NOTICE TO RFQ RESPONDENTS FOR 2026 PROFESSIONAL RFQ SUBMISISONS

The following was listed in the RFQ posted on November 17, 2025:

Under "Additional Requirements" letter "e" on page 2:

(e) a Certificate of Liability Insurance in an amount not less than $2,000,000.00 single limit.

On December 5, 2025 the following amendment was made:

Under "Additional Requirements" letter "e" on page 2:

(e) a Certificate of Liability Insurance in an amount not less than $1,000,000.00 single limit.

REQUEST FOR QUALIFICATIONS

FOR

MUNICIPAL PROFESSIONALS

Issued by the

BOROUGH OF STRATFORD

Date Issued: November 17, 2025

Date of Amendment: December 5, 2025

Responses Due: December 16, 2025

REQUEST FOR QUALIFICATIONS (RFQ)
FOR
MUNICIPAL PROFESSIONAL SERVICES

Please read these instructions carefully as they may have changed from previous years.

I. PURPOSE AND INTENT

Through this Request for Qualifications (RFQ), the Borough of Stratford (hereinafter the "Borough") seeks to engage a vendor as (position) for the 2026 Borough year commencing January 1, 2026 or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq.

II. QUALIFICATION SUBMISSION

An original, clearly marked as the "ORIGINAL" and one copy provided on a USB in its full, complete and exact copies of each Qualification shall be in sealed envelopes for each position sought. Each sealed envelope must be marked with the name of position and addressed as follows:

Michelle Hack, Borough Clerk
Borough of Stratford
307 Union Avenue
Stratford, New Jersey 08084
"NAME OF POSITION"

The Qualification must be received no later than **December 16, 2025 at 5:00 p.m.**

Qualifications will be opened on December 17, 2025 at 11:00 a.m. in the Conference Room of the Borough Hall, 307 Union Avenue, Stratford, NJ 08084.

Faxed or Email Qualifications will NOT be accepted.

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Borough of Stratford will not be responsible for any costs associated with the oral or written and/or presentation of the Qualifications. The Borough of Stratford reserves the right to reject any and all Qualifications, with or without cause, and waive any irregularities or informalities in the Qualifications. The Borough of Stratford further reserves the right to make such informalities in the Qualifications. The Borough of Stratford further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting Qualifications. In the event that all Qualifications are rejected, the Borough of Stratford reserves the right to re-solicit Qualifications.

Additional Requirements: In addition to the foregoing all respondents shall fully comply with the requirements of the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.). The proposal shall include, but not limited to:

(a) a statement of ownership [stockholder disclosure certificate].

(b) a list of any sub-contractors or contracted employees who will be providing services.
(c) a statement of compliance with the Americans with Disabilities Act.
(d) a mandatory equal employment opportunity notices and statement.
(e) a Certificate of Liability Insurance in an amount not less than $1,000,000.00 single limit.
(f) copies of applicable producer insurance licenses for all persons providing services.
(g) a copy of the entity's N. J. Business Registration Certificate.
(h) A completed Russia-Belarus Activities and Investment form: Found by clicking here
(i) sample contract for the local agency to review prior to award.
(j) Political Disclosure Form Found by clicking here

III. GENERAL INFORMATION ON THE BOROUGH OF STRATFORD

The Borough of Stratford operates under the Borough form of Government. The Borough of Stratford is approximately 1.6 square miles, has a population of 7,000, an annual operating budget of approximately $6 million, approximately 27 full time employees. The Borough generally meets the second Tuesday of the month, and the Thursday preceding the second Tuesday as well as special meetings on an as needed basis.

IV. MINIMUM QUALIFICATIONS

Minimum Qualifications differ for each professional specialty; However, all applicants need to provide the following items contained in Section V.

V. MANDATORY CONTENTS OF QUALIFICATION

Definitions: While an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFQ.

Scope: magnitude of the project, and value of the contract.

Size: when used in this context refers to such things as: budget, miles of roads, number of employees, acres of recreation area, size of municipal bonds, population, number of homes.

Similar: refers to such things as towns that are partially or wholly in the Pinelands, have areas of dense suburban development, have areas of non-dense woodlands, have large recreation complexes, contain streams and lakes, contain federally regulated wetlands and have large commercial areas.

In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

1. Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the Qualification.

2. A fee schedule for the 2026 calendar year. A Qualification showing minimum and maximum ranges is not acceptable.

3. An executive summary of not more than two pages, identifying and substantiating why the vendor is qualified to provide the requested services.

