BOROUGH OF TOTOWA
NOTICE AND SOLICITATION OF PROPOSALS FOR PROFESSIONAL SERVICES

The Borough of Totowa is soliciting proposals from firms licensed to practice in the State of New Jersey to provide professional services for the positions of Municipal Attorney, Tax Appeal Attorney, Tax Appeal Consultant, Municipal Auditor, Municipal Engineer, Municipal Planner, Risk Management Consultant, Grant Writing Professional, Planning Board Attorney, Zoning Board of Adjustment Attorney, Board of Health Attorney, Registered Environmental Health Specialist, Affordable Housing Administrative Agent, Affordable Housing Planner and Veteran Affordable Housing Administrator for the Borough of Totowa for 2027.

Three (3) copies of the proposal must be submitted in a sealed envelope bearing the name and address of the vendor and the name of the contract being bid upon on the outside of the envelope. The proposal shall be addressed to Joseph Wassel, RMC, Borough of Totowa Municipal Clerk, Municipal Complex, 537 Totowa Road at Cherba Place, Totowa, New Jersey 07512 and must be received no later than 12:00 p.m. on Friday, December 18, 2026. No proposal shall be received in person or by mail after the designated time.

Specifications and instructions are on file and may be obtained at the office of the Municipal Clerk of the Borough of Totowa, Municipal Complex, 537 Totowa Road at Cherba Place, Totowa, New Jersey 07512, Monday through Friday between the hours of 9:00 a.m. and 4:30 p.m. or online at www.totowanj.org.

Proposals will be evaluated on the basis of the most advantageous to the Borough of Totowa, all factors considered. Proposals will be evaluated by the Mayor, designated members of the Council, Planning and Zoning Boards as well as members of the Borough's administration. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Borough of Totowa and the subject matter to be addressed under the contract;
3. Availability to accommodate any required meetings;
4. Compensation proposal;
5. Other factors if demonstrated to be in the best interest of the Borough of Totowa.

Contracts for Municipal Attorney, Tax Appeal Attorney, Tax Appeal Consultant, Municipal Auditor, Municipal Engineer, Municipal Planner, Risk Management Consultant, Grant Writing Professional, Planning Board Attorney, Zoning Board of Adjustment Attorney, Board of Health Attorney, Registered Environmental Health Specialist, Affordable Housing Administrative Agent, Affordable Housing Planner and Veteran Affordable Housing Administrator will be awarded as provided by law.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq.

Joseph Wassel, RMC
Borough of Totowa Municipal Clerk