

**Request for Proposals for Professional Services
For the Borough of Wanaque for 2025**

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44A-20.4 and 20.5 et seq. the Borough of Wanaque shall award professional service appointments pursuant to a "fair and open process" for the positions set forth below, and hereby solicit qualification and fee information for these positions, to be submitted in the following manner: **one bound proposal, one unbound proposal, and a PDF electronic copy (flash drive or CDROM)** to:

**Paul M. Carelli
Borough Administrator
Borough of Wanaque
579 Ringwood Ave
Wanaque, New Jersey 07465**

Proposals must include all qualification, fee information and satisfaction of the criteria set forth in the document entitled "RFP for Professional Services under the Fair and Open Process" which is available from Paul M. Carelli, Borough Administrator or Borough Clerks Office at 579 Ringwood Ave, Wanaque, NJ 07465 and on our website www.wanaqueborough.com

All proposals must be submitted to Paul M. Carelli, Borough Administrator no later than **12 noon on Friday, December 27, 2024**. At that time, submissions shall be publicly opened and announced. It is anticipated that professional service appointment for the positions described in the Notice shall be awarded at the reorganization meeting of the Borough of Wanaque in January 2025.

The following professional appointments are being considered:

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| Risk Manager | Borough Engineering Services |
| Labor Counsel | Information Technology Support Services |
| Administrative Agent for Affordable Housing | Borough Attorney |
| Auditor | Bond Counsel |
| Economic Development & Planning Consultant | Insurance Brokerage Services |

INSTRUCTIONS FOR RESPONDING

Each submission shall be contained in a sealed envelope addressed to the Borough of Wanaque, 579 Ringwood Avenue, Wanaque, New Jersey 07465, and said envelope shall specify the position and title for which the submission is provided. The submission is to be clearly marked "**Sealed Submission Enclosed Professional Services RFP 2025**" and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement. Submissions received after the hour herein named or in unsealed envelopes shall not be considered.

Submittals shall be hand-delivered, mailed by way of first class mail, or overnight delivery service. Fax submissions will not be considered. Late submissions shall be deemed unresponsive and will not be considered. No rights are conferred upon any party by virtue of a response to this Request for Proposals unless there is resolution appointing said professional at the annual reorganization meeting of the Borough of Wanaque.

**Paul M. Carelli
Borough Administrator**