



# Request for Qualifications

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General Counsel Legal Services

The Parking Authority of the City of Camden

New Jersey

**Issued by:**

**Parking Authority of the City of Camden**

**10 Delaware Avenue**

**Camden, NJ 08103**

**Willie Hunter**

**Phone: 856-757-9300**

**Facsimile: 856-964-9317**

**Available: Thursday, December 12, 2024 at 10:00 AM**

**Due: Thursday, January 16, 2025 at 10:00 AM**

**Opening: Thursday, January 16, 2025 at 3:00PM**

**Request for Qualifications**  
**Legal Services – General Counsel**  
**The Parking Authority of the City of Camden**  
**Camden, New Jersey**

**Introduction**

The Parking Authority of the City of Camden (PACC) is soliciting qualification proposals from law firms to provide the PACC with Legal Services – General Counsel for a term of one (1) year, beginning February 1, 2025 and ending January 31, 2026.

**Key Information**

The Request for Qualifications (“RFQ”) package will be available for pick-up at no cost beginning 10:00 AM EST on **Thursday, December 12, 2024**. The package may be picked up at the Administrative Office of the Waterfront Garage, which is located at 10 Delaware Avenue, Camden, New Jersey 08102. Written or faxed requests will be honored. The RFQ will also be available on the PACC website at [www.camdenparking.net](http://www.camdenparking.net) on the date and time referenced herein.

Any questions should be submitted in writing to Dionne Banks, no later than **January 9, 2024 at 10:00 AM**. Questions should be submitted in written form and faxed to 856-964-9317. Any questions submitted thereafter will be precluded from consideration.

One (1) original and four (4) copies of the Qualification Statements must be submitted to, and be received by the Authority, via mail or hand delivery at the above address no later than 10:00 A.M. on **Thursday, January 16, 2025**, and should be directed to the attention of Willie Hunter. Qualification Statements will not be accepted by facsimile transmission or e-mail.

Qualification Statements are scheduled to be opened on **Thursday, January 16, 2025** at 12:30 P.M. Any Qualification Statements received after said opening, whether by mail or otherwise, will be returned unopened. No Qualification Statements will be accepted after the above-referenced date. Qualification Statements must be submitted in sealed envelopes with the name of the RFQ clearly marked on the outside of the envelope.

The PACC assumes no responsibility for delays in any form of carrier, mail or delivery service causing the Qualification Statements to be received by the PACC later than the above-referenced scheduled opening.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. All responsible firms are encouraged to submit proposals.

The PACC reserves the right to accept or reject any or all Qualification Statements submitted in the best interest of the PACC and further reserves the right to waive any defect or informality in any Qualification Statement should it be in the best interest of the PACC.

Proposers who submit Qualification Statements are required to comply with the requirements of N.J.A.C. 17:27 and N.J.S.A. 10:5-31.

The PACC will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this RFQ.

This RFQ does not constitute a bid and is intended solely to obtain competitive proposals from which the PACC may choose a contractor(s) that best meet(s) the PACC's needs. It is the PACC's intent that no statutory, regulatory, or common law bidding requirements apply to this RFQ. The PACC intends to award any contract(s) for these services pursuant to N.J.S.A. 40A:11-5(1)(a)(i).

***This is a 31 page document. Please be sure to read each and every page, including, without limitation, all attachments.***

## **GLOSSARY**

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

“Authority” – refers to the Parking Authority of the City of Camden.

“Qualifications Statement” or “Proposal” – refers to the complete responses to this RFQ submitted by a Respondent.

“Qualified Respondent” – refers to those Respondents who (in the sole judgment of the Authority) 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 an interested firm(s) that submits a Qualifications Statement.

