



BOROUGH OF ENGLEWOOD CLIFFS

482 HUDSON TERRACE • ENGLEWOOD CLIFFS, NJ. 07632

(201) 569-5252

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CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR PROFESSIONAL CONTRACTS

PLEASE TAKE NOTICE that the Borough of Englewood Cliffs is soliciting RFQs, 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 2022:

• Municipal Attorney;

• Municipal Labor 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. License to Practice Law in the State of New Jersey
- b. Experience and reputation in the field for the position sought.
- c. Knowledge of the area of expertise for the position sought.
- d. Experience and knowledge of the Borough of Englewood Cliffs.
- e. Availability to accommodate any required meetings of the Borough.
- f. Designated professional and support staff and location of firm's offices.
- g. References in general and in particular from municipal entities where the professional has provided similar services as sought in the Borough of Englewood Cliffs.
- 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 via e-mail, with the term "Borough Attorney" or "Labor Attorney" in the subject line to Jewel Thompson-Chin, Interim Borough Administrator to: jthompsonchin@englewoodcliffsnj.org. The Borough Hall is located at 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632. Responses are due on or before Wednesday, January 26, 2022, by 2:00 PM.

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Jewel Thompson-Chin

Interim Borough Administrator