

PUBLIC NOTICE FOR THE SOLICITATION OF
PROFESSIONAL SERVICE CONTRACTS FOR THE
PERIOD OF JANUARY 1, 2016 THROUGH DECEMBER 31, 2016

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the Municipal Clerk of the Borough of Roselle Park on Wednesday, January 20, 2016, at 11:30 a.m. in the Municipal Complex located at 110 E. Westfield Avenue, Roselle Park, New Jersey for the following Professional Services:

Municipal Prosecutor

Submission information is detailed in this notice. All submission packets must contain an annual rate and be clearly marked for the Professional Service under consideration. Two copies of each package must be included one of which is an electronic copy to: dcali@rosellepark.net

All Professional Service contractors are required to comply with the requirements of 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-1, et seq. and N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts).

Submissions by corporations and partnerships shall include a completed disclosure of ownership form (N.J.S.A. 52:25-24.2) and a non-collusion affidavit.

The Borough Council reserves the right to reject any and all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Borough. The Borough Council shall award the contract or reject any and all submissions no later than sixty (60) days from receipt of same.

Doreen Cali
Borough Clerk

SPECIFICATIONS FOR PROFESSIONALS
BOROUGH OF ROSELLE PARK

CONTRACT APPOINTMENTS SHALL BE FROM
JANUARY 1, 2016 THROUGH DECEMBER 31, 2016

Municipal Prosecutor

The Municipal Prosecutor shall be an attorney at law of New Jersey and shall provide all necessary and desirable legal counsel and advice requested for the prosecution of cases before the Municipal Court of the Borough, and shall conduct the prosecution of such cases except such crimes and offenses as it may be the duty county or state officer to prosecute. Annual fee shall not exceed \$15,000.

Requirements

The attorney must have the following:

At least 5 years experience as a lawyer

At least 2 years experience as prosecutor

Satisfy all other requirements as set forth by New Jersey state law and Borough of Roselle Park Municipal Ordinance

Clearly label package as to position under submission:

Package to include:

Resume of attorney and staff attorneys that would be providing legal services.

Brief narrative of abilities

3 references

Annual cost for attorney

Statement as to whether any of the principals of the firm or the firm itself has been convicted of a crime within the last 5 years

Statement as to whether any of the principals of the firm or the firm itself has received a target letter from a grand jury

Certification as to the truth of the above two statements

2 copies must be submitted one of which is an electronic copy to: dcali@rosellepark.net

FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR
PROFESSIONAL SERVICES

Pursuant to N.J.S.A. 19:44A-20.5 et. seq. the standardized submission requirements shall include:

- (i) Names and roles of individual(s) who will be assigned to perform the tasks and a description of their professional experience with Borough of Roselle Park and/or experience with other municipalities and project similar to the matter being advertised.
- (ii) Professional licenses and/or certifications held by the individual(s) to be assigned to the work required.
- (iii) Educational background and experience of the individual(s) to be assigned to the work required.
- (iv) Description of the support staff available to the individual(s) to be assigned.

The selection criteria to be used in awarding contracts shall include, but not be limited to:

- (i) Qualifications of all individuals who will perform the tasks and the amounts of their respective participation.
- (ii) Experience and reputation in the field.
- (iii) Ability to perform the task(s) in a timely fashion, including staffing and familiarity with the subject matter.
- (iv) Availability of the Professional Service entity personnel, facilities and other resources.
- (v) Professional Service entity financial stability and strength.
- (vi) Cost consideration including, but not limited to, standardized submission requirements, historical costs for similar contracts, expertise involved.
- (vii) Responsiveness to the Public Notice and Specifications; Submission demonstrates a clear understanding of the scope of work related objectives.
- (viii) Compliance with the submission documents.

This solicitation is for the length, effective from date of award by resolution of Borough Council through to completion.

The award of this contract is based upon funds being encumbered and contingent upon the availability of funds in the appropriate municipal budget.

Professional services entities responding to this solicitation shall submit one (1) original and one electronic copy to: dcali@rosellepark.net , by January 20, 1016 at 11:30 am