

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL CONTRACT POSITIONS IN THE BOROUGH OF DEMAREST

NOTICE IS HEREBY GIVEN that pursuant to N.J.S.A. 19:44A-20.4, 20.5 et. seq. the Borough of Demarest shall pursue a "Fair and Open Process" as defined in NJSA 19:44A-20.7 for awarding a contract for the position set forth more fully below, and hereby solicit qualifications in the form of resumes and letter applications for the below stated positions of the Borough of Demarest, which shall be submitted to the Borough Clerk at 118 Serpentine Road, Demarest, New Jersey 07627, with documentation showing qualifications and compliance with criteria set forth by the Borough and by State Statute. All qualifications shall be submitted in electronic form, on a standard computer disc, in a sealed envelope to the Borough Clerk to be received no later than 11AM on December 15, 2011. Notice of the awarding of a contract, if any, for the position will be published as required by statute in a newspaper of general circulation within the borough. 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 Tax Appeal Attorney
- Borough Bond Attorney/Bond Counsel
- Borough Special Counsel for Conflicts
- Borough Labor Attorney
- Borough Municipal Court Prosecutor
- Borough Public Defender
- Borough Alternate Public Defender
- Borough Alternate Municipal Court Prosecutor
- Attorney to Planning Board
- Attorney to Zoning Board of Adjustment
- Borough Auditor
- Borough Engineer; including Planning Board and Zoning Board
- Borough Planner
- Borough Physician/Police Surgeon
- Contract for employee assistance services
- Contract for Risk Manager
- Borough Appraiser (Real Property)
- Fixed Asset Valuation appraiser
- Grant Writers

Susan Crosman, RMC
Borough Clerk/Coordinator

**BOROUGH OF DEMAREST
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 Demarest as the basis of an award for professional services most advantageous to the Borough:

1. Resume and letter application for professional position in electronic form on a standard computer disc, including all documentation that provides the 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 Demarest.
- d. Availability to accommodate any required meetings in the Borough.
- e. Designated professional and support staff and location of firm's offices.
- f. References in general and in particular from municipal and other public entities where the professional has provided similar services as sought in the Borough of Demarest.
- g. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey.
- h. Fee schedule.
- i. A listing of all political contributions to candidate committees, joint and individual, political party committees, PAC's and continuing political committees, Legislative Leadership Committees and any other entities required to report to NJ Election Law Enforcement Commission

2. Selection of professionals shall be solely on the Governing Body's evaluation of the submitted material in the criteria set forth in this document.

3. Submit all materials in a sealed envelope addressed to Susan Crosman, Borough Clerk, Borough of Demarest, 118 Serpentine Road, Demarest, New Jersey 07627 to be received on or before 11AM on December 15, 2011.

BOROUGH OF DEMAREST
By: Susan Crosman, RMC
Borough Clerk/Coordinator