

**BOROUGH OF ENGLEWOOD CLIFFS PLANNING BOARD**  
**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 Planning Board of the Borough of Englewood Cliffs as the basis of an award for professional services most advantageous to the Planning Board:

- I. Resume and letter application for professional position including all documentation that provides the following for evaluation by the Planning Board:
  - a. Experience and reputation in the field for the position sought.
  - b. Knowledge of the area of expertise for the position sought.
    - Planning Board Conflict Traffic Expert
    - Planning Board Radio Frequency Expert
  - c. Availability to accommodate any required meetings of the Planning Board
  - d. Designated professional and support staff and location of firm's offices.
  - e. References in general and in particular from municipal entities where the professional has provided similar services.
  - f. Familiarity with the Master Plan Reexamination and COAH certification process and regulations
  - g. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey

**II.** Selection of professionals shall be solely on the Planning Board'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 addressed to Caterina Scancarella, Planning Board Secretary, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632 to be received on or before **3:00 pm, Friday, February 3, 2023.**