

**BOROUGH OF NORTH CALDWELL  
ZONING BOARD OF ADJUSTMENT**

**REQUEST FOR QUALIFICATIONS**

The Borough of North Caldwell's Zoning Board of Adjustment is soliciting Qualification Statements from interested persons and/or firms for the provision of **Board Attorney** professional services.

Through a Request for Qualification ("RFQ") process, persons and/or firms interested in assisting the Board with the provision of such service must prepare and submit a Qualification Statement in accordance with the procedure and schedule in the RFQs. The Board will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described (in the sole judgment of the Board). The Board intends to qualify a person(s) and/or firm that (a) possess(es) the professional, financial and administrative capabilities to provide the proposed service, and (b) agree(s) and meet the terms and conditions determined by the Board that provide the greatest benefit to the taxpayers of North Caldwell.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq. The selection is subject to the "New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, et seq., however. The Board has a procurement process that seeks to obtain the desired results, while establishing a competitive process, to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. The factors to be considered by the Board include, but are not limited to: (i) experience and reputation in the profession; (ii) knowledge of the subject matter to be addressed under contract; (iii) availability to accommodate any required meetings of the Board or Borough agency; (iv) any other factors demonstrated to be in the best interest of the Zoning Board of Adjustment of the Borough of North Caldwell.

Instruction and Qualification documents may be inspected during regular business hours and/or picked up from the Office of the Borough Clerk, 141 Gould Avenue, North Caldwell, New Jersey 07006 or downloaded from the municipal website [www.northcaldwell.org](http://www.northcaldwell.org). Completed Qualification Statements must be submitted to, and be received by, Tami Michelotti, Board Secretary, 141 Gould Avenue, North Caldwell, New Jersey 07006 on or before 11:00 a.m. on Tuesday, November 30, 2021. Respondents are instructed to label the outside of the envelope or package to the effect that the enclosure consists of a Qualification Statement in response to this request for the professional service. Qualification Statements will not be accepted by facsimile transmission or email. The responses will be opened after 11:00 a.m. on Tuesday, November 30, 2021 in the Office of the Borough Clerk.

***Completed Qualification Statements must be submitted in the manner designated above, must be enclosed in sealed envelopes bearing the name and address of the Respondent, and the name of the service on the outside, addressed to the Borough of North Caldwell Zoning Board of Adjustment.***

**BY ORDER OF THE ZONING BOARD OF ADJUSTMENT OF THE BOROUGH OF NORTH CALDWELL.**

**NOTE:** The Zoning Board of Adjustment of the Borough of North Caldwell will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this RFQ.

**Tami Michelotti, Secretary  
Zoning Board of Adjustment**