



**BOROUGH OF ENGLEWOOD CLIFFS**  
482 HUDSON TERRACE · ENGLEWOOD CLIFFS, NJ. 07632  
OFFICE (201) 569-5252 FAX (201) 569-4356

Public Notice for the Solicitation of Professional Service Contracts for the period of January 1, 2024, to December 31, 2024. The Borough of Englewood Cliffs will receive sealed submissions through the fair and open process in accordance with *N.J.S.A. 19:44A-20.4 et seq.* The Borough shall take into consideration the following criteria and such other factors as required by law, which will be weighed by the Mayor and Council of the Borough of Englewood Cliffs as the basis for awards for professional services most advantageous to the Borough. Proposals solicited for the following:

- Municipal Financial Advisor
- Municipal Bond Counsel
- Municipal Attorney
- Municipal Auditor
- Municipal Engineer
- Municipal Planner
- Municipal Labor Attorney
- Municipal Prosecutor
- Alternate Prosecutor
- Public Defender
- Alternate Public Defender
- Appraisal Services
- Tax Appeal Attorney
- Health Risk Manager
- Risk Manager
- Special Counsel
- Special Litigation Counsel
- Special Investigation Counsel
- Conflict Attorney
- Conflict Planner
- Conflict Engineer
- Affordable Housing Financial Advisor
- Affordable Housing Planner
- Affordable Housing Litigation Counsel
- Municipal I.T. Services

- I.** Submit resume and letter application for professional position including all documentation that provides the following for evaluation by the Mayor and Council:
- a. Knowledge of the area of expertise for the position sought.
  - b. Availability to accommodate any required meetings of the Borough.
  - c. Designated professional and support staff and location of firm's offices.
  - d. References in general from municipal entities where the professional has provided similar services as those sought in the Borough of Englewood Cliffs.
  - e. Familiarity with Master Plan Reexamination and COAH certification process and regulations.
  - f. Business Registration Certificate, Liability Insurance and Certificate of Employee Information Report with the State of New Jersey.
  - g. Hourly Rate Schedule, Per Diem Rate, and Retainer.

- II. Selections of professionals deemed most advantageous to the Borough shall be solely on the Mayor and Council's evaluation of the submitted material in the criteria set forth in this document.
- III. Submit one (1) copy of all requested materials, along with a PDF version on a Flash Drive in a sealed envelope **marked with the position sought** addressed to Laura Borchers, Borough Clerk, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632 to be received on or before 3:00 PM on December 13, 2023.

**Proposals solicited for the Planning Board:**

- Planning Board Attorney
  - Planning Board Engineer
  - Planning Board Planner
  - Planning Board Traffic Expert
  - Planning Board Conflict Engineer
  - Planning Board Conflict Planner
  - Planning Board Conflict Attorney
  - Planning Conflict Traffic Expert
  - Planning Board Radio Frequency Expert
- IV. Submit resume and letter application for professional position including all documentation that provides the following for evaluation by the Planning Board:
    - a. Knowledge of the area of expertise for the position sought.
    - b. Availability to accommodate any required meetings of the Borough.
    - c. Designated professional and support staff and location of firm's offices.
    - d. References in general and from municipal entities where the professional has provided similar services as sought in the Borough of Englewood Cliffs.
    - e. Familiarity with Master Plan Reexamination and COAH certification process and regulations.
    - f. Business Registration Certificate, Liability Insurance and Certificate of Employee Information Report with the State of New Jersey.
    - g. Hourly Rate Schedule, Per Diem Rate, and Retainer.
  - V. Selection of professionals deemed most advantageous to the Borough shall be solely on the Planning Board's evaluation of the submitted material in the criteria set forth in this document.
  - VI. Submit one (1) copy of all requested materials, along with a PDF version on a flash drive in a sealed envelope **marked with the position sought** addressed to **Cathy Scancarella**, Planning Board Secretary, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632 to be received on or before 3:00 PM on December 13, 2023.

**BOROUGH OF ENGLEWOOD CLIFFS**

**Laura Borchers RMC, CMR**

**Borough Clerk**