

BOROUGH OF ENGLEWOOD CLIFFS
2021 CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR
PROFESSIONAL CONTRACTS UNDER THE
FAIR AND OPEN PROCESS

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:

Proposal Solicited for the following: Special Counsel

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

- 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 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.
- h. Copy of 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 Carrol McMorrow Acting Borough Administrator, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632 and email one (1) PDF version to cmcmorrow@englewoodcliffsnj.org. All documents and email to be received on or before 4:00 PM September 15, 2021**

BOROUGH OF ENGLEWOOD CLIFFS
Carrol McMorrow
Acting Borough Administrator