

**TOWNSHIP OF ROCHELLE PARK**

**RESOLUTION NO. 2015 – 173**

**A RESOLUTION - AUTHORIZING THE ISSUANCE OF REQUEST  
FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES**

	MOVED	SECONDED	AYES	NAYS	ABSENT	ABSTAIN
COMM. KAZIMIR			✓			
COMM. KOVALCIK		✓	✓			
COMM. SCARPA			✓		✓	
COMM. VALENZUELA	✓		✓			
MAYOR OUELLETTE			✓			

I hereby certify that the above Resolution was duly adopted by the Township Committee of the Township of Rochelle Park at a meeting held On October 21, 2015

*Elizabeth Krall*  
Municipal Clerk

**WHEREAS**, as of January 1, 2006 the “New Jersey Local Unit Pay to Play Law” enacted by the New Jersey State Legislature, became effective; and

**WHEREAS**, pursuant to the local public contracts law, contracts for the provision of professional services are not subject to competitive bidding, however, they are subject to the requirements of the above referenced law if the contract is anticipated to exceed \$17,500.00; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.1, et seq a municipality may not award a contract with a value in excess of \$17,500.00 to a business entity that has made a contribution within one (1) year of the date of the contract that is reportable by the recipient pursuant to N.J.S.A. 19:44A-1, et seq to a municipal political party committee in that municipality if a member of that party is serving in elective public office when such contract is awarded or to any candidate committee of any person who is serving in an elective public office of the municipality when such contract is awarded, unless the contract is awarded under a “fair and open process”; and

**WHEREAS**, the Township Committee has determined that it would be in the best interests of the Township to make certain professional appointments pursuant to a “fair and open process”.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Rochelle Park, County of Bergen, State of New Jersey as follows:

1. The Township Attorney is authorized and directed to prepare a Legal Notice and Criteria for Submission of Qualifications for the following positions:

**Township Attorney  
Township Engineer  
Township Auditor  
Township Bond Counsel  
Township Planner  
Risk Management Consultant  
Attorney for Tax Appeals  
Municipal Prosecutor  
Municipal Public Defender  
Township Architect  
Tax Appeal Expert Witness (Appraiser)  
Township Redevelopment Planner  
Planning Board Attorney  
Board of Adjustment Attorney**

2. These requests for qualifications shall solicit submissions which shall be due at 3:00 p.m. on Wednesday, November 18, 2015.
3. Appointments to this professional position shall be considered at the reorganization meeting scheduled for January 3, 2016.
4. The Criteria for selection shall be as permitted by the aforementioned Law and contracts shall be awarded on the basis most advantageous to the Township.

Attest:



Elizabeth Kroll  
Municipal Clerk

## TOWNSHIP OF ROCHELLE PARK

### 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 the Legal Notice attached hereto for submission of qualifications that shall take into consideration the following factors, which will be considered by Township Committee of the Township of Rochelle Park as the basis for an award for professional services contracts deemed most advantageous to the Township:

- I. Resume (6 copies) with letter applications for professional position including all documentation and information that provides the following for evaluation by the Township Committee:
  - a) Experience and reputation in the field for the position sought.
  - b) Knowledge of the area of expertise for the position sought.
  - c) Prior experience with the Township of Rochelle Park.
  - d) Knowledge of the Township of Rochelle Park and the subject matter to be addressed under the contract.
  - e) Availability to accommodate any required meetings of the Township of Rochelle Park.
  - f) References in general and in particular from municipal entities where the professional has provided similar services as sought by the Township of Rochelle Park.
  - g) Copy of Business Registration Certificate.
- II. All applicants must have a minimum five years prior experience with or on behalf of municipal entities in the professional area of expertise.
- III. Selection of the professionals set forth in the Legal Notice shall be solely based upon the Township Committees evaluation of the submitted material based upon the criteria set forth in this document. The compensation for these positions shall also be determined solely within the discretion of the Township Committee and shall be based upon experience, qualifications and budgetary considerations.

IV. Submit all materials in a sealed envelope addressed to:

**Elizabeth, Township Clerk  
Township of Rochelle Park  
151 W. Passaic Street  
Rochelle Park, New Jersey 07662**

to be received on or before **3:00 p.m. on Wednesday, November 18, 2015**

TOWNSHIP OF ROCHELLE PARK

By: *Elizabeth Kroll*  
Elizabeth Kroll  
Township Clerk