

**PUBLIC NOTICE  
BOROUGH OF WESTVILLE**

**NOTICE FOR SOLICITATION OF QUALIFICATIONS FOR PROFESSIONAL  
SERVICES UNDER A FAIR AND OPEN PROCESS FOR 2017**

NOTICE is hereby given that proposals for professional services, not subject to bidding pursuant to, and in accordance with N.J.S.A. 40A:11-5 and N.J.S.A. 19:44A-20.5 et seq., will be received by the Borough of Westville. The proposals must be submitted to Christine A. Helder, Municipal Clerk, 165 Broadway, Westville, New Jersey 08093 on or before December 1<sup>st</sup>, 2016 by 12:00 p.m.

Proposals for the following Borough professional services for 2017 will be accepted for:

**Auditor  
Bond Counsel  
Borough Engineer  
Borough Solicitor  
Conflict Prosecutor  
Health Insurance Broker  
Labor Counsel  
Land Use Board Engineer  
Land Use Board Planner  
Land Use Board Solicitor  
Prosecutor  
Public Defender  
Redevelopment Counsel  
Risk Management Consultant**

Each submission to be considered shall comport to the criteria set forth herein:

- (1) Should the applicant be a professional acquiring licensure in the State of New Jersey, said applicant shall be licensed for a period not less than five (5) years.
- (2) The applicant shall submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.
- (3) The applicant shall submit a resume which shall set forth information including, but not limited to, the following (as applicable to a business entity or individual professional):

- (a) Full name and business address;
  - (b) A listing of all post high school education of the applicant;
  - (c) Dates of licensure in the State of New Jersey and any other State;
  - (d) A listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held there;
  - (e) The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant;
  - (f) A listing of all special accreditations held by the individual licensed professional or business entity;
  - (g) A listing of all previous entities served by the business entity or licensed professional, indicating the dates of services and position held.
  - (h) Please include a proposed form of contract.
- (4) The applicant shall submit one (1) original and one (1) copy of all requested documents.

Applicants are required to comply with the requirements of P.L. 1975, c.127 (Affirmative Action) and P.L. 2004, c.57 (Business Registration). Applicants are also required to submit a Statement of Ownership with their RFP as required by P.L. 1977, c.33 (Disclosure of Ownership).

Please be advised that all proposals shall be evaluated by the Governing Body on the basis of that which is the most advantageous to the Borough, taking into consideration the above factors. Please be further advised that the Borough reserves the right to reject all of the proposals submitted.

The Borough is not responsible for the loss or destruction of any proposals mailed or delivered to the Borough Clerk prior to the deadline set for receipt of proposals.

Christine A. Helder, Borough Clerk/CMC