4. A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the Qualification should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor.

5. A description of the vendor's experience in performing services of the type described in this RFQ. Specifically identify client size and specific examples of work within the scope of services required under this RFQ in similarly sized municipalities. It is imperative to show experience in similarly sized towns.

6. The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFQ. Describe your presence in New Jersey and any familiarity your firm has with the Camden County area.

7. Five references for which similar services have been provided for. Experience with similarly sized municipalities is ideal. Provide the contact names, titles and phone numbers.

8. If the vendor or any principal therein has been subject to any professional disciplinary action over the last three years, the bidder must provide a description of the litigation and/or disciplinary action.

9. In its Qualification, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.

VI. INTERVIEW

The Borough Council reserves the right to interview any or all of the applicants submitting a Qualification. Although interviews may take place, the Qualification should be comprehensive and complete on its face. The Borough reserves the right to request clarifying information subsequent to submission of the Qualification.

VII. SELECTION PROCESS

All Qualifications will be reviewed by the Borough Clerk to determine responsiveness. Non-responsive Qualifications will be rejected without evaluation. For vendors that satisfy:

- IV "Minimum Requirements"; and
- V "Mandatory Contents of Qualification"

The Borough will evaluate Qualifications based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

A. The vendor's general approach to providing the services required under this RFQ.

B. The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFQ.

C. The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with the emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by the RFQ

D. The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. These criteria will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFQ; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.

E. Costs and fee schedules.

VIII. SELECTION AND CONTRACT

The Borough will select the vendor deemed most advantageous to the Borough, price and other factors considered. The resulting contract will include this RFQ, any clarifications or addenda thereto, the selected vendor's Qualification, and any changes negotiated by the parties. Qualifications will be evaluated by the Council of the Borough of Stratford on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

A. Experience and reputation in the field;

B. Knowledge of the Borough of Stratford and the subject matter to be addressed under the contract;

C. Availability to accommodate any required meetings of the agency;

D. Compensation Qualification;

E. Other factors if demonstrated to be in the best interest of the Borough of Stratford

Exhibit A

Borough of Stratford

Request for Qualification & Qualifications for Municipal Professionals

Applicant vendors ***must*** establish that they meet the following minimum qualifications:

See Exhibit A.1 – Exhibit A.9 for specifications related to each Professional Service

Borough Solicitor

Exhibit A:1

Any persons or firms interested in providing professional services to the Borough of Stratford for Legal/Redevelopment/Rehabilitation legal services.

Scope of Services: The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFQ

A. Appointment of Borough Solicitor. Borough Solicitor shall be appointed by Borough Council and shall serve for a term of one (1) year from the date of appointment and until the 2026 Borough Reorganization meeting. The Borough Solicitor shall be appointed in a manner consistent with the Local Public Contracts Law and shall receive such compensation as shall be agreed upon by the Borough Council of Stratford.

B. Multi-disciplined firm with experience in municipal law, municipal litigation and tort claim laws, Affordable Housing law and familiarity with Titles 40 and 40A of N.J.S.A. Also experience in general redevelopment matters, i.e., preparation of redevelopment related ordinances, etc. The applicant shall have five (5) years' experience as a municipal Solicitor for a municipality in the State of New Jersey, three years which should be in a similarly sized municipality. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

1. The operation of local government units in New Jersey, specifically Mayor Council/Borough form of government.
2. Acquisition of real estate (Open Space).
3. Assisting with acquiring and administering grants.
4. Administering Fair Share Housing programs and Regional Contribution Agreements.
5. Municipal Land Use Law
6. Extensive knowledge of Local Public Contracts Law.
7. Selling of Borough real estate and/or property.
8. Experience working in a municipality that is self-insured via a Statewide Insurance Fund (SIF) or a Joint Insurance Fund (JIF).
9. Putting together Employment Practices Liability (EPL) policies to protect the Borough.
10. Knowledgeable in election law, "pay to play" laws and government ethics laws.
11. Bond law.
12. Employment law.
13. Litigation.
14. Prepare legal opinions
15. Knowledge of the Local Housing and Redevelopment Law and the Long-term Tax Exemption Law in the State of New Jersey.
16. Provide legal services on municipal redevelopment matters.
17. Provide municipal legal services on any County, State or Federal redevelopment matters.
18. Advocate the interests of the Borough on Redevelopment Matters.

