

## LEGAL NOTICE

### Request for Qualifications For Professional Contract Positions for the Garfield Zoning Board of Adjustment

Notice is hereby given that pursuant to N.J.S.A. 19:44A-20.4 and 20.5 et seq., the Garfield Zoning Board of Adjustment shall award professional contracts pursuant to a "fair and open process" for the positions of Board Attorney and Board Engineer, as set forth more fully below, and hereby solicits qualifications in the form of resumes and letter applications for these positions.

An original, and eleven copies of resumes and letter applications for the positions set forth in this notice should be submitted to the Andrew Pavlica, City Clerk, 111 Outwater Lane, Garfield, NJ 07026. The resumes and letter applications should include all qualifications and satisfaction of the criteria set forth below .

All applications must be submitted to the City Clerk to be received no later than 10:00 a.m. on Monday, January 28, 2008. At that time, the submissions shall be publicly opened and announced. It is anticipated that professional contracts for the positions described in this notice shall be awarded at the time of the regular meeting of the Zoning Board of Adjustment which is scheduled to take place at 7:30 p.m., January 28, 2008.

#### Criteria for Submission of Qualifications

All applications for the positions set forth herein shall provide the following information, which will be considered by Zoning Board of Adjustment of the City of Garfield as the basis for an award for professional services contracts deemed most advantageous to the Board:

I. Resume with letter applications for professional position including all documentation and information that provides the following for evaluation by the Zoning Board of Adjustment:

- a) Experience and reputation in the field for the position sought.
- b) Knowledge of the area of expertise for the position sought.
- c) Prior experience with the Garfield Zoning Board of Adjustment.
- d) Knowledge of the City of Garfield and the subject matter to be addressed under the contract.
- e) Availability to accommodate any required meetings of the Garfield Zoning Board of Adjustment.
- f) References in general and in particular from municipal entities where the professional has provided similar services as sought by the Garfield Zoning Board of Adjustment.
- g) Copy of Business Registration Certificate.

II. All applicants must have a minimum of five years prior experience with or on behalf of municipal entities in the professional area of expertise.

III. Selection of the professionals set forth herein shall be solely based upon the Zoning Board of Adjustment's evaluation of the submitted material, based upon the criteria set forth in this document. The compensation for these positions shall also be determined solely within the discretion of the Board and shall be based upon experience, qualifications and budgetary considerations. Proposers are required to comply with the requirement of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

IV. A *Business Registration Certificate* must be supplied with the proposal.

By order of the Zoning Board of Adjustment of the City of Garfield