

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY
ESTABLISHED QUALIFICATION CRITERIA**

The Borough of Buena solicits statements of qualifications for applicants for appointment to the following professional positions. Responses should address the general criteria and submission requirements for the position sought. Responses must be received in the Borough Council Chambers, Borough Hall, Minotola, New Jersey 08341, no later than 12:00 noon, January 21, 2020. All responses shall be opened and announced publicly immediately thereafter by the Borough Clerk of the Borough of Buena or his representative. The applicant/proposer shall submit two (2) copies of his/her proposal in a sealed envelope designating the position to the Borough Clerk. Responses will be reviewed by the Mayor or his designee. All appointments will be announced at a public meeting. Unless otherwise noticed, appointments shall be for the year of 2020 and subject to the execution of an appropriate contract.

LAND USE ENGINEER

GENERAL CRITERIA: The Borough of Buena desires to contract with a firm to provide planning services to the Mayor and Borough Council and to the Land Use Board. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering and planning relating to land use law, redevelopment law and municipal law. Any experience or knowledge of matters that directly affect the Borough of Buena should be addressed.

SUBMISSIONS MUST INCLUDE:

- 1) Proof of license and certification to provide professional services in the State of New Jersey.
- 2) Description of experience demonstrating knowledge of permits and approvals from various State, County and local regulatory agencies with specific experience related to land use and redevelopment.
- 3) Description of a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Buena including, but not limited to civil engineers, land surveyors, and planners at a minimum.
- 4) Description of a principal office location, including proximity to the Borough of Buena and staffing level.
- 5) Resumes of project managers with at least ten (10) years of municipal experience.
- 6) List of past and present municipalities and/or planning or zoning boards served as consulting professionals.
- 7) A description of any other factors which the proposing party believes are relevant to its ability to provide the Borough of Buena with superior service.

GENERAL CRITERIA: The Borough of Buena desires to appoint an attorney to serve as Land Use Board Solicitor. Applicants shall demonstrate knowledge of Public Contracts Law, Open Public Meetings Act, Open Public Records Act and general New Jersey municipal law. Applicants must have a minimum of ten (10) years' experience representing municipal governmental entities.

SUBMISSION MUST INCLUDE:

- 1) Evidence of license to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
- 2) Description of experience representing municipal governmental entities, specifically land use.
- 3) Description of sufficient support staff to provide all services requested by the Borough of Buena, including but not limited to preparation of all documentation and resolutions necessary and incidental thereto.
- 4) List of all past and present governmental entities represented by applicant including dates of service.
- 5) A statement of no conflict of interest.
- 6) A description of any other factors which the applicant believes are relevant to its ability to provide the Borough of Buena with superior service.