

**Township of Belleville
Essex County, New Jersey**

**Notice for R.F.Q.
(Request for Qualifications)**

2ND OCCASION

Requests for Qualifications will be received by the Clerk's Office of the Township of Belleville in the County of Essex, New Jersey, at the Township Clerk's Office in the Municipal Building, 152 Washington Avenue, Belleville, N.J. from **Monday, November 3, 2025 to Tuesday, November 18, 2025, 11:00 a.m.** prevailing time for the following titles, in accordance with the Request for Proposals now on file in the Office of the Township Clerk, where same may be obtained during office hours from 8:00 a.m. to 4:00 p.m.

All necessary documents can be downloaded from the official Township of Belleville website, www.bellevillenj.org

REQUEST FOR QUALIFICATIONS:

Computer Support
General Counsel
Real Estate Appraiser - Commercial
Real Estate Appraiser - Residential
Township Planner Services

All RFQ's shall be submitted in sealed envelopes addressed to the Township Clerk of the Township of Belleville, the envelopes shall be marked conspicuously on its face on the top right-hand side in letters not less than one inch the word "**Request for Qualifications**" followed immediately below those words in letters not less than one half inch high: **Requests for Qualifications of (insert whichever title you are submitting a response)** and underneath that "**To be received on or before Tuesday, November 18, 2025.**" and underneath that the time ("**11:00 a.m.**")

Qualifications Statements will not be accepted by facsimile transmission or e-mail.

If RFQ's are to be accepted by mail or courier, the RFQ's must be placed in an outer envelope, which on top right-hand side shall clearly designate in the same manner as set forth above, the same size and information. The inner envelope shall have specifically placed in the center the

same information as set forth above and on the bottom left-hand side the name and address of the Respondent.

The burden is upon the Respondent to comply specifically with the directions in this “Request for Qualifications” The Respondents are put on notice that because of precautions resulting from terrorists threats; packages may be opened if directed to the wrong office of the Township.

Any RFQ not delivered in the manner as set forth in this “Notice for Qualifications” shall be declared void.

Qualifications Statements are being solicited through a Fair and Open process in accordance with N.J.S.A. 19:44A-20.5 et seq. Responders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 and all other requirements set forth in the Requests for Qualifications.

A Respondent may submit supplemental information that it feels may be useful in evaluating its Qualifications Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Respondents must submit an original by using white 8 ½ paper and one (1) Thumb Drive.

Qualifications Statement to be designated contact person or designee:

Albert Cabrera, Township Clerk
Belleville Municipal Building
152 Washington Avenue (Clerk’s Office)
Belleville, N.J. 07109

The Township of Belleville reserves the right to waive informalities in Requests for Qualification and to reject any and all Requests for Qualifications, if deemed in the best of the Township so to do.

By Orders of the Mayor and Municipal Council of the Township of Belleville.

Albert Cabrera, R.M.C.
Township Clerk

