

**BOROUGH OF EATONTOWN**  
**Eatontown Sewerage Authority**  
**LEGAL NOTICE**  
**REQUEST FOR QUALIFICATIONS FOR**  
**PROFESSIONAL CONTRACT POSITIONS**  
**IN THE EATONTOWN SEWERAGE AUTHORITY**

**NOTICE IS HEREBY GIVEN** that, pursuant to N.J.S.A. 19:44-20.4, 20.5 et. seq., the Eatontown Sewerage Authority shall pursue a “Fair and Open” process in awarding contracts for the following professional positions: **AUTHORITY ATTORNEY, AUTHORITY BOND ATTORNEY, AUTHORITY AUDITOR, and AUTHORITY ENGINEER;** and hereby solicits qualifications in the form of resumes and letter applications, which shall be submitted to Theodore F. Lewis, Jr., the Executive Director of the Eatontown Sewerage Authority at 47 Broad Street, Eatontown, New Jersey 07724, with documentation showing qualifications and compliance with criteria set forth by the Eatontown Sewerage Authority and by State Statute as listed below. All qualifications shall be submitted in a sealed envelope to the Executive Director to be received no later than 10:00 a.m. on Friday, January 21, 2022.

**CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR**  
**PROFESSIONAL CONTRACTS UNDER THE**  
**“FAIR AND OPEN” PROCESS**

**NOTICE IS HEREBY GIVEN,** for all applicants in positions as set forth above by the Eatontown Sewerage Authority, for submission of qualifications that shall take into consideration the following factors, which shall be weighed by the Eatontown Sewerage Authority as the basis of an award for professional services most advantageous to the Authority:

1. Resume and letter application for professional position including all documentation that provides the following for evaluation by the Eatontown Sewerage Authority:
  - Experience and reputation in the field for the position sought
  - Knowledge of the area of expertise for the position sought (i.e. Authority Attorney, Authority Bond Attorney, Authority Engineer, and Authority Auditor)
  - Experience and knowledge of the Borough of Eatontown and the Sewerage Authority
  - Availability to accommodate any required meeting of the Eatontown Sewerage Authority
  - Designated professional and support staff and location of firm’s offices
  - References in general and in particular from municipal entities where the professional has provided similar services as sought by the Eatontown Sewerage Authority
  - Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey
2. Selection of professionals shall be based solely on the Eatontown Sewerage Authority’s evaluation of the submitted material in the criteria set forth in this document
3. Submit all materials in a sealed envelope addressed to Theodore F. Lewis, Jr., Executive Director, Eatontown Sewerage Authority, 47 Broad Street, Eatontown, New Jersey 07724, to be received on or before 10:00 a.m. on Friday, January 21, 2022

EATONTOWN SEWERAGE AUTHORITY