PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44-01 ET.SEQ.

The Borough of Barrington solicits statements of qualification for applicants for appointment to the following listed professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the Mayor and Council, unless otherwise required by law. All responses are due by Friday, December 4, 2025, by 11:00am. Three unbound copies of each proposal are to be submitted. All responses shall be opened and announced publicly, immediately thereafter by the Borough Clerk or her representative. All appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the calendar year of 2027 and subject to the execution of an appropriate contract.

The Borough holds and may at its sole discretion, exercise the following rights and options with respect to this Request for proposals:

1. To interview the most qualified respondents.

2. To negotiate the terms and conditions of the contract to obtain the most advantageous situation for the Borough.

3. To reject any or all submissions and to waive information required in the RFQ is explicitly reserved by the Borough

4. To issue additional solicitations for proposals and/or any amendments to the RFQ.

5. To enter into agreements for only portions (or to not enter into an agreement for any) of the services contemplated by the proposal submitted.

6. All proposals prepared in response to this RFQ are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the Borough for the expense of preparation.

7. Proposals submitted in response to this RFP may contain technical, financial, or other data whose public disclosure could cause substantial injury to a Proposer's competitive position or constitute a trade secret. To protect their data from disclosure, the Proposer should specifically identify the pages of the proposal that contain such information, by properly marking the applicable pages and inserting the following notice in the front of its proposal. The Borough will not honor any attempt by a Proposer either to designate its entire proposal as proprietary and/or to claim copyright protection for its entire proposal.

All RFQ's must be accompanied by the following documents:

- New Jersey Business Registration Certificate
- Statement of Ownership Disclosure
- Affirmative Action / Equal Employment Opportunity (EEO) Compliance
- Professional Licenses and Credentials
- W-9 form
- Certificate of Liability Insurance
- Non-Collusion Affidavit
- Disclosure of Investment Activities in Iran
- Disclosure of Non-involvement in Prohibited Activities in Russia or Belarus

DISCLAIMER

"The contents and information provided in this Request for Qualifications (RFQ) is meant to provide general information to interested parties. The successful Proposers shall be required to execute an Agreement with the Borough that will govern the rights, duties and obligations between the Borough and the successful Proposer. Accordingly, the terms set forth within this request for proposals shall not constitute any contract between the borough and the successful proposer. Moreover, the borough accepts no responsibility for any omissions or deletions relating to this request for proposals. However, the successful proposal will become part of the Agreement." Any questions regarding this solicitation or process should be submitted via email to the Borough Clerk at clerk@barringtonboro.com.

General Criteria required for each professional position on the following pages.

MUNICIPAL ATTORNEY

GENERAL CRITERIA: The Borough of Barrington desires to appoint a municipal attorney who will be the chief, general legal officer of the Borough. Applicants must demonstrate a thorough knowledge of general New Jersey municipal law, New Jersey redevelopment law, and municipal contract law. Any experience or knowledge of matters directly affecting the Borough of Barrington should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.

2. Must have a minimum of seven (7) years experience in the general representation of municipal governments or municipal authorities. Representation of a municipal government created under the Walsh Act should be addressed.

3. Must list past and present municipal or government authorities represented.

4. Must maintain a bona fide principal office in the State of New Jersey.

5. Must have sufficient support staff available to provide all general legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

6. Must provide hourly rates to be charged for professional services.

MUNICIPAL LABOR ATTORNEY

GENERAL CRITERIA: The Borough of Barrington desires to appoint a municipal attorney who will handle labor and personnel matters for the Borough. Applicants must demonstrate a thorough knowledge of general New Jersey municipal law and New Jersey labor law. Any experience or knowledge of matters directly affecting the Borough of Barrington should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.

2. Must have a minimum of seven (7) years of experience in the general representation of municipal governments with specific experience in the area of labor law. Representation of a municipal government created under the Walsh Act should be addressed.

3. Must list past and present municipal or government authorities represented.

4. Must maintain a bona fide principal office in the State of New Jersey.

5. Must have sufficient support staff available to provide all legal services required by the Borough including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents as needed.

6. Must provide hourly rates to be charged for professional services.

MUNICIPAL BOND COUNSEL

GENERAL CRITERIA: The Borough of Barrington desires to appoint an attorney or firm who will be the primary legal representative of the Borough in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Borough. Applicant must demonstrate thorough knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Borough of Barrington should be addressed.

MANDATORY MINIMUM REQUIREMENTS.

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.

2. Must have a minimum of ten (10) years experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.

3. Must maintain a bona fide office in the State of New Jersey.

4. Must have sufficient support staff to provide all services required by the Borough including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.

5. Must list past and present public entities represented as Bond Counsel.

6. Must provide hourly rates to be charged for professional services.

MUNICIPAL AUDITORS

GENERAL CRITERIA: The Borough of Barrington desires to appoint a firm of certified public accountants to act as municipal auditors for the Borough of Barrington. Applicant must demonstrate thorough knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Borough of Barrington should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. The firm must employ a minimum of ten (10) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.