Borough Engineer

Exhibit A:2

All applicable licenses to perform general engineering in NJ. Applicant must have at least five (5) years' experience as municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, and engineers who hold licenses in these area, MLUL experience, planners and landscape engineers on staff, experience in environmental assessments (wetlands, archeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, New Jersey DEP Stormwater Compliance, and drainage.

The applicant must demonstrate the ability to:

A. Prepare, or cause to be prepared, plans, design and specifications for public works projects and improvement.

B. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the Borough.

C. Provide technical and engineering advice and assistance to the Borough Council and Borough Clerk.

D. Attend all Council Meetings as requested by the Borough Council.

E. Ability to update the Tax Map as per the Tax Assessor's needs.

F. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Borough Council.

G. Successful record of applying for and receiving road improvement grants.

H. Ability to respond to resident concerns when an engineering project impacts their property.

I. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq. ft.)

J. Experience administering performance bond and maintenance bonds on behalf of the Borough.

K. Must demonstrate experience with engineering, design, inspection and contract administration of annual municipal road projects totaling more than $1 million.

L. Documented experience with design, inspection and contract administration of large and small recreational projects.

Auditor

Exhibit A:3

Multi-disciplined firm experience in municipal auditing procedures, bond law, appearing before the Local Finance Board, arbitrage, municipal budgeting and purchasing. The applicant must meet and possess all certifications necessary to practice as a Municipal Auditor in the State of New Jersey. Additionally, as a minimum, the firm shall have five (5) years' experience as a Borough Auditor for municipalities in the State of New Jersey with similarly sized budgets. The applicant must demonstrate a high degree of knowledge of:

A. the finance and operation of local government in New Jersey, and

B. Department of Community Affairs' Local Finance Bulletins and their plethora of rules and regulations for municipal finance administration, and

C. New Jersey State financial statutes including but not limited to:

   a. N.J.S.A. 40A:11 Local Public Contracts Law
   b. N.J.S.A. 40A:4 Local Budget Law
   c. N.J.S.A. 40A:2 Local Bond Law
   d. N.J.S.A. 40A:9-22.1 Government Ethics Law; and

D. All other matters pertaining to Boroughs, including budgets, assessments, monitoring reports, investments, audit controls, year-end accounting, Annual Financial Statements, budget preparation, annual audit, supplemental debt statements, etc. and a high degree of knowledge and familiarity with municipal trust funds, developer escrow accounts, utility budgets and dedication by rider. The applicant must also meet all certifications necessary to practice as the State of New Jersey.

Redevelopment Planner

Exhibit A:4

A. Planning firm with at least five (5) years' experience in Municipal Land Use, with at least three of those years being from a similarly sized municipality. Experience must include attending and participating at Borough Council Meetings as well as Planning and/or Zoning Board meetings to advise the Governing Body and/or Boards on conformance with all applicable regulations.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

1. NJ MLUL
2. Master Plan Update
3. Drafting or amending land use ordinances for Governing Body/Joint Land Use Board consideration.
4. Familiar with Fair Share Housing Center (FSHC) programs and Regional Contribution Agreements
5. Experience with towns approaching build out.
6. Plan Review.
7. Zoning conformance, positive and negative criteria for a variance and calculation of appropriate development fees.
8. Redevelopment/Rehabilitation

The applicant must be a NJ Licensed Planner. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFQ.

Risk Management Consultant

Exhibit A:5

A. Multi-disciplined firm with demonstrated experience of capability and willingness to provide high quality services in municipal insurance, municipal litigation and tort claim laws, workers compensation, liability, property, vehicle, public officials, police professional liability, public officials' bonds, and other related types of coverage and claims. The applicant shall have twenty (20) years' experience as a Risk Management Consultant for a municipality in the State of New Jersey, twenty (20) years which should be in a similarly sized municipality. The responder MUST possess both an Agency License and Individual Licenses for those persons who would be assigned to provide services to the Borough of Stratford from the New Jersey Department of Banking and Insurance (DOBI). Disclosure of all current filings with the DOBI.

B. The applicant also must demonstrate a high degree of knowledge, experience and ability with the following:

1. The operation of local government units in New Jersey, specifically Borough form of government.

2. Experience working in a municipality that is self-insured via a Statewide Insurance Fund (SIF)Joint Insurance Fund (JIF).

3. Putting together Employment Practices Liability (EPL) policies to protect the Borough.

4. Safety programs.

5. Assisting in evaluating the borough's exposures and advise on matters relating to the borough's operation and coverage.