## **SECTION 1 INTRODUCTION AND GENERAL INFORMATION**

### **Section 1.1. Introduction and Purpose.**

The Authority is soliciting Qualifications Statements from interested persons and/or firms for the provision of Legal Services – General Counsel for the period of one year, beginning on February 1, 2024 and ending on January 31, 2025, as more particularly described herein. Through a Request for Qualifications process described herein, persons and/or firms interested in assisting the Authority with the provision of such services must prepare and submit a Qualifications Statement in accordance with the procedure and schedule in this RFQ. The Authority will review Qualifications Statements only from those firms that submit a Qualifications Statement which includes all the information required to be included as described herein (in the sole judgment of the Authority). The Authority intends to qualify person(s) and/or firm(s) that (a) possess 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 Authority to provide the greatest benefit to the Parking Authority of the City of Camden.

### **Section 1.2. Procurement Process and Schedule.**

The selection of Qualified Respondents is not subject to the bidding 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. 19:44A-20.4 et seq. However, the Authority 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 Qualifications Statement in response to the RFQ. All Qualifications Statements will be evaluated in the same manner and in accordance with the criteria set forth herein. Respondents agree to at all times abide by all requirements of New Jersey law, including, but not limited to the aforementioned “Pay to Play” laws, as well as any and all relevant Executive Orders and the New Jersey Election Law Enforcement Commissioner disclosure requirements.

Qualifications Statements will be reviewed and evaluated by the Authority and its selected consultants and/or advisors (collectively, the "Review Team"). The Qualifications 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 Qualifications Statement, including information about the reputation and experience of each Respondent, the Authority will (in its sole judgment) determine which Respondents are qualified. Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Authority) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Authority.

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 Authority 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 Authority's Designated Contact Person, in writing.

**Designated Contact Person:**

Dionne Banks  
Parking Authority of the City of Camden  
10 Delaware Ave.  
Camden, NJ 08102-2404  
dbanks@CamdenParking.net

**Qualification Statements must be submitted to, and be received by the Authority, via mail or hand delivery by 10:00 AM. on Thursday, January 16, 2025. Qualification Statements will not be accepted by facsimile transmission or e-mail.**

Subsequent to issuance of this RFQ, the Authority (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 Authority.

**TABLE 1  
ANTICIPATED PROCUREMENT SCHEDULE**

<b>ACTIVITY</b>	<b>DATE</b>
1. Issuance of Request for Qualifications	Thursday, December 12, 2024
2. Receipt of Qualification Statements	Thursday, January 16, 2025
3. Completion of Evaluation of Qualification Statements by the Review Team	Thursday, January 16, 2025
4. Authority Review of Review Team Recommendations	Thursday, January 16, 2025
5. Approval of Professional Services Resolutions by Parking Authority of the City of Camden Board of Commissioners	Monday, January 27, 2025

**Section 1.3. Conditions Applicable to RFQ.**

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute an RFP.
- This RFQ does not commit the Authority to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The Authority reserves the right (in its sole judgment) to reject for any reason any responses and components thereof and to eliminate any and all

Respondents responding to this RFQ from further consideration for this procurement.

- The Authority reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.
- The Authority reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- All Qualification Statements shall become the property of the Authority and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Authority (in the exercise of its sole discretion) in accordance with law.
- The Authority may request Respondents to send representatives to the Authority for interview.
- Any and all Qualifications Statements not received by the Authority by 10:00 AM on Thursday, January 16, 2025 will be rejected.
- Neither the Authority, nor their respective staffs, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualifications Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualifications Statement or for participating in this procurement process.

**Section 1.4. Rights of Authority.**



The Authority reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualifications Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the Authority deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the Authority may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Authority shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

**Section 1.5. Addenda or Amendments to RFQ.**

During the period provided for the preparation of responses to the RFQ, the Authority may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Authority and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

**Section 1.6. Cost of Proposal Preparation.**

Each proposal and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the Authority, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ

**Section 1.7. Proposal Format.**

To assure consistency, responses must conform to the following format:

- A. Executive Summary;
- B. Resume;
- C. Conflict of Interest;
- D. Fees;
- E. Scope of Professional Services;
- F. Insurance
- G. Disclosure of Investment Activities in Iran;
- H. Miscellaneous.

