



TOWNSHIP OF EDGEWATER PARK

400 DELANCO ROAD
EDGEWATER PARK, NJ 08010

PHONE (609) 877-2050
FAX (609) 877-2308

Township of Edgewater Park

Notice of Request for Qualifications

Financial Advisor

The Township of Edgewater Park is seeking the services of an independent Financial Advisor to provide management advice on fiscal matters and to assist in the issuance of its debt.

Listed below is the basic Scope of Services which the Financial Advisor is expected to provide and questions which should be answered as part of the respondent firm's response to this Request for Qualifications.

Scope of Services

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.

- 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; and
- Provide ongoing advice to management regarding financial and budgetary matters.

Response Content

Firms should address in their Responses the following:

1. Description of Firm - Provide a history and description of your firm, including location of servicing office.
2. Experience - Please briefly summarize your experience since January 1, 2019 on bond issues as financial advisor for municipalities in the State of New Jersey. In a separate list, briefly summarize your experience since January 1, 2019 on note issues as financial advisor for municipalities in the State of New Jersey. Also include, as a separate list, your experience as Financial Advisor to the Township.
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. Knowledge of the Township - Please discuss your knowledge and experience with the Township and understanding of the Township's needs and goals.
8. 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.

Documents

The successful vendor will be required to provide the following documents:

1. Statement of Ownership
2. Affirmative Action Questionnaire or Certificate of Employee Information Report
3. New Jersey Business Registration Certificate
4. Chapter 271 Political Contribution Disclosure Form
5. Debarment Affidavit
6. W-9 Request for Tax Payer Identification Number and Certification

7. Proof of Commercial General Liability, Excess Umbrella Liability, Comprehensive Automobile Liability, Professional Liability, Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law.

Any questions regarding this Request for Qualifications should be directed to Tom Pullion, Township Administrator.

Please return one (1) sealed copy of the proposal to:

**Patricia A. Clayton, RMC, Municipal Clerk
Edgewater Park Township
400 Delanco Road
Edgewater Park, NJ 08010**

All submissions must be received at the Edgewater Park Township Municipal Building, Clerk's Office, **by 12:00 AM on November 9, 2022.**

**Patricia A. Clayton, RMC
Municipal Clerk**