6. Explain to the borough the various coverages available.

7. Explain to the borough the operation of a joint insurance fund.

8. Review the borough's assessment and assist in the preparation of the insurance budget.

9. Prepare applications, statements of values, etc. on behalf of the borough if required by the joint insurance fund.

10. Review losses and engineering reports and provide assistance to the borough's safety committee, if required.

11. Assist in claims settlement process, if required, by the borough or the joint insurance fund.

12. Attend the majority of the joint insurance fund meetings of the fund commissioners or executive committee, if requested, and perform such other services as required by the borough or the joint insurance fund.

13. Comply with the obligations imposed upon Risk Managers in the joint insurance fund's bylaws.

14. Act in good faith and fair dealing to the joint insurance fund and the Borough.

15. Perform other duties for the joint insurance fund as may be required from time to time by the joint insurance fund and Borough.

Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFQ.

Animal Control Officer

Exhibit A:6

Borough & Borough Police Department for any situation involving domestic animals or wildlife determined to be a public safety issue or involve any human health risk including, but not limited to: reported vicious strays, dogs running at large, injured/sick wildlife determined to be a danger, any animal (domestic or wildlife) injured or in distress, police incidents involving animal removal, fire rescues and situations in which animal cruelty is suspected.

Collection of contained non-injured domestic animals (stray, misplaced or abandoned) and delivery of same to the Voorhees Animal Orphanage for housing. Notification will be made to owner if animal is identifiable through Borough records, chip or tags.

Collection of sick or injured domestic animals (stray, misplaced, or abandoned) and delivery to the Borough-approved and contracted veterinarian office for care.

Identifiable sick/injured domestic animals. The owner(s) shall be notified as soon as possible for instruction on the treatment of the animal beyond humane first aid. The owner will be liable for any costs associated with veterinarian services of their animal.

Removal of deceased domestic animals located in Borough roadways and public areas at the request of the Borough.

Removal of deceased wildlife (excluding deer) located in Borough roadways and public areas at the request of the Borough. Collection of injured wildlife (excluding deer) – during normal business hours – and transport to a local refuge for care by authorization of the Borough.

Transport of animal specimen suspected of rabies to Voorhees Animal Orphanage, and completion of appropriate testing paperwork in conjunction with the New Jersey State Department of Health.

Trapping of stray or feral cats that are not being fed by residents, during Normal Business Hours. All cat trapping will comply with the provisions of N.J.S.A. 8:23A-11a-h.

Trapping for loose dogs or animals that are causing a nuisance or determined to be a danger to residents and transport to Voorhees Animal Orphanage.

Domestic animal bite investigations, confinement and reporting to the County Health Department.

Support of HLEO in Animal cruelty and neglect investigations and subsequent court appearances on behalf of the Borough.

Issuance of Borough violation notices and summonses with Borough-provided Citation Book and appearance in Borough Municipal Court as required. Enforcement of rabies shot requirements and licensing follow-up as authorized by the Borough.

Implementation of dog census as requested and approved by the Borough. Census work would be estimated and submitted for approval as separate work order.

A 24-hour, 7 day per week telephone number for its animal control services. All Borough calls will be returned within one hour of receipt. Detailed monthly reports with relevant supporting intake information from the Voorhees Animal Orphanage

Borough records to be retained for 12 months (deceased/removed animals), one-year (all records/documentation) or until authorization of disposal is received from local, county or State Department of Health (pending investigations).

New Jersey Animal Control is equipped with the necessary vehicles (as required by N.J.A.C. 8:23- A-1.12), traps and trapping equipment to ensure safe transportation of all animals within the Borough.

All animal control services provided shall be carried out by a Certified Animal Control Officer. All Animal Control personnel responding to complaints within the municipality will either be in uniform or have proper credentials in their possession identifying them as an Animal Control Officer

Affordable Housing Administrative Agent

Exhibit A:7

Scope of Services: Affordable Housing Administrative Agent will be responsible to perform and comply with the duties and responsibilities of an Administrative Agent as are set forth in New Jersey Fair Share Housing Act (N.J.S.A. 52:27D-301 et seq.) and Section 5:80-26.1 et seq. of the regulations promulgated there under (the Rules); and

MINIMUM QUALIFICATIONS

The successful applicant shall have a minimum of ten (10) years' experience as an Affordable Housing Administrative Agent. The proposal shall provide a resume for all principals who will be assigned to work for the Township or appear at meetings on behalf of the Township. The applicant shall have the following capabilities and provide the following services:

- The Affordable Housing Administrative Agent shall be a New Jersey licensed firm with at least ten (10) years of experience in all aspects of municipal affordable housing administrative agent services.