All sections are to be addressed and specifically referenced and will be further explained in Section 3, Proposal Contents.

Responses which in the judgment of the Authority fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

**Section 1.8. Indemnification.**

The Respondent shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the Authority and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under any contract to be awarded. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

## **SECTION 2 SCOPE OF SERVICES**

It is the intent of the Authority to solicit Qualification Statements from Respondents can provide legal services as General Counsel to the Authority. The position will require a qualified candidate to attend a minimum of one (1) monthly Board Meeting and to provide ten (10) hours per month of legal services on retainer. Additional legal services may be required as requested by the Authority and will be billed on a per hour basis. Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services and the rate(s) at which they would be willing to perform said services. The specific extent and character of legal services to be performed shall be subject to the general control and approval of the Authority.

## **SECTION 3 SUBMISSION REQUIREMENTS**

### **Section 3.1. General Requirements.**

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

Respondents are encouraged to be clear, factual, and concise in their presentation of information.

**Section 3.2. Proposal Contents.**

The Respondent shall, as part of its Qualification Statement for Legal Services – General Counsel, provide the following information:

A. *Executive Summary.* An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.

B. *Resume.*

1. Name, address and telephone number of the firm submitting the Qualification Statement pursuant to this RFQ, and the name of the key contact person.

2. Brief description of the firm's history, ownership, organizational structure, location of management and office locations, and licenses to do business in the State of New Jersey, including the number of years the firm has been in business under its present name and under its present management structure. This section should include the names and business addresses of all Principals of the firm submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of ten percent (10%) or more in the firm. If a firm is a partially owned or fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process. If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in above for each member of the partnership, joint venture or similar organization.

3. Identify the name, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the PACC and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Authority. Include a copy of the firm's

Business Registration Certificate and copies of the resumes of any attorneys who would provide services under the anticipated contract.

4. A listing of local governmental clients with which the firm has similar contracts, including the name, address, telephone number, and email address of the contract person for that client.

5. A statement of assurance to the effect that the firm is not currently in violation of any regulatory rules and regulations that may have an impact on the firm's operations.

6. A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.

7. A statement regarding any judgments, claims or suits within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.

8. Information as to 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.

9. A statement that the Respondent is not: (i) a party to, or otherwise involved in, any pending litigation, investigation, or other action, or any procedure that would in any way impair its ability to perform its responsibilities under the anticipated contract; (ii) receiving, either as an organization and/or on the part of its owners, principals, or executive, any financial benefit from the services to be provided to the Authority other than as a direct result of the fees to be paid under the anticipated contract; (iii) in arrears for any taxes, fees, or other obligations; and (iv) or has not, been found guilty of, either as an organization and/or on the part of its owners, principals, or executives, any illegal activities that preclude it from establishing contracts with government entities.

C. *Conflict of Interest.* Disclose any potential conflicts of interest that the firm may have in performing these services for the Authority.

D. *Fees.* The proposed hourly rate for the services to be provided and any fees for non-hourly costs or services that would be chargeable to the Authority.

E. *Scope of Professional Services.* Respondent shall submit a description of its overall experience in providing the legal services sought in the RFQ. At a minimum, the following information should be included as appropriate to the RFQ:

1. Description and scope of work by Respondent
2. Name, address and contact information of no less than three (3) references
3. Description of legal experience in the following areas:
  - (a) N.J.S.A. 40:11A et seq. — Parking Authority Act
  - (b) N.J.S.A. 40:11A et seq. — Public Contracts Law
  - (c) N.J.S.A. 47:1A-1 et seq. — Open Public Records Act
  - (d) N.J.S.A. 20:3 et seq. — Eminent Domain Act
  - (e) N.J.S.A. 39:4 et seq. — General and Handicapped Parking Regulation Statutes
  - (f) Drafting of program rules and regulations concerning residential permit parking
  - (g) Drafting of Municipal Parking Regulation Ordinances
  - (h) Real estate acquisition, sales, and leasing
  - (i) Drafting of parking lot management and operations agreements
  - (j) Drafting retail and commercial leases
4. Describe the services that Respondent would perform directly and those portions of the Respondent's services, if any, that would be sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
5. A statement regarding whether Respondent normally employs union or non-union employees.
6. A narrative statement of the Respondent's understanding of the Authority's needs and goals.
7. List all immediate relatives of Principal(s) of Respondent who are Authority employees or elected officials of the City of Camden. 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.

