



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

**2017 CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR
PROFESSIONAL CONTRACTS UNDER THE FAIR AND OPEN PROCESS**

This solicitation is for services to be provided during the year **2017 and expires on December 31, 2017.**

NOTICE IS HEREBY GIVEN, for all applicants in positions set forth more fully in a notice of publication for submission of qualifications that shall take into consideration the following factors, which will be weighed by the Mayor and Council of the Borough of Englewood Cliffs as the basis of an award for professional services most advantageous to the Borough:

I. Resume and letter application for professional position including all documentation that provides the following for evaluation by the Borough Council:

- a. Experience and reputation in the field for the position sought.
- b. Knowledge of the area of expertise for the position sought:
 - Bond Counsel;
 - Borough Attorney;
 - Borough Auditor;
 - Borough Engineer;
 - Borough Planner;
 - Certified Tax Appraiser;
 - Consultant Tax Appraiser for Litigation;
 - Financial Advisor;
 - Labor Attorney;
 - Municipal Insurance Risk Manager
 - Municipal Planner;
 - Planning Board Attorney;
 - Planning Board Engineer;
 - Professional Planner for the Planning Board, on an as-needed basis;
 - Prosecutor;
 - Public Defender;
 - Real Estate Tax Appraiser;
 - Tax Appeal Attorney – Conflicts;
 - Tax Appeal Attorney
- c. Experience and knowledge of the Borough of Englewood Cliffs
- d. Availability to accommodate any required meeting of the Borough
- e. Designated professional and support staff and location of firm's offices
- f. References in general and in particular from municipal entities where the professional has provided similar services as sought in the Borough of Englewood Cliffs
- g. Familiarity with Master Plan Reexamination and COAH certification process and regulations, if applicable.
- h. Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey
- i. Hourly Rate Schedule, Per Diem Rate, and/or Retainer

II. Submit one (1) original of all materials in a sealed envelope addressed to Lisette M. Duffy, Borough Administrator, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632 and [email one \(1\) PDF version to lduffy@englewoodcliffsnj.org](mailto:lduffy@englewoodcliffsnj.org) All documents and email to be received on or before **12:00 PM on December 9, 2016.**

BOROUGH OF ENGLEWOOD CLIFFS
Lisette M. Duffy, RMC, Borough Administrator