



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

**CRITERIA FOR SUBMISSION OF QUALIFICATIONS**

Englewood Cliffs, NJ Public Notice - Requests for Proposals for the provision of various professional services for Year 2021 pursuant to a Fair and Open Process, N.J.S.A. 19:44A-20.1 et. seq., are being sought. The Borough shall take into consideration the 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 awarding professional services contracts most advantageous to the Borough. Borough of Englewood Cliffs is an Equal Opportunity Employer.

Proposals solicited for the following:

- Municipal Engineer - conflicts;
- Municipal Planner - conflicts;
- Special Litigation Counsel;
- Affordable Housing Financial Advisor;
- Public Defender - conflicts; and
- Appraisal 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 meeting of the Borough.
  - c. Designated professional and support staff and location of firm's offices.
  - d. References in general and in particular 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.
- 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 or other electronic file in a sealed envelope **marked with the position sought** addressed to **Lisette M. Duffy**, RMC, Borough Clerk, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632 to be received on or before 11:00 AM on January 19, 2021.