

**Parking Authority of the Township of Weehawken
4528 Park Avenue
Weehawken, NJ 07086**

REQUEST FOR PROPOSALS

PLEASE TAKE NOTICE that the Parking Authority of the Township of Weehawken, hereinafter referred to as the WPA, requests proposals for the services set forth below, for the year 2020 in accordance with the "fair and open process" pursuant to N.J.S.A. 19:44A-20.5, et seq.

Request for Proposals responses shall be received by the Executive Director of the WPA or his designee, on or before **Thursday, December 5, 2019 at 3 p.m.**, prevailing time, at the Weehawken Parking Authority, 4528 Park Avenue, Weehawken, New Jersey 07086, at which time said responses will be publicly opened and read.

Responses must be enclosed in a sealed envelope. The service provider must 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, "RFP – Auditor/Accountant";
- (3) "**Sealed RFP Response**".

Responses may be delivered by hand, overnight courier or mail. The envelope containing the response must be received by the Executive Director of the WPA by the date and time set forth above. No late responses will be accepted. The proposer is solely responsible to ensure timely and proper delivery of its response. Please submit eight (8) copies of proposals.

The services sought are:

PARKING AUTHORITY AUDITOR/ACCOUNTANT

Proposals will be evaluated on the basis of the following factors:

1. Proposer must be a Registered Municipal Accountant.
2. Experience and reputation in the field.
3. Knowledge of parking authorities and of the subject matter to be addressed under the contract.
4. Availability to attend to any required WPA meetings and other matters.
5. Availability of personnel and other resources to provide such services.

6. Compensation proposal.

7. Other factors if demonstrated to be in the best interests of the WPA.

Contracts will be awarded based on the most advantageous responses, price and other factors considered. The WPA reserves the right to reject any and all responses.

Carmela Silvestri-Ehret

Executive Director

Dated: November 15, 2019

CSE/en

**Parking Authority of the Township of Weehawken
4528 Park Avenue
Weehawken, New Jersey 07086**

REQUEST FOR QUALIFICATIONS

PLEASE TAKE NOTICE, the Parking Authority of the Township of Weehawken, hereinafter referred to as the WPA, requests qualifications for legal services for the position of "General Counsel" for the year 2020, 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 eight (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 "General Counsel";
- (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 WPA at the address set forth above, on or before **Thursday, December 5th, 2019 at 3:00pm**. At that time, the responses will be publicly opened and read.

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

1. Legal research and/or advisory opinions as needed;
2. Represent the WPA in courts and administrative forums;
3. Review and/or draft agreements, resolutions and proposed ordinances;
4. Attend all meetings of the Board of Commissioners and any other board or committee as directed;
5. Any other matters as directed by the appropriate WPA official(s).

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 WPA;
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 authorities as general counsel in an urban environment in New Jersey which is substantially similar to the Authority;
6. At least four (4) references, three (3) of which must have knowledge of your representation of parking authorities;
7. Two (2) samples of the attorney's work product prepared within the past 24 months;
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.*

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in representing authorities as general counsel in urban environments substantially similar to WPA and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Ability to be available with the appropriate personnel at all times necessary to accomplish the representation; and
5. Knowledge, experience and reputation in the field of parking authorities and of legal matters concerning the Authority, as well as municipal government law, and the subject matter to be addressed by the office of General Counsel.
6. Other factors if demonstrated to be in the best interests of the WPA.

Carmela Silvestri-Ehret
Executive Director
Dated: November 15, 2019

CSE/en

**Parking Authority of the Township of Weehawken
4528 Park Avenue
Weehawken, New Jersey 07086**

REQUEST FOR QUALIFICATIONS

PLEASE TAKE NOTICE, the Parking Authority of the Township of Weehawken, hereinafter referred to as the WPA requests qualifications for legal services for the position of "Bond Counsel" for the year 2020, 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 eight (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";
- (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 WPA at the address set forth above, on or before **Thursday, December 5th, 2019 at 3:00 pm**. At that time, the responses will be publicly opened and read.

The successful firm will provide the WPA 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 WPA 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 WPA.

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 WPA;
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 WPA.

Carmela Silvestri-Ehret
Executive Director
Dated: November 15, 2019

CSE/en

**Parking Authority of the Township of Weehawken
4528 Park Avenue
Weehawken, New Jersey 07086**

REQUEST FOR QUALIFICATIONS

PLEASE TAKE NOTICE, the Parking Authority of the Township of Weehawken, hereinafter referred to as WPA, requests qualifications for legal services for the position of "Labor Counsel" for the year 2020, 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 eight (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 "Labor Counsel";
- (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 WPA at the address set forth above, on or before **Thursday, December 5th, 2019 at 3:00 pm**. At that time, the responses will be publicly opened and read.

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

1. Legal research and/or advisory opinions as needed;
2. Represent the WPA in litigation in federal and state courts and administrative forums;
3. Review and/or draft contracts and other legal documents;
4. Attend meetings of the Board of Commissioners or with individual commissioners upon request;
5. Conduct programs on specified legal issues for appropriate officials and/or WPA employees upon request;
6. Any other matters as directed by the WPA.

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 WPA;

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 with regard to labor issues;
6. At least four (4) references, three (3) of which must have knowledge of your representation of a public entity on labor issues;
7. Two (2) samples of the attorney's work product prepared within the past 24 months;
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.*

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

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 WPA.

Carmela Silvestri-Ehret
Executive Director
Dated: November 15, 2019

CSE/en