



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

CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR PROFESSIONAL CONTRACTS

PLEASE TAKE NOTICE that the Borough of Englewood Cliffs is soliciting RFQs/RFPs, through the Fair and Open process in accordance with N.J.S.A. 19:44A-20.4 et. seq. for the provisions of the following professional services during 2019:

- Municipal Bond Counsel;
- Municipal Attorney;
- Municipal Auditor;
- Municipal Engineer;
- Municipal Planner;
- Hearing Officer;
- Municipal Labor Attorney;
- Municipal Court Judge;
- Municipal Prosecutor;
- Municipal Public Defender;
- Municipal Public Defender - conflicts;
- Real Estate Tax Appraiser;
- Special Litigation Counsel;
- Tax Appeal Attorney.

- I. Submit resume and letter application for professional position including all documentation that provides the following for evaluation by the Mayor and Council:
 - a. Experience and reputation in the field for the position sought.
 - b. Knowledge of the area of expertise for the position sought.
 - c. Experience and knowledge of the Borough of Englewood Cliffs.
 - d. Availability to accommodate any required meetings 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.
 - h. Business Registration Certificate, Liability Insurance and Certificate of Employee Information Report with the State of New Jersey.
 - i. Hourly Rate Schedule, Per Diem Rate, and Retainer.
- II. Selection 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 CD in a sealed envelope **marked with the position sought** addressed to James Barberio, Borough Administrator, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632 to be received on or before 2:00 PM on December 5, 2018.

BOROUGH OF ENGLEWOOD CLIFFS
James Barberio
Borough Administrator