

LEGAL NOTICE

TOWNSHIP OF ROCHELLE PARK

**County of Bergen
State of New Jersey**

**Request for Qualifications
for
Professional Contract Positions in the Township of Rochelle Park**

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44A-20.4 and 20.5 et seq. The Township of Rochelle Park shall award professional contracts pursuant to a “fair and open process” for the positions set forth more fully below, and hereby solicit qualifications in the form of resume’s and letter applications for these positions.

Resume’s and letter applications for the positions set forth in this notice should be submitted to the Township Clerk as follows:

**Virginia DeMaria, Township Clerk
Township of Rochelle Park
151 W. Passaic Street
Rochelle Park, New Jersey 07662**

The resume’s and letter applications should include all qualifications and satisfaction of the criteria set forth in the document entitled “Criteria for Submission of Qualifications for Professional Contracts Under the Fair and Open Process” which is available from the Township Clerk.

All qualifications, resume’s and letter applications must be submitted to the Township Clerk to be received no later than **3:00 p.m. on Friday, December 16, 2011**. At that time, the submissions shall be publicly opened and announced. It is anticipated that professional contracts for the positions described in this notice shall be awarded at the time of the reorganization meeting of the Township Committee which is scheduled to take place at **7:30 p.m. on Wednesday, January 4, 2012**.

The following professional positions are being considered:

Township Attorney
Township Engineer
Township auditor
Township Bond counsel
Township Planner
Risk Management Consultant
Attorney for Tax Appeals (2)
Municipal Prosecutor
Township Architect
Revaluation Company
Tax Appeal Expert Witness (Appraiser)
Township Redevelopment Planner

By Order of the Township Committee of the Township of Rochelle Park.

Virginia DeMaria, Township Clerk

TOWNSHIP OF ROCHELLE PARK

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 the Legal Notice attached hereto for submission of qualifications that shall take into consideration the following factors, which will be considered by Township Committee of the Township of Rochelle Park as the basis for an award for professional services contracts deemed most advantageous to the Township:

- I. Resume' with letter applications for professional position including all documentation and information that provides the following for evaluation by the Township Committee:
 - a) Experience and reputation in the field for the position sought.
 - b) Knowledge of the area of expertise for the position sought.
 - c) Prior experience with the Township of Rochelle Park.
 - d) Knowledge of the Township of Rochelle Park and the subject matter to be addressed under the contract.
 - e) Availability to accommodate any required meetings of the Township of Rochelle Park.
 - f) References in general and in particular from municipal entities where the professional has provided similar services as sought by the Township of Rochelle Park.
 - g) Copy of Business Registration Certificate.
- II. All applicants must have a minimum five years prior experience with or on behalf of municipal entities in the professional area of expertise.
- III. Selection of the professionals set forth in the Legal Notice shall be solely based upon the Township Committee's evaluation of the submitted material based upon the criteria set forth in this document. The compensation for these positions shall also be determined solely within the discretion of the Township Committee and shall be based upon experience, qualifications and budgetary considerations.

IV. Submit all materials in a sealed envelope addressed to:

**Virginia DeMaria, Township Clerk
Township of Rochelle Park
151 W. Passaic Street
Rochelle Park, New Jersey 07662**

to be received on or before **3:00 p.m. on Friday, December 16th, 2011**

TOWNSHIP OF ROCHELLE PARK

By: _____
Virginia DeMaria,
Township Clerk