

NOTICE OF REQUEST FOR PROPOSALS/QUALIFICATIONS
FOR 2016 PROFESSIONAL SERVICES

The Borough of Westwood (the Borough) is soliciting Proposals from interested individuals and/or firms for the following positions:

- Financial Advisor
- Bond Counsel
- Borough Engineer
- Borough Planner
- Historic Consultant
- Planning Board Engineer
- Alternate Planning Board Engineer
- Zoning Board of Adjustment Engineer
- Alternate Board of Adjustment Engineer

Through a Request for Proposals/Qualifications (RFP/RFQ) process, individuals and/or firms interested in applying for a position(s) must prepare and submit a Proposal in accordance with the procedure and schedule in the RFP/RFQ.

The selection of a qualified respondent is not subject to public bidding or competitive contracting provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et. seq. The selection is, however, subject to the fair and open process authorized by the New Jersey Local Unit Pay-To-Play Law, N.J.S.A. 19:44A-20.4 et. seq. The Borough has structured a procurement process that seeks to obtain the desired results while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Proposal.

All Proposals must be submitted to, and received by the Borough Clerk, Borough Hall, 101 Washington Avenue, Westwood, New Jersey 07675 **before 10:00 AM on December 15, 2015**. Proposals will not be accepted by facsimile transmission or e-mail. Responses will be publicly opened and announced at **10:00 AM on December 15, 2015** in the second floor conference room at Borough Hall.

The Instructions for Proposals may be inspected or obtained from the office of the Borough Clerk during regular business hours beginning on November 12, 2015. Questions may be submitted in writing to the Chief Finance Officer at 101 Washington Avenue, Westwood, NJ 07675; via fax at 201-664-5107 or via email at dayer@westwoodnj.gov. Proposals must be submitted in the manner designated in the Instructions, must be enclosed in sealed envelopes bearing the name and address of the Respondent, the title of the solicitation "Proposal for 2016 Professional Services" and the title of the position sought on the outside of the envelope, and addressed to the Borough of Westwood. Additionally, the envelope should bear notation that it should not be opened until **December 15, 2015 at 10:00 AM**.

BY ORDER OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
WESTWOOD

RESOLUTION #15-260

KAREN HUGHES, BOROUGH CLERK