

**PUBLIC NOTICE
BOROUGH OF WESTVILLE**

**NOTICE FOR SOLICITATION OF QUALIFICATIONS FOR PROFESSIONAL
SERVICES UNDER A FAIR AND OPEN PROCESS FOR 2022**

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 the Borough Clerk at the Municipal Building, 165 Broadway, Westville, New Jersey 08093 on or before December 1, 2021 by 10 a.m. Any qualifications received after 10 a.m. will be returned.

Qualifications (resumes) for the following professional services will be accepted:

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

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 therein;
- (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 public entities served by the business entity or licensed professional, indicating the dates of services and position held.
- (h) Fee schedule.
- (i) Separate submissions for each Professional Service application
- (j) One (1) original proposal clearly marked ORIGINAL; one (1) electronic copy and one (1) full complete copy of the required information

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).

If awarded a contract, the company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27; therefore, include an original Contract, Affirmative Action Certificate, Exhibit A Language and a Certificate of Employee Information Report.

The municipal appointing authority shall thereafter publicly select the professional or business entity for the position so advertised on the basis of that which is the most advantageous to the Borough, taking into consideration the above factors. Please be advised the Borough reserves the right to reject all the proposals submitted.

Where to obtain the RFP: Office of the Clerk: Borough of Westville Administrative Office, 165 Broadway, Westville, NJ 08093; Email: kcarroll@westville-nj.com; Website: westville-nj.com.

Kathleen Carroll
Deputy Municipal Clerk
Borough of Westville