

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 2025, and hereby solicits qualifications in a the form of resumes and letter applications directed to the Borough of Carlstadt, which shall be submitted to the Deputy 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 Deputy Borough Clerk, to be received no later than 3:00 P.M. on Thursday, November 20, 2025. Interested parties should review criteria for the various positions attached or obtain a copy from the office of the Deputy 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, 2026 and terminating December 31, 2026.

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

BOROUGH OF CARLSTADT

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, 2026 and terminating December 31, 2026.**

- 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 Deputy Borough Clerk, Borough of Carlstadt, 500 Madison Street, Carlstadt, NJ 07072 to be received on or before 3:00 P.M. on Thursday, November 20, 2025.**

Kimberly Koziel, Deputy Borough Clerk
Borough of Carlstadt