2. The firm must employ a minimum of five (5) registered municipal accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment

3. Must have a minimum of ten (10) years' experience in providing auditing services to municipalities within the State of New Jersey.

4. Must maintain a current principal office within the State of New Jersey and must describe any special services available to municipal clients.

5. Must list all past and present municipal clients.

6. Must provide hourly rates to be charged for professional services.

CONSULTING ENGINEERS

GENERAL CRITERIA: The Borough of Barrington desires to appoint a firm or firms to provide consulting engineering services to the Borough. Applicants must demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Barrington should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.

2. Must have a minimum of ten (10) years experience in providing consulting services to municipalities including demonstrated experience with road programs, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying, and mapping projects.

3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to waterfront development permits and Brownfield sites preferred.

4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Barrington including, but not limited to civil engineers, land surveyors, planners, environmental scientists, and construction clerks.

5. Must maintain a principal office location in close proximity to Barrington so as to be able to respond to emergent matters promptly.

6. Must be experienced in the preparation of grant applications and must have project managers with at least fifteen (15) years of municipal experience.

7. Must list past and present municipalities served as Consulting Engineer.

8. Must provide hourly rates to be charged for professional services.

INSURANCE BROKER/RISK MANAGER

GENERAL CRITERIA: The Borough of Barrington desires to appoint an insurance broker/risk manager of record responsible for the negotiation and placement of various insurance products required by the Borough of Barrington including, but not limited to, general liability insurance, general property insurance, errors and omissions insurance, fleet motor vehicle insurance and others. Applicant must demonstrate extensive knowledge of all insurance products required by municipal entities and available product lines. Any experience or knowledge of matters directly affecting the Borough of Barrington should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed as a New Jersey insurance broker for a minimum of ten (10) years.

2. Must have a minimum of ten (10) years experience representing New Jersey municipal governments as an insurance broker.

3. Must handle all insurance products required by the Borough of Barrington.

4. Must have access to various competitive insurance lines.

5. Must have available risk management consultant services as requested by the Borough.

6. Must be able to provide consulting services relative to self-insurance programs and other alternative insurance options.

7. Must list past and present municipal entities served as Insurance Broker.

PLANNING BOARD ATTORNEY

GENERAL CRITERIA: The Borough of Barrington desires to appoint an attorney who will be general legal counsel to the Planning Board of the Borough. Applicants must demonstrate knowledge of general New Jersey municipal land use law, zoning, and redevelopment law. Any experience or knowledge of matters directly affecting the Barrington Planning Board should be addressed. Must be available to personally attend the meetings of the Barrington Planning Board, which occurs on the fourth Monday of the month.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.

2. Must have a minimum of seven (7) years experience in the general representation of municipal planning boards and/or municipal zoning boards of adjustment. Representation of a combined municipal planning/zoning board should be addressed.

3. Must list past and present municipal planning boards and/or municipal zoning boards of adjustment represented.

4. Must maintain a bona fide principal office in the State of New Jersey.

5. Must have sufficient support staff available to provide all general legal services required by the Barrington Planning Borough including, but not limited to, legal research, preparation of resolutions, preparation of opinion letters and other legal documents.

6. Must provide hourly rates to be charged for professional services.

PLANNING BOARD ENGINEERS

GENERAL CRITERIA: The Borough of Barrington desires to appoint a firm or firms to provide consulting engineering services to the Planning Board. Applicants must demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal planning board. Any experience or knowledge of matters that directly affect the Borough of Barrington should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide engineering services in the State of New Jersey.

2. Must have a minimum of ten (10) years' experience in providing consulting services to municipal planning boards including demonstrated experience with development

projects, improvement projects, drainage projects, site improvement projects, public building improvement programs, recreational facilities, land surveying, and mapping projects.

3. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Barrington including, but not limited to civil engineers, land surveyors, planners, environmental scientists, and construction clerks.

4. Must maintain a principal office location in close proximity to Barrington so as to be able to respond to emergent matters promptly.

5. Must list past and present municipalities served as Planning Board Engineer.

6. Must provide hourly rates to be charged for professional services.

FINANCIAL ADVISOR/DISCLOSURE SPECIALIST

GENERAL CRITERIA: The Borough of Barrington desires to appoint a municipal financial advisor to provide financial services as needed in conjunction with the issuance of general obligation bonds as needed and financial reporting and compliance. The services shall consist of, but shall not be limited to, the following:

MANDATORY MINIMUM REQUIREMENTS:

1. Recommendation of structure for the transaction and alternatives to minimize overall debt service costs as needed.

2. Assisting in reviewing and preparing, as applicable, relevant bond documents, including, but not limited to, official statements, as needed.

3. Assisting in preparations, discussions and meetings with rating agencies as needed.

4. Identifying financing opportunities available to the Borough.

5. Providing pre- and post-closing analysis of debt issuances as needed.

6. Providing such financial advisory and continuing disclosure services as requested by the Borough.

7. Must provide hourly rates to be charged for professional services.