

# **BOROUGH OF ELMWOOD PARK**

## **REQUEST FOR QUALIFICATIONS AND PROPOSALS**

**PURSUANT** to the provisions of **N.J.S.A. 19:45A-20.5, et. seq.** referred to as the New Jersey Pay to Play Law, the Borough of Elmwood Park, County of Bergen, State of New Jersey, hereby solicits its proposals for the award of contracts for the following “Professional Services” for the 2026 calendar year:

### **ENGINEERING**

Municipal Engineer  
Board Engineer – Board of Adjustment  
Board Engineer – Planning Board

### **AUDITING SERVICES**

Municipal Auditor

### **LEGAL COUNSEL**

Municipal Attorney  
Municipal Bond Counsel  
Attorney – Board of Adjustment  
Attorney – Planning Board  
Redevelopment Counsel  
Cannabis & Marijuana Board Counsel  
Fair Housing Special Legal Counsel  
Tax Appeals Counsel  
Labor Counsel

### **PLANNING SERVICES**

Municipal Planner  
Board Planner – Board of Adjustment & Planning Board

### **MUNICIPAL COURT**

Municipal Prosecutor  
Alternate Municipal Prosecutor  
Public Defender (2)

### **OTHER SERVICES**

Information Technology Professional Consultant  
Licensed Sewer Operator  
Licensed Site Remediation Professional  
Licensed Water Operator  
Municipal Grant Writer  
Municipal Financial Advisor  
Payroll Services  
Medical Director – Ambulance  
Risk Manager

Sealed RFQ/RFP (Request for Qualifications/Proposals) responses must be **submitted to the Municipal Clerk by 11:00 AM on Tuesday, December 9, 2025**, at the Municipal Clerk’s Office in the Municipal Building, 182 Market Street, Elmwood Park, New Jersey 07407.

Interested parties can submit a proposal for any and all categories of the professional services listed above. No proposals will be accepted after the date and time indicated above.

All selections will be based on the review of the documents and information submitted, as well as independent research performed by the Borough, such as a review of references, an evaluation of performance with other governmental and non-governmental entities and/or all other available information.

Please be advised the proposals will be scored on the following point system:

Minimum Qualifications: MET or NOT MET

Minimum Requirements for Responses: MET or NOT MET

Management (number of employees): 1-10 points

Technical Work in Government: 1-10 points

Cost (hourly): 1-10 points

The Borough of Elmwood Park reserves the right to choose one or more professionals for each service, or to choose not to make a selection based on the notice, or to post subsequent notices for the same, similar, or different services.

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Shanee Morris, RMC, CMR  
Municipal Clerk