

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL CONTRACT POSITIONS FOR THE PLANNING BOARD OF THE TOWNSHIP OF NORTH BERGEN

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44-20.4, 20.5 et seq. that the Planning Board of the Township of North Bergen shall pursue a "Fair and Open Process" in awarding contracts for the positions set forth more fully below, and hereby solicit contracts for positions of the Planning Board of the Township of North Bergen, which shall be submitted to the Planning Board Secretary/Clerk at 4233 Kennedy Boulevard, North Bergen, New Jersey 07047, with documentation showing qualifications and compliance with criteria set forth by the Township Planning Board and by State Statute. All qualifications shall be submitted in a sealed envelope labeled "**RFQ**" to the Planning Board Secretary/Clerk to be received no later than 10:00 a.m. on Tuesday, January 24, 2012. Interested parties may receive criteria for the various positions from the Office of the Planning Board by calling 201-392-2035 prior to submission of qualifications. Professional services qualification for the following positions are hereby requested:

Planning Board Attorney
Planning Board Planner
Planning Board Certified Shorthand Reporter

Geraldine Baker
Planning Board Secretary/Clerk
Township of North Bergen

**TOWNSHIP OF NORTH BERGEN PLANNING BOARD
CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR
PROFESSIONAL CONTRACTS UNDER THE FAIR AND OPEN PROCESS**

NOTICE OF 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 Township of North Bergen as the basis of an award for professional services most advantageous to the Township Planning Board:

- I. Resume and letter application for professional position including all documentation that provides the following for evaluation by the Township Planning Board:
 - 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 Planning Board of the Township of North Bergen.
 - d. Availability to accommodate any required meeting of the Planning Board of the Township of North Bergen.
 - 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 by the Planning Board of the Township of North Bergen.
 - g. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey.
 - h. A proposed fee schedule and basis of computation of fees and costs incurred in providing the required service, e.g., time and materials, fee per appearance or service item, etc.

- 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 all materials in a sealed envelope addressed to Geraldine Baker, Secretary/Clerk, Planning Board, Township of North Bergen, 4233 Kennedy Boulevard, North Bergen, New Jersey 07047 to be received on or before 10:00 a.m., Tuesday, January 24, 2012.

PLANNING BOARD
TOWNSHIP OF NORTH BERGEN
by: Geraldine Baker, Secretary/Clerk