The Planning Board of the Borough of Maywood Request for Qualifications From Planners Interested in Serving as "Planning Board Planner" to the Borough of Maywood Planning Board For the Period January 1, 2027 through December 31, 2027
Dated: September 28, 2026

Introduction

The Planning Board of the Borough of Maywood ("Planning Board") is soliciting Qualification Statements from interested persons and/or firms for the provision of Planning Board Planner services as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Planning Board with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Planning Board 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 Planning Board). The Planning Board intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Planning Board to provide the greatest benefit to the taxpayers of Maywood. The successful Respondent will be awarded a one (1) year professional services contract.

The successful Respondent must have significant experience in providing planning services as Planning Board Planner to New Jersey municipal planning boards and/or other New Jersey public planning entities. The position requires the Respondent to be a licensed professional planner in the state of New Jersey and who is certified by the American Institute of Certified Planners ("AICP"). The Planning Board Planner shall have such powers and perform such duties as are provided for this office by general law or the ordinances of the Borough of Maywood.

Definitions

The following definitions shall apply to and are used in this Request for Qualifications:

"Borough" – refers to the Borough of Maywood.

"Planning Board" – refers to the Planning Board of the Borough of Maywood.

"Qualification Statement" – refers to the complete responses to this RFQ submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the Borough) have satisfied the qualification criteria set forth in this RFQ.

"RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" – refers to the interested firm(s) that submit a Qualification Statement.

Procurement Process and Schedule.

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. 19:44-20.4 et seq., however, the Borough has structured a procurement process that seeks to obtain the desired results described above, 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 Qualification Statements will be evaluated in accordance with the criteria set forth in this RFQ, which will be applied in the same manner to each Qualification Statement received. Qualification Statements will be reviewed and evaluated by the Planning Board and its legal and/or financial advisors (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Under no circumstances will a member of the review team review responses to an RFQ for a job which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Borough will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints).

Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Planning Board) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Planning Board. The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Planning Board reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed to the Borough's Designated Contact Person, in writing.

Designated Contact Person:
Tara Grunstra
Planning Board Recording Secretary
Borough of Maywood
15 Park Avenue
Maywood, New Jersey 07607

Qualification Statements must be submitted to, and be received by, the Borough, via mail or hand delivery, by 10:00 a.m. on Monday, October 19, 2026. Qualification Statements will not be accepted by facsimile transmission or e-mail.

Subsequent to issuance of this RFQ, the Planning Board (through the issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Planning Board.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE ACTIVITY DATE

1. Issuance of Request for Qualifications September 28, 2026.
2. Receipt of Qualification Statements October 19, 2026 by 10:00 a.m.
3. Opening of RFQ October 19, 2026 at 11:00 a.m.
4. Appointment of Planning Board Attorney on January 1, 2027, or thereafter.

Date of Appointment is anticipated to be the reorganization of Planning Board and is subject to change based upon the needs of the Planning Board.

Professional Information and Qualifications

1. Name of Respondent;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which planner will be assigned to work with the Planning Board;
3. Description of Respondent's education, experience, qualifications, number of years with the Respondent and a description of their experience with projects similar to those described above;
4. Experience related to providing planning services as a planning board planner to public entities;
5. At least four (4) municipal government references, three (3) of which must have knowledge of your service to public entities;
6. Examples of your record of success (or significant achievements) servicing public entities;
7. The Respondent's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount;
9. Evidence of compliance with New Jersey affirmative action requirements (e.g. Certificate of Employee Information Report);
10. A copy of your New Jersey Business Registration Certificate;
11. A copy of any of any required professional federal and/or state licenses to perform the required activities;
12. A narrative statement of the Respondent's understanding of the Planning Board's needs and goals;
13. List all immediate relatives of Principal(s) of the Respondent who are Borough employees or elected officials of the Borough. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation;
14. List any judgments within the last three years in which the Respondent, or its members and/or employees, have been adjudicated liable for professional malpractice. If yes, please explain;
15. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain; and
16. A copy of a current certificate of insurance evidencing professional liability insurance, with limits of not less than One Million Dollars ($1,000,000.00) each claim/$1,000,000 annual aggregate. The Borough reserves the right to request additional financial information from

the Respondent in the event that said insurance policy contains either a deductible in excess of $20,000.00 or any self- insured retention limits.

17. Any other information that the interested Respondent deems relevant.

Selection Criteria

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. Cost competitiveness;
5. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
6. State whether Respondent normally employ union or non-union employees.

Submission Requirements

Please submit one original and two copies together with one submission in electronic form, either on computer disc or flash drive, of their Qualification Statement to the Designated Contact Person on or before 10:00 a.m. on Monday, October 19, 2026:

Tara Grunstra
Planning Board Recording Secretary
Borough of Maywood
15 Park Avenue
Maywood, New Jersey 07607

Qualification Statements will not be accepted by facsimile transmission or e-mail.

APPENDIX A

LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[Insert date]

Attn: Tara Grunstra
Planning Board Recording Secretary
Borough of Maywood
15 Park Avenue
Maywood, New Jersey 07607

Dear Tara Grunstra:

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Planning Board of the Borough of Maywood ("Planning Board"), dated September 28, 2026 in connection with the Planning Board's need(s).

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)	(Signature of Chief Financial Officer)
(Typed Name and Title)	(Typed name and Title)
(Type Name of Firm)*	(Type Name of Firm)*
Dated: _____	Dated: _____

* If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

APPENDIX B

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[Insert date]

Attn: Tara Grunstra
Planning Board Recording Secretary
Borough of Maywood
15 Park Avenue
Maywood, New Jersey 07607

Dear Tara Grunstra:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Planning Board of the Borough of Maywood ("Planning Board"), dated September 28, 2026 in connection with the Planning Board's need(s)

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFQ and to adhere to the Planning Board's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results there from shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Planning Board.
5. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
6. (Name of Respondent) acknowledges and agrees that the Borough may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Borough shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.
7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Type Name of Firm)*

Dated: _____

* If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.