F. *Insurance.* Provide a statement agreeing to the following requirements: prior to commencing work under contract, the successful firm(s) shall furnish the Authority with a certificate of insurance as evidence that it has procured the insurance coverage required. This coverage must be provided by a carrier approved the Authority and rated appropriately through A.M. Best. Firms must give the Authority thirty (30) days' notice of cancellation, non-renewal, or change in insurance coverage. The successful firm shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract, and shall name the Authority as an additional insured at the time of execution of a contract.

1. Professional Liability. Attorneys' professional liability insurance in an amount adequate to cover all services detailed herein.

2. Workers' Compensation and Employers' Liability. Statutory coverage for New Jersey. \$500,000.00 Employers' Liability.

3. General Liability. \$1,000,000.00 per occurrence/\$2,000,000.00 aggregate for bodily injury and property damage.

4. Auto Liability. \$100,000.00 per occurrence/\$300,000.00 aggregate. This coverage is required if the operation of any vehicle is required in the performance of these services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

G. *Disclosure of Investment Activities in Iran.* Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete a certification to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at: <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list and complete a certification, a form of which may be found at: <https://www.state.nj.us/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf>

H. *Miscellaneous.* Respondent may include any information that it feels is not adequately addressed by the previously sections set forth above. Respondent is also required to enclose the following executed appendices: (i) Letter of Qualification (Appendix A); (ii) Letter of Intent (Appendix B); (iii) Disclosure Statement (Appendix C); (iv) Statement of Ownership (Appendix D); and (v) Non-Collusion Affidavit (Appendix F). Information as set forth at Appendix E shall also be required as set forth therein.

## **SECTION 4 INSTRUCTIONS TO RESPONDENTS**

### **Section 4.1. Submission of Qualification Statements.**

Respondents must submit an original and four (4) copies of their Qualification Statement to the Designated Contact Person as follows:

Willie Hunter  
Parking Authority of the City of Camden  
10 Delaware Ave.  
Camden, NJ 08102-2404

Qualification Statements must be received by the Authority no later than 10:00 AM on Thursday, January 16, 2025 and must be mailed or hand-delivered. Qualification Statements forwarded by facsimile or e-mail will not be accepted.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound, and signed and acknowledge by the Respondent.

### **Section 4.2. Miscellaneous Requirements.**

A. The Authority will not be responsible for any expenses incurred by any firm in preparing or submitting a Qualification Statement. All Qualification Statements shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content.



B. The contents of the proposal submitted by the successful firm(s) and the this RFQ may become a part of the contract for these services. The successful firm(s) will be expected to execute said contract with the Authority.

C. Qualification Statements shall be signed in ink by the individual or authorized principal of the responding party. Qualification Statements shall be valid for a minimum of sixty (60) days from the date of opening.

D. The Authority reserves the right to reject any and all proposals received by reason of this RFQ, or to negotiate separately in any manner necessary to serve the best interests of the Authority.

E. Any selected firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior written consent of the Authority.

F. The selected firm(s) shall be required to comply with the requirements of the Americans with Disabilities Act and with the requirements of P.L. 1975, c.127 (see Appendix E) and submit an employee information report or certificate of employee information report approvals. This requirement will be addressed upon execution of agreement.

G. All responses to this RFQ shall be subject to public scrutiny in accordance with New Jersey statutes, rules, and regulations.

H. Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purposes annually.

I. Contracts awarded pursuant to this RFQ may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award. Any contract amendment for closely related services must be approved by resolution.

J. All firms are advised that, pursuant to N.J.S.A. 19:44A-20.13, it is their responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission ("ELEC") if, during the calendar year, they receive a

contract(s) in excess of \$50,000.00 from public entities. It is the firm's responsibility to determine if such filing is necessary.

K. All firms are further advised that effective September 1, 2004, c. 7 expands the State Contractor Business Registration Program to contracting units as defined in the Local Public Contracts Law. Effective January 18, 2010, P.L. 2009, c. 315 revises the State Contractor Business Registration Requirement and permits filing a BRC prior to award of contracts if not filed with bid or RFP.

## **SECTION 5 EVALUATION**

In accordance with the State of New Jersey, Office of Comptroller's "Best Practices for Awarding Service Contracts," the Authority's objective is to enable it to select a firm or organization that will provide high quality and cost effective legal services as General Counsel to the Parking Authority of the City of Camden at compensation determined as fair and reasonable by the Authority's Board of Commissioners. The Authority will consider Qualification Statements only from firms or organizations that, in the Authority's judgment, have demonstrated the capability and willingness to provide high quality services to the Parking Authority of the City of Camden in the manner described in this RFQ. Proposals will be evaluated by the Authority (Evaluation Team) on the basis of the most advantageous, all relevant factors considered, as set forth below:

### **Evaluation Criteria:**

1. 20 Points: Experience and reputation in the legal field representing government entities, including state, county, municipal and/or independent authorities
2. 30 Points: Years of Experience representing parking entities, state, county and municipal, including authority, utility, divisions and/or departments
3. 40 Points: Knowledge of the subject matter requested by the PACC

in RFQ

4. 5 Points: Knowledge of the PACC and availability to provide services in a timely manner and to accommodate the required meetings of the Authority; and
5. 5 Points: Retainer for ten (10) Hours of legal services per month and hourly rate

**Evaluation Methodology:**

1. *Government Experience:* 2 points for every year of legal experience representing state, county, or municipal clients; includes personnel qualifications of key personnel who will be responsible for and assigned work.
2. *Parking Entity Experience.* 2 points for every year of legal experience representing parking-related governmental state, county or municipal clients.
3. *Parking Authority Knowledge.* Up to 4 points for knowledge and experience for each of the subject matter areas listed in Section 3.2(E)(3).
4. *Knowledge of the Authority.* Up to 5 points for knowledge of the PACC's operations and ability to accommodate the PACC's meeting schedule.
5. *Fees for Services.* 5 points for lowest fee proposed for ten (10) hours per month on retainer and hourly rate for billable legal services. Next lowest proposal to be awarded 4 points and each Respondent thereafter awarded 1 point less in ascending price order, until zero points are awarded.

NOTE: The Authority reserves the right to negotiate with any and all Respondents meeting the evaluation criteria set forth herein.

## **SECTION 6 APPROVAL AND AWARD**

Once the selection process has been completed, the Review Team will recommend to the Board of Commissioners the qualifications of attorneys who are deemed qualified to provide Legal Services – General Counsel.

A. The Authority reserves the right to not qualify Respondents.

B. Upon the Authority's Board of Commissioners approval of a contract, if any, for Legal Services – General Counsel, the Authority will enter into an Agreement in a form approved by the Authority.

C. The Authority reserves the right to cancel the award of a contract before execution if the Authority deems such cancellation to be in its best interest. In no event will the Authority have any liability for the cancellation of such award. The Respondent assumes the sole risk and responsibility for expense incurred prior to the Authority's execution of the contract and receipt of an acknowledgment of Legal Services – General Counsel guidelines. Respondent shall not commence work until receipt of a Notice to Proceed.

