

TOWNSHIP OF ROCHELLE PARK

RESOLUTION NO. 2016 - 65

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

	MOVED	SECONDED	AYES	NAYS	ABSENT	ABSTAIN
COMM. HAUSER		X	X			
COMM. KOVALCIK			X			
COMM. SCARPA					X	
COMM. VALENZUELA	X		X			
MAYOR KAZIMIR			X			

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 February 17, 2016


 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:

**Municipal Public Defender
Labor Attorney**

2. These requests for qualifications shall solicit submissions which shall be due at 3:00 p.m. on Monday, March 7, 2016.
3. Appointments to this professional position shall be considered at the meeting scheduled for March 16, 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

LEGAL NOTICE

TOWNSHIP OF ROCHELLE PARK

**County of Bergen
State of New Jersey**

**Request for Qualifications
for**

Professional Contract Positions in the Township of Rochelle Park

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44A-20.4 and 20.5 et seq. the Township of Rochelle Park shall award professional contracts pursuant to a “fair and open process” for the positions set forth more fully below, and hereby solicit qualifications in the form of resumes and letter applications for these positions.

Resumes and letter applications for the positions set forth in this notice should be submitted to the Township Clerk as follows:

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

The resumes and letter applications should include all qualifications and satisfaction of the criteria set forth in the document entitled “Criteria for Submission of Qualifications for Professional Contracts Under the Fair and Open Process” which is available from the Township Clerk.

All qualifications, resumes and letter applications must be submitted to the Township Clerk to be received no later than **3:00 p.m. on Monday, March 7, 2016**. At that time, the submissions shall be publicly opened and announced. It is anticipated that professional contracts for the positions described in this notice shall be awarded at the time of the public meeting of the Township Committee which is scheduled to take place at **7:30 p.m. Wednesday, March 16, 2016**.

The following professional position is being considered:

Public Defender
Labor Attorney

By Order of the Township Committee of the Township of Rochelle Park.

Elizabeth Kroll, Township 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 Monday, March 7, 2016**

TOWNSHIP OF ROCHELLE PARK

By: *Elizabeth Kroll*
Elizabeth Kroll
Township Clerk