- The individual primarily assigned to the contract shall have at least five (5) years' experience as a municipal Affordable Housing Administrative Agent.

- The Affordable Housing Administrative Agent shall assist the Township with meeting the provisions of their Fair Share Housing Center Settlement Agreement and Fair Share Plan including, but not limited to, marketing, technical assistance and reporting related to the market to affordable program, rental rehabilitation program and affordability assistance program.

Proposal Attach a full and complete proposal demonstrating the way and manner in which the respondent meets the requirements of this RFQ. At a minimum the Proposal shall (a) outline the services to be provided, (b) attach a resume for the primary contact and all principal persons who will provide services to the township, (c) provide a summary of the experience of the entity in providing planning services with emphasis on experience with municipalities and other local government entities, (d) set forth the manner of calculating, amount and method of payment of the fees1 , and (e) provide a table of organization for the entity.

Joint Land Use Board Solicitor

Exhibit A:8

Scope of Services: required under this Request for Qualifications includes serving as the Borough Joint Planning Board Solicitor providing professional legal services relating thereto from January 1, 2026 through the Reorganization in 2027.

Other Specialized Services
The selected Professional will be expected to provide specialized professional services to the Borough Joint Land Use Board during the entire year. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the professional will be expected to return a phone call to the Borough Joint Land Use Board Office on the same day. The professional will also be expected to be available to provide advice to the Borough Joint Land Use Board Office during non-business hours, if necessary and will be expected to attend meetings when requested.

Minimum Qualifications
A. Multi-disciplined firm with one or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising public entities on municipal land use matters._The firm shall have at least ten (10) years of experience in representing public entities. The firm shall designate one professional within the firm, who will be assigned to represent the interest of the Borough Joint Land Use Board. This individual shall have been admitted and/or licensed in his/her profession and be in in good standing. The firm and individuals assigned to work with the Borough Joint Land Use Board shall clearly demonstrate in the Qualification he / she is well versed in successful Redevelopment Projects and any/all other aspects of the Boroughs Joint Land Use Board's operations.
B. Proposing firms shall provide clear evidence that all minimum qualifications are met.
C. The response to this Request for Qualification (RFQ) shall also discuss and provide the following:

1. Names and roles of the individuals who will perform the task and a description of their experience with projects similar to the matter being advertised
2. References and record of success
3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff)
4. Cost details, including the hourly rates of each of the individuals who will perform services
5. Resumes for the professional to be assigned to work on Stratford's Land Use Board matters shall be identified
6. A list delineating the number and types of public clients served shall also be presented.
7. Administering Fair Share Housing Center (FSHC) programs and Municipal Land Use Law
8. Names of references from at least three (3) public sector employers shall be provided for this individual
9. A narrative statement of the professionals understanding the Boroughs Land Use Board's needs and goals

The applicant must be licensed to practice law in the State of New Jersey and be a member of the Bar in good standing. Include a list of any other professional qualifications; experience and/or credentials you feel are relevant to this RFQ.

Joint Land Use Board Engineer

Exhibit A:9

All applicable licenses to perform general engineering in NJ. Applicant must have at least five (5) years' experience as municipal engineer in a similarly sized municipality. Firm must be multi-disciplined with expertise in road construction, construction management, and engineers who hold licenses in these area, MLUL experience, planners and landscape engineers on staff, experience in environmental assessments (wetlands, archeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, and drainage.

The applicant must demonstrate the ability to:

1. Prepare, or cause to be prepared, plans, design and specifications for public works projects and improvement.
2. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the Borough.
3. Provide technical and engineering advice and assistance to the Borough Council and Borough Clerk.
4. Attend all Joint Land Use Board Meetings.
5. Ability to update the Tax Map as per the Tax Assessor's needs.
6. Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Joint Land Use Board and the Borough Council.
7. Successful record of applying for and receiving road improvement grants.
8. Ability to respond to resident concerns when an engineering project impacts their property.
9. Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq. ft.)
10. Experience administering performance bond and maintenance bonds on behalf of the Borough.
11. Must demonstrate experience with engineering, design, inspection and contract administration of annual municipal road projects totaling more than $1 million.
12. Documented experience with design, inspection and contract administration of large and small recreational projects.