PUBLIC NOTICE FOR THE SOLICITATION OF PROFESSIONAL SERVICES CONTRACTS FOR THE YEAR 2027 BY A REQUEST FOR QUALIFICATION ("RFQ")

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 for the provision of the services listed below, in the year 2027, through 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, and the experience, training, and capabilities to provide the proposed services, and (b) agrees to 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 Scott M. Devlin, Borough Clerk, at the Office of the Clerk, 375 Larch Avenue, Bogota, NJ 07603, on or before 5:00 PM on November 24, 2026. Qualification Statements will not be accepted by facsimile transmission or e-mail. The responses will be opened at 10:00 AM, December 1, 2026, in the Clerk's Office, for review by the Mayor and Council.

Professional Service Contracts (RFQ):

- Affordable Housing Consultant/Attorney
- Affordable Housing Administrator
- Borough Arborist
- Bond Counsel
- Borough Architect
- Borough Attorney
- Borough Auditor
- Borough Engineer
- Borough Labor Attorney
- Borough Planner
- Borough's Representation for Capital Projects
- Borough IT – Security, Systems, and Equipment Services
- Financial Advisor
- Planning/Zoning Board Attorney
- Planning/Zoning Board Engineer

- Risk Management Consultant
- Special Projects Engineer
- Tax Appeal Appraiser

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 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. All fee schedules shall include a reduced rate for OPRA-related matters.

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.

Scott M. Devlin
Borough Clerk
Borough of Bogota