ _____
 - E. Public Meetings:
 - i. Attendance at one (1) public hearing/meeting..... \$ _____
 - ii. Attendance at each additional public hearing/meeting \$ _____
- TOTAL PROPOSAL \$ _____

F. Additional Services: hourly rate of \$ _____

(Respondent shall sign and complete the spaces provided below. This Proposal must be signed by an officer of Respondent empowered to sign and commit the Respondent. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Officer)

(Typed Name and Title)

(Type Name of Firm)

Dated: _____