

**TOWNSHIP OF NEPTUNE  
COUNTY OF MONMOUTH  
STATE OF NEW JERSEY  
REQUESTS FOR QUALIFICATIONS  
TOWNSHIP FINANCIAL ADVISOR  
NT2017-04-13**

Sealed proposals will be received by the Township Clerk of the Township of Neptune, New Jersey and opened and read in public in the Executive Conference Room, located on the First Floor, in the Township of Neptune Municipal Complex, 25 Neptune Boulevard, Neptune, New Jersey, on **May 2, 2017 at 10:30 A.M.** for the following:

Request for Qualifications from Firms Interested in Serving as "Township Financial Advisor" to the Township of Neptune. **BID/PROPOSAL #NT2017-04-13**

Successful applicants will be required to comply with requirements of N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Township of Neptune to do so. The Township of Neptune also reserves the right to conduct interviews of any or all applicants, as it deems necessary.

By order of the Township Committee of the Township of Neptune

MICHAEL BRANTLEY, Mayor, Township of Neptune  
RICHARD J. CUTTRELL, Municipal Clerk, Township of Neptune  
MICHAEL J. BASCOM, Chief Financial Officer, Township of Neptune

**Request for Qualifications from Law Firms Interested in  
Serving as “Township Financial Advisor” to the Township of  
Neptune BID/PROPOSAL # NT2017-04-13**

**Introduction**

Pursuant to the Fair and Open Process established by N.J.S.A. 19:44A-1, et seq., the Township seeks Requests for Qualifications (“RFQ”) from law firms licensed to practice law in the State of New Jersey that wish to serve as Township Financial Advisory for the Township of Neptune. It is the intent of the Township to solicit Qualification Statements from Respondents that have expertise in the position of **Financial Advisor**. The successful firm must have significant experience as an Independent Financial Advisor to provide management advice on fiscal matters and to assist in the issuance of Township debt.

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

**Scope of Service:**

**The functions enumerated are not meant to be limiting. It is expected the Financial Advisor will do those things and provide advice appropriate to assure a successful financing and as otherwise requested by the Township’s CFO:**

- Review existing debt structure and assist in developing a debt financing plan;
- Develop detailed financing timetable;
- Coordinate the financing team;
- Assist in and/or review of the preliminary and final official statements;
- Presentation to bond rating agencies;
- Monitor market and provide analyses regarding timing, comparable sales and structure of debt issues;
- Provide updated debt service schedules;
- Create summary reports of debt issuances;
- Assist in and/or review and filing of 15c2-12 annual reports;
- Provide ongoing advice to management regarding financial and budgetary matters.

## **Professional Information and Qualifications**

Each interested firm shall submit the following information:

1. Description of Firm - Provide a history and description of your firm.
2. Experience - Please briefly summarize your experience since January 1, 2011 on tax-exempt bond and note issues as financial advisor for entities in the State of New Jersey. Also include, as a separate list, your experience as Financial Advisor to the Township or similar municipalities.
3. References - Provide three (3) references. Include the name of the issuer for whom you have provided similar services along with the contact person's name, title, address, telephone number and email address.
4. Investigations/Litigation - Provide details of any criminal or regulatory investigation or pertinent litigation pending against your firm or members of your firm.
5. Relationships - Disclose all affiliations and/or contractual relationships with underwriters or investment managers whether or not you believe these would have an effect on advice rendered.
6. Certificates Required - The respondent must submit the following certificates: (i) Affirmative Action Employee Information Report or Certificate of Employee Information Report; (ii) Proof of general liability insurance coverage and professional liability insurance coverage; and, (iii) Proof of NJ Business Registration. Additionally, the respondent must confirm they are properly registered with the Securities Exchange Commission and the Municipal Securities Rulemaking Board to provide advice to issuers of municipal debt. Ownership and Pay-to Play disclosures may be required prior to entering in an agreement/contract.
7. Other Information - Please discuss any factors which you believe are relevant to the Township's selection of your firm.
8. A copy of your New Jersey Business Registration Certificate.
9. A completed Statement of Ownership Form (attached below)

### **Compensation Requirements:**

Compensation - Please attach your fee schedule for providing the Scope of Services requested in this Request for Qualifications. Include a description and estimate of any out-of-pocket expenses related to this engagement.

The Township does not provide payment or reimbursement for administrative fees.

## **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; and
4. Cost effectiveness.

**Submission Requirements**

Responses to this RFQ must be delivered in a sealed envelope bearing the title and Bid/Proposal Number no later than 10:30 am on May 2, 2017 to:

Township Clerk, Neptune Township  
Neptune Township Municipal  
Complex 25 Neptune Boulevard  
Neptune, New Jersey  
07753

Please submit one original and one copy of the Request for Qualifications (RFQ) on 8 ½" x 11" white paper.

## **NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS – NON-CONSTRUCTION**

All New Jersey and out of State Business Organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted with this proposal. No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A.

52:32-44, as amended, outlined below.

The Contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the Contractor.

Before final payment of the contract is made by the Contracting Agency, the Contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the Contractor and each of its affiliates and each Subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into the State.

A Business Organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c. 110 (N.J.S.A. 5:12- 92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

A sample Business Registration Certificate is attached. Other forms such as Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** acceptable.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at:

<http://www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity>

**TOWNSHIP OF NEPTUNE  
COUNTY OF MONMOUTH  
STATE OF NEW JERSEY**

**STATEMENT OF  
OWNERSHIP**

The Contractor is (check one): Individual: [    ] Partnership: [    ] P.A. [    ] L.L.C. [    ] Corporation: [    ] Joint Ve

NAMES:

ADDRESSES:

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

NAME OF CONTRACTOR: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

PRINT NAME & TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTES:**

A. Attach additional sheets as needed and check here [    ].

**B.** If an entity owns a 10% or greater interest in the Contractor, attach a list of the owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each person who owns a 10% or greater interest has been disclosed. **If no person or entity owns a 10% or greater interest in a listed entity, so state.**

Sample Business Registration Certificate (for example purposes only)

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 292 TRENTON, N.J. 08646-0292
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)	Acting Director This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	