D. Within ten (10) working days of the approval of the Board of Commissioners Resolution approval of a contract, a Respondent shall properly execute three (3) copies of a contract prepared by the Authority's Special Counsel and deliver the Contract to the Authority together with proof of insurance, including but not limited to professional liability insurance, and other documents as may be specified by the Authority's Special Counsel. The Executive Director will execute all copies of the contract and will return one (1) executed copy to the Respondent.

Note: The award of a contract is subject to the Respondent's Provision of a Campaign Financial Disclosure Form and Compliance with Pay to Play provisions in effect at the time that the contract is awarded.

**[APPENDICES FOLLOW]**

**THE PARKING AUTHORITY OF THE CITY OF CAMDEN  
REQUEST FOR QUALIFICATIONS CHECK LIST**

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL PACKAGE. A SUBMISSION WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REJECTION.**

Please initial indicating that your response includes the itemized document.

- A. An original and four (4) signed copies of your complete proposal \_\_\_\_\_
- B. Signed Appendix A, Letter of Qualifications \_\_\_\_\_
- C. Signed Appendix B, Letter of Intent \_\_\_\_\_
- D. Signed Appendix C, Disclosure Statement \_\_\_\_\_
- E. Information re Statement of Ownership (See Appendix D) \_\_\_\_\_
- F. Acknowledge Receipt of Mandatory Equal Employment Opportunity Statement \_\_\_\_\_
- G. Equal Employment Opportunity Evidence (See Appendix E) \_\_\_\_\_
- H. Signed and Notarized Appendix F, Non-Collusion Affidavit \_\_\_\_\_
- I. Business Registration Certificate(s) \_\_\_\_\_
- J. Insurance Certificate(s) \_\_\_\_\_
- K. Disclosure of Investment Activities in Iran Form \_\_\_\_\_

**Note: N.J.S.A. 52:34-44 provides that the Parking Authority of the City of Camden shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its qualifications.**

**APPENDIX A**

**LETTER OF QUALIFICATION**

*To be typed on Respondent's Letterhead.*

*No modifications may be made to this letter.*

[insert date]

Willie Hunter  
Parking Authority of the City of Camden  
10 Delaware Ave.  
Camden, NJ 08103

Dear Mr. Hunter:

The undersigned has/have reviewed our Qualifications Statement submitted in response to the Request for Qualifications (RFQ) issued by the Parking Authority of the City of Camden ("Authority"), dated Thursday, December 12, 2024 in connection with the Authority's need for Legal Services — General Counsel.

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

Our fixed Retainer Fee for ten (10) Hours of Legal Work per Month is: \$ [insert]

Our Hourly Legal Fee is: \$ [insert]

[Signature of Authorized Person on behalf of Respondent]

Dated: [insert]

Name: [Type name and title]

Firm: [Type name of firm]

**APPENDIX B**  
**LETTER OF INTENT**

*To be typed on Respondent's Letterhead.*  
*No modifications may be made to this letter.*

[insert date]

Willie Hunter  
Parking Authority of the City of Camden  
10 Delaware Ave.  
Camden, NJ 08103

Dear Mr. Hunter:

The undersigned, as Respondent, has/have submitted the attached Qualifications Statement in response to a Request for Qualifications (RFQ), issued by the Parking Authority of the City of Camden ("Authority") dated Thursday, December 12, 2024 in connection with the Authority's need for Legal Services — General Counsel.

(insert Name of Respondent) HEREBY STATES:

1. The Qualifications Statement contains accurate, factual and complete information.
2. (insert Name of Respondent) agree(-s) to participate in good faith in the procurement process as described in the RFQ and to adhere to the Authority's procurement schedule.
3. (insert Name of Respondent) acknowledge(-s) that all costs incurred by it/them in connection with the preparation and submission of the Qualifications Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (insert Name of Respondent) hereby declare(-s) that the only persons participating in this Qualifications Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualifications 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 Authority.

