

BOROUGH OF DUMONT
CRITERIA FOR SUBMISSION OF PROPOSALS FOR
FOR THE POSITION OF RENT LEVEL ATTORNEY UNDER THE
FAIR AND OPEN PROCESS

NOTICE IS HEREBY GIVEN, for all applicants for the position of Dumont Rent Level Attorney, for submission of proposals that shall take into consideration the following factors, which will be weighed by the Rent Leveling Board 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 Rent Leveling Board:
 - 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 Rent Leveling Board Attorney shall be based solely on the Rent Leveling Board's evaluation of the submitted material in the criteria set forth in this document.

- III. Submit all materials (3 copies) in a labeled sealed envelope "**RFQ-RLB**" 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, January 14, 2020.

BOROUGH OF DUMONT
Susan Connelly, RMC
Municipal Clerk