

**PUBLIC NOTICE**

**BOROUGH OF PROSPECT PARK**

**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES**

**NOTICE IS HEREBY GIVEN** that the Borough of Prospect Park is requesting qualifications for the following professional services for the Borough of Prospect Park during the year 2017:

Municipal Attorney  
Borough Auditor  
Borough Planner  
Bond Counsel  
Risk Management Consultant  
Grant Writer  
Land Use Attorney

All submissions shall be submitted no later than 11:00 a.m., December 1, 2016. Qualifications will be opened and read aloud, in pertinent part, at that time.

All submissions shall be submitted to Danielle Ireland, Administrator/Acting Municipal Clerk, 106 Brown Avenue, Prospect Park, New Jersey 07508.

Qualifications are being solicited in accordance with the fair and open process as set forth by P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51) N.J.S.A. 19:44A-20.5 et seq. Request for Qualifications documents may be obtained from the Clerk's Office at the Borough of Prospect Park. The Governing Body reserves its right to reject all submissions and/or award any or all contracts to a qualified vendor through a fair and open process in accordance with law.

Danielle Ireland,  
Administrator/Acting Municipal Clerk

**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES – 2017**  
**Borough of Prospect Park**

The Borough of Prospect Park is requesting qualifications for the provision of professional services to the Borough for the year 2016. Qualifications will be accepted for the specific professional services set forth in the Public Notice, a copy of which is attached hereto.

Qualifications for Municipal Attorney, Borough Planner, Borough Auditor, Bond Counsel, Risk Management Consultant, Grant Writer, and Land Use Board Attorney. They shall be submitted no later than 11:00 a.m., December 1, 2016. Qualifications will be opened and read aloud, in pertinent part, at that time.

All Qualifications shall be submitted to Danielle Ireland, Administrator/Acting Municipal Clerk, 106 Brown Avenue, Prospect Park, New Jersey 07508. Eight (8) copies of the proposal shall be submitted.

All Qualifications should include, at a minimum; the name, address and all contact information of the person or firm making the proposal; a statement of qualifications, including all applicable professional Licenses held; a statement of experience in rendering such professional services to public entities; references; and a proposal for compensation or a schedule of fees to be charges for such professional services.

All Qualifications will be evaluated by the Governing Body of the Borough of Prospect Park on the basis of the Qualifications deemed to be most advantageous, price and other factors considered.

The evaluation will consider:

- (1) Minimum 5 years of Municipal Experience and reputation in the field;
- (2) Knowledge of the Borough of Prospect Park and the subject matter to be addressed under the contract;
- (3) Availability to accommodate any required meetings of the Borough of Prospect Park;
- (4) Compensation proposal;
- (5) Other factors if determined to be in the best interest of the Borough of Prospect Park and its agencies.

A description of the professional services required by the Borough of Prospect Park and its agencies is as follows:

Municipal Attorney: Shall provide Municipal Attorney services as requested to the Borough of Prospect Park.

Borough Planner: Shall provide Borough Planning services as requested to the Borough of Prospect Park.

Borough Auditor: Shall provide Borough Auditing services as requested to the Borough of Prospect Park as required under New Jersey State Law.

Bond Counsel: Shall provide Bond Counsel services as requested to the Borough of Prospect Park.

Risk Management Consultant: Shall provide Risk Management services as requested to the Borough of Prospect Park as required under New Jersey State Law and the Ordinances of the Borough of Prospect Park.

Grant Writer: Shall provide Grant Writing services as requested to the Borough of Prospect Park.

Land Use Attorney: Shall provide Land Use Attorney services as requested by the Borough of Prospect Park Land Use Board.