5. (insert Name of Respondent) declare(-s) that this Qualifications Statement is made without connection with any other person, firm or parties who has submitted a Qualifications 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. (insert Name of Respondent) acknowledge(-s) and agree(-s) that the Authority may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Authority shall have no liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

7. (insert Name of Respondent) acknowledge(-s) that any contract executed with respect to the provision of Legal Services – General Counsel must comply with all applicable affirmative action and similar laws. Respondent hereby agree(-s) to take such actions as are required in order to comply with such applicable laws.

[Signature of Authorized Person on behalf of Respondent]

Dated: [insert]

Name: [Type name and title]

Firm: [Type name of firm]



**APPENDIX C**  
**DISCLOSURE STATEMENT**

N.J.S.A. 40A:9-22.1 et seq.

*(Must be completed for response to be accepted.)*

The attention of Respondents is drawn to the provision of the Local Government Ethics Law (N.J.S.A. 40A:9-22.1 et seq.) which prohibits a Municipal Officer or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest.

In furtherance thereof, every Respondent must disclose below, being a Parking Authority Officer or City of Camden Employee or whether an immediate family member is a Parking Authority Officer or employee. If the Respondent is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the Respondent, or a member of the Respondent's immediate family, or anyone having an interest in the Respondent's business organization including their immediate family members, an officer or employee of Parking Authority or the City of Camden.

NO

YES

If yes, provide the name of the individual and identify the position held, below, and notify, in writing:

Willie Hunter  
Parking Authority of the City of Camden  
10 Delaware Avenue  
Camden, New Jersey 08103

(Note: All terms used herein are to be construed in accordance with their meaning under the local Government Ethics Law cited above.)

Name of Respondent:

Authorized Signature:

Title:

Date:

## APPENDIX D

### STATEMENT OF OWNERSHIP

N.J.S.A. 52:25-24.2

*(Must be completed for Response to RFQ to be accepted.)*

N.J.S.A. 52:25-24.2 requires corporate and partnership Respondents for contracts with the Parking Authority to submit a statement setting forth the following:

1. The names and addresses of all stockholders of a corporate Respondent who own ten percent (10%) or more of its stock.
2. The names and addresses of all partners of a partnership Respondent who own ten percent (10%) or more of its partnership interests.
3. If one or more such stockholders of partners is itself a corporation or partnership, the names and addresses of all stockholders holding ten percent (10%) or more of that latter corporation's stock, or the names and addresses of all partners holding a ten percent (10%) or more interest in latter partnership.

In addition, the Parking Authority, in the event that a Respondent is a limited liability company, requires that the Respondent must submit a statement setting forth the following: (i) the names and addresses of all members owning a ten percent (10%) or greater interest therein and, if any member of the limited liability company is a corporation or a partnership or a limited liability company, (ii) the company is a corporation or a partnership or a limited liability company, (iii) the names and addresses of the stockholders or partners or members holding a ten percent (10%) or greater interest in such corporation, partnership or limited liability company. The statement of such names and addresses must be submitted to accompany the Response.

**No Respondent will be qualified if there is a failure to comply with the requirements set forth above.**

LIST HERE (OR ATTACH) THE NAMES AND ADDRESSES REQUIRED, AS DISCUSSED ABOVE.

If not applicable, so certify.

## **APPENDIX E**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a

binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statues and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statues and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

**APPENDIX F**  
**NON-COLLUSION AFFIDAVIT**

State of New Jersey

County of \_\_\_\_\_

I, \_\_\_\_\_, residing in \_\_\_\_\_  
(name of affiant) (name of municipality)

in the County of \_\_\_\_\_ and State of \_\_\_\_\_, of full  
age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of \_\_\_\_\_,  
(title or position) (name of firm)

the bidder making this Proposal for the bid entitled \_\_\_\_\_,  
(title of bid proposal)

and that I executed the said Proposal with full authority to do so and that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Parking Authority of the City of Camden relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Type or print name of affiant)

Sworn and subscribed to me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public of \_\_\_\_\_

My commission expires \_\_\_\_\_

Seal