

**BOROUGH OF CLOSTER  
REQUEST FOR QUALIFICATIONS  
FOR 2024 PROFESSIONAL CONTRACT POSITIONS**

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44A-20.5 et seq. commonly called the “Pay to Play Law”, the Borough of Closter shall pursue a “Fair and Open Process” in awarding contracts for positions set forth more fully below, and hereby solicits qualifications in the form of resumes and letter applications for the below stated positions of the Borough of Closter, which shall be submitted to the Borough Clerk at 295 Closter Dock Road, Closter, New Jersey 07624 with documentation showing qualifications and compliance with criteria set forth by the Borough and by State Statute. All qualifications shall be submitted in a sealed envelope addressed to the Borough Clerk to be received no later than 11:00 a.m. on Wednesday, November 29, 2023. Interested parties may receive criteria for the various positions from the office of the Borough Clerk prior to submission of qualifications.

**Qualifications for professional services for the following positions are hereby requested:**

Borough Auditor  
Borough Attorney  
Borough Appraiser - Commercial Properties  
Borough Appraiser – Residential Properties  
Borough Bond Attorney  
Borough Engineer; including Planning Board and Zoning Board of Adjustment  
Borough Labor Attorney  
Borough Public Defender  
Borough Prosecutor  
Borough Alternate Prosecutor  
Actuarial Consulting Service  
Attorney to the Planning Board\*  
Attorney to the Zoning Board of Adjustment\*  
Borough Planner (Master Plan Reexamination)\*  
COAH Planner  
Ethics Board Attorney  
Financial Advisory Services  
Risk Manager  
Landscape for Foreclosed and Abandoned Properties  
Qualified Purchasing Agent

Duly licensed personnel to carry out the following public health activities:

- (a) Public Health Administration: health officer, electronic information notification (LINCS), health education.
- (b) Environmental Health Services – Registered Environmental Health Specialist (Approximately 4 days per week but additional hours may be assigned subject to Board of Health approval).

All of the services described in a & b above shall meet “Public Health Practice Standards of Performance for Local Boards of Health in New Jersey.”

\*The governing body recognizes that under the law, the Planning Board and Zoning Board of Adjustment may make the final decision as to whether or not to use the Fair and Open process when awarding their contracts; however, the governing body strongly recommends that these Boards use the Fair and Open process.

A copy of this notice is available at [www.closternj.us](http://www.closternj.us) under the section titled Bids & RFP’s with the required criteria.

Stephanie Evans, RMC  
Borough Clerk

BOROUGH OF CLOSTER  
BERGEN COUNTY  
295 CLOSTER DOCK ROAD  
CLOSTER, NEW JERSEY 07624-0569

STEPHANIE EVANS, RMC  
BOROUGH CLERK  
JENNIFER MARTINEZ  
DEPUTY BOROUGH CLERK



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**BOROUGH OF CLOSTER  
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 a notice of publication authorized pursuant to statute, for submission of qualifications that shall take into consideration the following factors, which will be weighed by the Mayor and Council of the Borough of Closter as the basis of an award for professional services most advantageous to the Borough, price and other factors considered:

- I. Resume and letter application for professional position including all documentation that provides the following for evaluation by the Borough's governing body:
  - a. Experience and reputation in the field for the position sought;
  - b. Knowledge of the area of expertise for the position sought (i.e. Borough Attorney, Borough Engineer, Borough Auditor, etc.);
  - c. Experience and knowledge of the Borough of Closter;
  - d. Compensation proposal;
  - e. Availability to accommodate any required meeting of the Borough;
  - f. Designated professional and support staff and location of firm's offices;
  - g. References in general and in particular from municipal entities where the professional has provided similar services as sought in the Borough of Closter;
  - h. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey;
  - i. Copy of any applicable professional certifications or licenses.
- II. Selection of professionals shall be based solely on the Borough governing body's evaluation of the submitted material in response to the criteria set forth in this document. Contracts will be publicly announced when awarded.
- III. Submit two (2) originals (1 bound/1 unbound) of all materials in a sealed envelope (both exterior and interior envelope) clearly marked "**Professional Services**" and indicate the position you are submitting for addressed to Borough Clerk, Borough of Closter, 295 Closter Dock Road, Closter, New Jersey, 07624, to be received on or before 11:00 a.m. on Wednesday, November 29, 2023. Please be sure the outer envelope is CLEARLY MARKED! Failure to mark the outer envelope may disqualify your submission if it is not identifiable.

BOROUGH OF CLOSTER  
By: Stephanie Evans, RMC  
Borough Clerk