

BOROUGH OF CLOSTER
BERGEN COUNTY
295 CLOSTER DOCK ROAD
CLOSTER, NEW JERSEY 07624-0569

LORETTA CASTANO, RMC
BOROUGH CLERK

TEL: 201-784-0600 EXT. 432
FAX: 201-784-9721



**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL CONTRACT POSITIONS
IN THE BOROUGH OF CLOSTER, COUNTY OF BERGEN**

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44A-20 et seq. commonly called the "Pay to Play Law", the Borough of Closter shall pursue a "Fair and Open Process" in awarding contracts for positions set forth more fully below, and hereby solicits qualifications in the form of resumes and letter applications for the below stated positions of the Borough of Closter, which shall be submitted to the Borough Clerk at 295 Closter Dock Road, Closter, New Jersey 07624 with documentation showing qualifications and compliance with criteria set forth by the Borough and by State Statute. All qualifications shall be submitted in a sealed envelope addressed to the Borough Clerk to be received no later than 11:00 a.m. on Tuesday, December 15, 2015. Interested parties may receive criteria for the various positions from the office of the Borough Clerk prior to submission of qualifications.

Qualifications for professional services for the following positions are hereby requested:

Borough Attorney
Borough Bond Attorney
Borough Appraiser - Commercial Properties
Borough Appraiser - Residential Properties
Borough Public Defender
Borough Prosecutor
Borough Alternate Prosecutor
Attorney to the Planning Board*
Attorney to the Zoning Board of Adjustment*
Borough Planner (Master Plan Reexamination)*
COAH Planner
Borough Auditor
Borough Engineer; including Planning Board and Zoning Board of Adjustment
Risk Manager

Duly licensed personnel to carry out the following public health activities:

(a) Public Health Administration: health officer, electronic information notification (LINCS),
health education

(b) Environmental Health Services - Registered Environmental Health Specialist (24 Hours per week)

All of the services described in (a) & (b) above shall meet "Public Health Practice Standards of Performance for Local Boards of Health in New Jersey."

*The governing body recognizes that under the law, the Planning Board and Zoning Board of Adjustment may make the final decision as to whether or not to use the Fair and Open process when awarding their contracts; however, the governing body strongly recommends that these Boards use the Fair and Open process.

LORETTA CASTANO, RMC
Borough Clerk, Borough of Closter

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**BOROUGH OF CLOSTER
CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR
PROFESSIONAL CONTRACTS UNDER THE
FAIR AND OPEN PROCESS**

NOTICE IS HEREBY GIVEN, to all applicants for positions set forth more fully in a notice of publication authorized pursuant to statute, 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 Closter as the basis of an award for professional services most advantageous to the Borough:

- I. Resume and letter application for professional position including all documentation that provides that following for evaluation by the Borough Council:
 - a. Experience and reputation in the field for the position sought
 - b. Knowledge of the area of expertise for the position sought (i.e. Borough Attorney, Borough Engineer, Borough Auditor. etc.)
 - c. Experience and knowledge of the Borough of Closter
 - 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 Closter
 - g. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey
 - h. Copy of any applicable professional certifications or licenses
- II. Selection of professionals shall be solely on the Borough Council's evaluation of the submitted material in the criteria set forth in this document.
- III. Submit two (2) originals of all materials in a sealed envelope (both exterior and interior envelope) clearly marked **"Professional Services"** and indicate the position you are submitting for addressed to Loretta Castano, Borough Clerk, Borough of Closter, 295 Closter Dock Road, Closter, New Jersey, 07624, to be received on or before 11:00 a.m. on Tuesday, December 15, 2015.

BOROUGH OF CLOSTER
By: Loretta Castano, RMC
Borough Clerk