

THE TOWNSHIP OF LYNDHURST
REQUEST FOR QUALIFICATIONS

The Township of Lyndhurst is soliciting Qualification Statements from interested persons and/or firms for the provision of the professional service listed below. The firm MUST have a licensed chief financial officer (CMFO) assigned to Lyndhurst. In addition, the firm should have other professionals as necessary available for assignment to Lyndhurst. Through a Request for Qualification (“RFQ”) process, persons and/or firms interested in assisting the Township with the provision of such service must prepare and submit a Qualification Statement in accordance with the procedure and schedule in the RFQs. The Township will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described herein, in the sole judgment of the Township. The Township intends to qualify (a) persons and/or firm that (a) possess the professional, financial and administrative capabilities to provide the proposed service, and (b) agree and meet the terms and conditions determined by the Township that provide the greatest benefit to the citizens of Lyndhurst.

The selection of Qualified Respondents is not subject to the 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.*, however. The Township 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 the RFQ. The factors to be considered by the Township include, but are not limited to: (i) experience and reputation in the profession; (ii) knowledge of the subject matter to be addressed under contract; (iii) availability to accommodate any required meetings of the Township or Township agency; (iv) any other factors demonstrated to be in the best interest of the Township.

Instruction and Qualification documents may be picked up at the Office of the Township Clerk, 253 Stuyvesant Avenue, Lyndhurst, New Jersey 07071 or downloaded from the municipal website www.lyndhurstnj.org. Completed Qualification Statements must be submitted to, and be received by, Mrs. Angela White, Township Clerk, 253 Stuyvesant Avenue, Lyndhurst, New Jersey 07071 on Wednesday, July 7, 2021, before 2:00 p.m. or anytime prior. Respondents are instructed to **label the outside of the envelope or package to the effect that the enclosure consists of a Qualification Statement in response to this request for the professional service.** Qualification Statements will not be accepted by facsimile transmission or email. The responses will be opened at 2:00 p.m. on July 7, 2021 in the Office of the Township Clerk.

The professional service for which the Township seeks Qualification Statements is:

PUBLIC FINANCE CONSULTANT
(Public Finance Consulting Firm)

The instructions for Qualification Statements are filed in the office of Mrs. Angela White, Township Clerk, 253 Stuyvesant Avenue, Lyndhurst, New Jersey 07071, and may be inspected by prospective Respondents during regular business hours.

Completed Qualification Statements must be submitted in the manner designated above, must be enclosed in sealed envelopes bearing the name and address of the Respondent, and the name of the service on the outside, addressed to the Township of Lyndhurst.

BY ORDER OF THE MAYOR AND BOARD OF COMMISSIONERS OF THE TOWNSHIP OF LYNDHURST.

**Angela White, RMC
Township Clerk**

NOTE: The Township of Lyndhurst 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 Qualifications.