BOROUGH OF NORTHVALE
County of Bergen
State of New Jersey

LEGAL NOTICE

Request for Qualifications for Professional Contract Positions in the Borough of Northvale

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44A-20.4, 20.5 et seq. the Borough of Northvale shall pursue a "Fair and Open Process" as defined in NJSA 19:44A-20.7 for awarding contracts for 2027 for the 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 Northvale, which shall be submitted to the Municipal Clerk at 116 Paris Avenue, Northvale, New Jersey 07647 with documentation showing qualifications and compliance with the criteria set forth by the Borough and by State Statute. **All qualifications (8 copies) shall be submitted in a sealed envelope to Frances Weston, Municipal Clerk to be received no later than 10:00 a.m. on December 8th, 2026.** Interested parties may receive criteria for the various positions from the office of the Municipal Clerk prior to submission of qualifications. (criteria posted at www.northvalenj.org).

Notice of the awarding of a contract, if any, for the position will be published as required by statute in a newspaper of general circulation within the Borough. Qualifications for professional services for the following positions are hereby requested:

Borough Attorney
Borough Auditor
Borough Engineer
Bonding Attorney
Financial Services
Risk Management Consultant/Broker-Health Insurance
IT Consultant
Tax Appeal Attorney
Grant Writer
Prosecutor
Public Defender
Real Estate Consultant/Appraiser
Environmental Engineer – LSRP
Planner
Planning/Zoning Attorney (Combined Board)
Planning/Zoning Engineer (Combined Board)

Frances Weston
Municipal Clerk

BOROUGH OF NORTHVALE
Criteria for Submission of Qualifications for
Professional Contracts Under the
Fair and Open Process

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

I. Resume with letter application for profession 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 expertise for the position sought (i.e. Borough Attorney, Borough Engineer, Borough Auditor, etc.)

c. Experience and knowledge of the Borough of Northvale.

d. Availability to accommodate any required meeting of the Borough. **(Note* Meeting attendance for the Mayor and Council and the Board of Adjustment/Planning Board shall be billed at a flat rate and not an hourly rate)**

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 Northvale.

g. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey.

h. Enumerated Services that would be subject to an annual retainer and the amount of such retainer.

i. Enumerated Services that would be excluded from the annual retainer and the rate thereof.

II. Selection of professionals shall be solely on the Borough Council's evaluation of the submitted material in the criteria set forth in this document.

III. Submit all materials in a sealed envelope addressed to Frances Weston, Municipal Clerk, Borough of Northvale, 116 Paris Avenue, Northvale, New Jersey 07647, to be received on or before 10:00 a.m. on December 8, 2026. (8 copies each)