

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 Monday, December 13, 2010.**

TOWNSHIP OF ROCHELLE PARK

By: _____
Virginia DeMaria,
Township Clerk

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 Monday, December 13, 2010**. 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 ~~7:00 p.m.~~ **on Sunday, January 2, 2011.**

12:00 NOON

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

RESOLUTION NO. 2010-205

**A RESOLUTION – AUTHORIZING THE ISSUANCE OF
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL
SERVICES**

	MOVED	SECONDED	AYES	NAYS	ABSENT	ABSTAIN
COMM. DAVIDSON		✓	✓		✓	
COMM. KOVALCIK			✓			
COMM. SCARPA	✓		✓			
COMM. STROHMEYER			✓			
MAYOR VALENZUELA					✓	

I hereby certify that the above Resolution was duly adopted by the Township Committee of the Township of Rochelle Park at a meeting held On November 10, 2010

Municipal Clerk

WHEREAS, as of January 1, 2006 the “New Jersey Local Unit Pay to Play Law” enacted by the New Jersey State Legislature, became effective; and

WHEREAS, pursuant to the local public contracts law, contracts for the provision of professional services are not subject to competitive bidding, however, they are subject to the requirements of the above referenced law if the contract is anticipated to exceed \$17,500.00; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.1, et seq a municipality may not award a contract with a value in excess of \$17,500.00 to a business entity that has made a contribution within one (1) year of the date of the contract that is reportable by the recipient pursuant to N.J.S.A. 19:44A-1, et seq to a municipal political party committee in that municipality if a member of that party is serving in elective public office when such contract is awarded or to any candidate committee of any person who is serving in an elective public office of the municipality when such contract is awarded, unless the contract is awarded under a “fair and open process”; and

WHEREAS, the Township Committee has determined that it would be in the best interests of the Township to make certain professional appointments pursuant to a “fair and open process”.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Rochelle Park, County of Bergen, State of New Jersey as follows:

1. The Township Attorney is authorized and directed to prepare a Legal Notice and Criteria for Submission of Qualifications for the following positions:

**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**

2. These requests for qualifications shall solicit submissions which shall be due at 3:00 p.m. on December 13, 2010..
3. Appointments to this professional position shall be considered at the reorganization meeting scheduled for January 2, 2011.
4. The Criteria for selection shall be as permitted by the aforementioned Law and contracts shall be awarded on the basis most advantageous to the Township.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Township Clerk be and she is hereby authorized and directed to post the Legal Notice and Criteria for Submission of Qualifications on the Township of Rochelle Park website for a period of not less than ten (10) days prior to the due date described in this Resolution; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Township Clerk be and she is hereby authorized and directed to forward certified copies of the within Resolution together with copies of the Legal Notice and Criteria to the Township Attorney as well as to any professional currently holding the position described in this Resolution.

Attest:

Virginia De Maria
Municipal Clerk