



**2019  
BOROUGH OF DUMONT  
RESOLUTION**

MEMBERS	AYE	NAY	ABSTAIN	ABSENT
CHAE	✓			
ENGLESE				✓
LaBRUNO	✓			
MANNA	✓			
ROSSILLO	✓			
STEWART	✓			
MAYOR KELLY				
TOTALS	5			1

Resolution No. 272  
Date: November 12, 2019  
Page: 1 of 4  
Subject: 2020 RFQ's for Professionals  
Purpose: Authorization to Advertise  
Dollar Amount: \_\_\_\_\_  
Prepared By: Susan Connelly, RMC

Offered by: LaBruno  
Seconded by: Chae

Certified as a true copy of a Resolution adopted by the Borough of Dumont on above date at a Regular Meeting by:

*Susan Connelly*  
\_\_\_\_\_  
**Susan Connelly, RMC, Municipal Clerk**  
**Borough of Dumont, Bergen County, New Jersey**

**FAIR AND OPEN PROCESS-AUTHORIZATION TO ADVERTISE FOR RFQ'S AND  
ADOPTION OF LEGAL NOTICE AND CRITERIA**

**WHEREAS**, the Borough of Dumont has opted to award contracts for professional services awarded under a Fair and Open Process as defined in at NJSA 19:44a-20.7, in the year 2020; and

**WHEREAS**, the Legal Notice of Request for Proposals is required to be adopted by the Governing Body in the month of November, for publication on or before December 1; and

**WHEREAS**, the Governing Body has considered forms of legal notice and criteria and has determined, in its discretion, to adopt a finalized form of such documents,

**BE IT RESOLVED**, by the Governing Body of the Borough of Dumont, that the Fair and Open Process legal notice and criteria be and hereby are adopted, a copy of which is annexed hereto

and incorporated for reference.

  
James J. Kelly, Mayor

## LEGAL NOTICE

### **REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL CONTRACT POSITIONS IN THE BOROUGH OF DUMONT**

**NOTICE IS HEREBY GIVEN**, that pursuant to N.J.S.A. 19:44A-20.4, 20.5 et. seq. the Borough of Dumont shall pursue a “Fair and Open Process” in awarding contracts for positions set forth more fully below, and hereby solicit qualifications in the form of resumes and letter applications for the below-stated positions of the Borough of Dumont, which shall be submitted to the Municipal Clerk at 80 W. Madison Avenue, Dumont, New Jersey 07628, with documentation showing qualifications and compliance with criteria set forth by the Borough and by State Statute. Three copies of all qualifications should be submitted in a sealed envelope labeled **“RFQ” and the position sought (separate envelope for each position)** to the Municipal Clerk to be received no later than **11:00 a.m. on Tuesday, December 3, 2019**. Interested parties may receive criteria for the various positions from the office of the Municipal Clerk by calling 201-387-5023 prior to submission of qualifications. The criteria will also be posted on the Borough website: [dumontnj.gov](http://dumontnj.gov). Professional services proposals for the following positions are hereby requested:

- Borough Appraiser
- Borough Attorney
- Borough Architect
- Borough Historic Architect
- Borough Auditor
- Borough Bond Counsel
- Borough Tax Appeal Attorney
- Borough Labor Attorney
- Special Counsel
- Grant Writer
- Information Technology
- Municipal Court Prosecutor
- Municipal Court Public Defender
- Municipal Court Alternate Public Defender
- Municipal Court Alternate Prosecutor
- Borough Planner
- Borough Engineer
- Special Projects Engineer
- Contract for Risk Manager
- COAH Affairs Planner
- Affordable Housing Administrator
- Financial Advisor and Arbitrage Consultant

Susan Connelly, RMC  
Municipal Clerk

**BOROUGH OF DUMONT**  
**CRITERIA FOR SUBMISSION OF PROPOSALS FOR**  
**PROFESSIONAL CONTRACTS UNDER THE**  
**FAIR AND OPEN PROCESS**

NOTICE IS HEREBY GIVEN, for all applicants in positions set forth more fully in a notice of publication for submission of proposals that shall take into consideration the following factors, which will be weighed by the Mayor and Council of the Borough of Dumont as the basis of an award for professional services most advantageous to the Borough:

- I. Resume and letter application for professional position including all documentation that provides the following for evaluation by the Borough Council:
  - a. Experience and reputation in the field for the position sought.
  - b. Knowledge of the area of expertise for the position sought
  - c. Experience and knowledge of the Borough of Dumont
  - d. Availability to accommodate any required meeting of the Borough
  - e. Designated professional and support staff and location of firm's offices
  - f. References in general and in particular from municipal entities where the professional has provided similar services as sought in the Borough of Dumont.
  - g. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey
  - h. A proposed fee schedule and basis of computation of fees and costs incurred in providing the required service, e.g., time and materials, fee per appearance or service item, etc.
  
- II. Selection of professionals shall be based solely on the Borough Council's evaluation of the submitted material in the criteria set forth in this document.
  
- III. Submit all materials (3 copies) in a separate labeled sealed envelope for **each position sought** addressed to Susan Connelly, RMC, Municipal Clerk, Borough of Dumont, 80 W. Madison Avenue, Dumont New Jersey, 07628 to be received on or before 11:00AM December 3, 2019.

**BOROUGH OF DUMONT**  
**Susan Connelly, RMC**  
**Municipal Clerk**