

**INVITATION FOR QUALIFICATION STATEMENTS
FOR PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS
BOROUGH OF WOODBURY HEIGHTS**

PURPOSE: The following procedures are established to provide for a fair and open process in contracting for certain professional services based on qualifications. This Invitation extends to all qualified individuals or entities interested in appointment to the following professional service positions for the next calendar year in the Borough of Woodbury Heights:

Municipal Attorney	Combined Planning/Zoning Board Attorney
Municipal Auditor	Combined Planning/Zoning Board Engineer
Municipal Engineer	Combined Planning/Zoning Board Traffic Engineer
Municipal Bond Counsel	Combined Planning/Zoning Board Planner
Municipal Labor Counsel	Professional Planner-Affordable Housing
Conflict Municipal Attorney	Insurance Risk Management Consultant
Special Counsel-Affordable Housing	

QUALIFICATION STATEMENTS: Any interested person/entity should submit a Qualification Statement, in the format of a resume, which must include the following information in addition to such further information that an applicant may wish to be considered:

1. If the applicant is a professional service provider requiring licensure in the State of New Jersey, said applicant shall be licensed for a period of not less than five (5) years;
2. applicants shall submit an affidavit or a "Certificate of Good Standing" evidencing that the professional license is not presently suspended or revoked;
3. applicants shall submit a resume', which shall set forth the following minimum information 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 Applicant including degrees or certificates awarded
 - (c) Dates of professional licensure in the State of New Jersey;
 - (d) A listing of any professional affiliations or memberships in any professional societies or organizations;
 - (e) The number of licensed professionals employed by or affiliated with the business entity that 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 entity for which the Applicant has provided services together with a listing of all current public entities now employing or contracting with Applicant.
4. All applicants shall submit evidence of a New Jersey Business Registration filing.
5. If awarded a contract, your 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.**
6. Declarations page or other evidence of applicant's professional liability insurance coverage.

BASIS FOR SELECTION: The Borough of Woodbury Heights intends to engage qualified individuals based upon qualifications. Qualifications will be determined using the following criteria:

1. Experience;
2. Educational qualifications;
3. Ability to perform the service or activity in an efficient and timely fashion, which may include consideration of applicant's other professional engagements, staffing and potential conflicts of interest;
4. Interviews with professional applicants if deemed necessary by the Borough;
5. Any special skills, professional certifications or professional affiliations of applicant.

BOROUGH OF WOODBURY HEIGHTS
JANET PIZZI, CLERK/ADMINISTRATOR

