

# PUBLIC NOTICE

## BOROUGH OF WESTVILLE

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

NOTICE is hereby given that sealed proposals for professional services are being solicited in accordance with N.J.S.A. 40A:11-5, and N.J.S.A. 19:44A-20.5 et seq. Applicants are required to comply with the requirements of P.L. 1975, c.127 (Affirmative Action) and P.L. 2004, c.57 (Business Registration). Proposals will be received by the Borough Clerk of the Borough of Westville. The proposals must be enclosed in an opaque, sealed envelope bearing the name and address of the applicant and the words "Proposal for Professional Services" and addressed to the Borough Clerk at the Municipal Building, 1035 Broadway, Westville, New Jersey 08093. The sealed qualifications will be opened and recorded at the Municipal Building, 1035 Broadway, Westville, New Jersey on November 21<sup>st</sup>, 2008 at 10:00 a.m.

Qualifications for the following professional services will be accepted:

Borough Solicitor  
Borough Prosecutor  
Borough Auditor  
Borough Bond Counsel  
Borough Labor Counsel  
Borough Engineer  
Borough Redevelopment Counsel  
Borough Land Use Board Solicitor  
Borough Land Use Board Engineer  
Borough Land Use Board Planner  
Insurance Broker  
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.

The Municipal appointing authority shall thereafter publicly select the professional or business entity for the position so advertised which shall thereafter be confirmed or approved as required by law.

Christine A. Helder  
Borough Clerk