

CITY OF GARFIELD

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 the Legal Notice attached hereto for submission of qualifications that shall take into consideration the following factors, which will be considered by City Council of the City of Garfield as the basis for an award for professional services contracts deemed most advantageous to the City:

- I. Resume with letter applications for professional position including all documentation and information that provides the following for evaluation by the City Council:
 - 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 City of Garfield.
 - 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 City of Garfield.
 - f) References in general and in particular from municipal entities where the professional has provided similar services as sought by the City of Garfield.
 - 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 in the Legal Notice shall be solely based upon the City Council'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 City Council and shall be based upon experience, qualifications and budgetary considerations.
- IV. Submit all materials in a sealed envelope addressed to:

Andrew J. Pavlica, City Clerk
City of Garfield
111 Outwater Lane
Garfield, New Jersey 07026

to be received on or before 3:00 p.m. or Friday, January 19, 2007.