

**BOROUGH OF CARLSTADT**

**BERGEN COUNTY, NJ**

**PUBLIC NOTICE**

**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICE  
CONTRACTS**

**NOTICE IS HEREBY GIVEN** that pursuant to N.J.S.A. 19:44A-20.5 et seq., the Borough of Carlstadt shall pursue a "Fair and Open Process" in awarding contracts for the positions set forth below for the calendar year 2024, and hereby solicits qualifications in the form of resumes and letter applications directed to the Borough of Carlstadt, which shall be submitted to the Borough Clerk, 500 Madison Street, Carlstadt, NJ 07072, together 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 marked "**RFQ FOR PROFESSIONAL SERVICE**" addressed to the Borough Clerk, to be received no later than 4:00 P.M. on Tuesday, November 14, 2023. Interested parties should review criteria for the various positions attached or obtain a copy from the office of the Borough Clerk prior to submission of qualifications.

All professionals are required to comply with N.J.S.A. 10:5-31 and N.J.A.C. 17-27-1 seq. (State affirmative action/equal opportunity laws.) Each professional is also required to submit a New Jersey Business Registration Certificate.

The following positions shall be for the term of one (1) year commencing January 1, 2024 and terminating December 31, 2024.

Borough Attorney  
Bond Counsel  
Labor Counsel  
Tax Court Attorney  
Zoning Board Attorney  
Municipal Court Prosecutor  
Alternate Prosecutor  
Public Defender  
Appraiser  
Auditor  
Insurance Risk Manager  
Planner  
Board of Health Attorney  
Planning Board Attorney  
Planning Board Engineer  
Affordable Housing Administrative Agent  
Economic Development Consultant  
Grant Consultant

and the following position shall be for the term of three (3) years commencing January 1, 2024 and terminating December 31, 2026.

Borough Engineer

Claire Foy, Borough Clerk

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 soliciting Request for Qualifications shall take into consideration the following factors, which will be weighed by the Mayor and Council of the Borough of Carlstadt as the basis of awarding contracts for professional services most advantageous to the Borough:**

- I. **Resume and application and proposal for professional position including all documentation that provides the following for evaluation by the Mayor and Council:**
  - 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 Borough of Carlstadt**
  - d. **Availability to accommodate required meetings of the Borough**
  - e. **Compensation proposal**
  - f. **Such other factors deemed to be in the best interest of the Borough of Carlstadt.**
  
- II. **The term of said contract shall be for a period of one year commencing January 1, 2024 and terminating December 31, 2024, except the position of Borough Engineer shall be for a three-year period commencing January 1, 2024 and terminating December 31, 2026 as permitted by statute.**
  
- III. **Selection of professionals shall be based on the Mayor and Council's evaluation of the submitted material in response to the criteria set forth in this document.**
  
- IV. **Submit all materials in a sealed envelope marked "RFQ FOR PROFESSIONAL SERVICE" addressed to Borough Clerk, Borough of Carlstadt, 500 Madison Street, Carlstadt, NJ 07072 to be received on or before 4:00 P.M. on Tuesday, November 14, 2023.**

