

TOWNSHIP OF WASHINGTON
Criteria for Submission of Qualifications for
Professional Contracts Under the Fair and Open Process
ZONING BOARD OF ADJUSTMENT ATTORNEY~2020

NOTICE IS HEREBY GIVEN to all applicants for position set forth more fully in the legal notice attached hereto. Submission of qualifications that shall take into consideration the following factors, which will be considered by the TOWNSHIP OF WASHINGTON Zoning Board of Adjustment as the basis for an award for professional services contracts deemed most advantageous to the Township:

- I. Resume with letter applications for professional position including all documentation and information that provides the following, as applicable, 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 TOWNSHIP OF WASHINGTON or similar municipalities.
 - d) Knowledge of the TOWNSHIP OF WASHINGTON, or similar municipalities, subject matter to be addressed under the contract.
 - e) Availability to accommodate any required meetings of the TOWNSHIP OF WASHINGTON.
 - f) References in general and in particular from municipal entities where the professional has provided similar services as sought by the TOWNSHIP OF WASHINGTON.
 - g) Copy of N.J. Business Registration Certificate.

II. Selection of the professionals set forth in the legal notice 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 Zoning Board of Adjustment and shall be based upon budgetary considerations, experience, and qualifications.

III. Submit all materials in a sealed envelope clearly marked **RFQ ZONING BOARD OF ADJUSTMENT PROFESSIONAL CONTRACT** addressed to:

Susan Witkowski, Township Clerk
Township of Washington
350 Hudson Avenue
Township of Washington, New Jersey 07676

to be received on or before **11:00 a.m. on Monday, December 30, 2019.** and to be considered for awarding at the time of the scheduled reorganization meeting to be held January, 2020 TBD.

Township of Washington
Susan Witkowski, Township Clerk