

**PUBLIC NOTICE
BOROUGH OF WOODBURY HEIGHTS
NOTICE FOR SOLICITATION OF QUALIFICATIONS
FOR PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS**

NOTICE is hereby given that sealed qualifications for professional services, not subject to bidding pursuant to NJSA 40A:11-5, will be received by the **Clerk of the Borough of Woodbury Heights**. All qualification statements should be submitted to the **Clerk at the Municipal Building, 500 Elm Avenue, Woodbury Heights, New Jersey, 08097, on or before December 01, 2015 at 11:00 a.m.** in sealed envelopes addressed to the Clerk and identifying the person/entity submitting the proposal. All such submissions will be opened by the Clerk **on December 01, 2015 at 11:00 a.m.** and recorded.

Qualification statements, in the format of a resume', for the following professional services will be accepted:

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	

Each submission shall include the following information:

- (1) If the applicant is a professional requiring licensure in the State of New Jersey, said applicant shall be licensed for a period of not less than five (5) years;
- (2) The applicant shall submit an affidavit or a "Certificate of Good Standing" evidencing that the professional license is not presently suspended or revoked;
- (3) All applicants shall submit a resume' that 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
 - (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 served by the business entity or licensed professional including positions held.
- (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.

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

**BOROUGH OF WOODBURY HEIGHTS
JANET PIZZI, CLERK/ADMINISTRATOR**

