

**Weehawken Parking Authority  
4528 Park Avenue  
Weehawken, New Jersey 07086**

**REQUEST FOR QUALIFICATIONS**

PLEASE TAKE NOTICE, the Weehawken Parking Authority requests qualifications for legal services for the position of Bond Counsel for the year 2016, in accordance with the “Fair and Open Process” pursuant to N.J.S.A. 19:44A-20.5, et seq.

Responses must be enclosed in a sealed envelope. The service provider must submit six (8) copies and indicate the following on the outside of the envelope: (1) The name and address of the service provider; (2) The service for which the response is submitted “Bond Counsel”, and (3) “**Sealed RFQ Response**”. Responses may be delivered by hand, overnight courier or mail. The envelope containing the response must be submitted to the Executive Director of the Weehawken Parking Authority at the address set forth above, on or before **Monday, March 7<sup>th</sup>, 2016 at 3:00 pm**. At that time, the responses will be publicly opened and read.

**The successful firm will provide the Authority with legal guidance relating to, but not necessarily limited to:**

1. Legal research and/or advisory opinions as needed;
2. Render the bond counsel opinion regarding the validity and binding effect of the bonds, the source of payment and security for the bonds, and the excludability of interest on the bonds from gross income for federal income tax purposes;
3. Prepare and review of documents necessary or appropriate to the authorization, issuance, sale, and delivery of the bonds, coordination of the authorization and execution of these documents, and review and, where appropriate, drafting of enabling legislation;
4. Assist the Issuer in seeking from other governmental authorities any approvals, permissions, and exemptions necessary or appropriate in connection with the authorization, issuance, sale, and delivery of the bonds;
5. Review legal issues relating to the structure of the bond issue;
6. Prepare election proceedings or pursue validation proceedings;
7. Review or prepare those sections of the offering document to be disseminated in connection with the sale of the bonds that relate to the bonds, financing documents, bond counsel opinion, and tax exemption;
8. Assist the Issuer in presenting information to bond rating organizations and credit enhancement providers relating to legal issues affecting the issuance of the bonds; and

9. Review or prepare the notice of sale or bond purchase contract for the bonds and review or draft the continuing disclosure undertaking of the Issuer.

10. Represent the Authority in any litigation resulting from the issuance or intent to issue bonds;

11. Attend meetings of the Board of Commissioners upon request;

12. Notify the Authority of changes in municipal bond or municipal finance law or regulations, as well as Court decisions, that impact the Authority; and

13. Any other matters as directed by the Authority.

**Each interested firm shall submit the following information:**

1. Name of Firm;
2. Address of principal place of business and all attorneys or firm's offices and corresponding telephone and fax numbers. Please note specifically which attorneys will be assigned to work with the Authority;
3. Areas of Practice;
4. Description of firm's attorneys' education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
5. Experience related to representation of public entities in bond matters;
6. At least four (4) references, three (3) of which must have knowledge of your representation of a public entity in bond matters;
7. Examples of your record of success representing public entities in bond matters;
8. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
9. Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 *et seq.*

**Proposals will be evaluated by the Board of Commissioners on the basis of the following information and factors:**

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;

2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter.
4. Other factors if demonstrated to be in the best interests of the Weehawken Parking Authority.

Robert Sosa  
Executive Director  
Dated: February 17, 2016

RJS/en