

**The Board of Chosen Freeholders
of the County of Monmouth**

DEPARTMENT OF PUBLIC WORKS & ENGINEERING

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March 24, 2016

Re: Monmouth County Two-Step Process for Procurement of Professional Architectural and Engineering Services & Upcoming Professional Services Projects

Dear Consultant:

On behalf of Freeholder Director Thomas A. Arnone, who is also the Board liaison to the Department of Public Works & Engineering, I am pleased to invite a representative of your organization to attend an information meeting to update consultant architectural and engineering firms on Monmouth County's two-step procedures for the procurement of professional services contracts which has been in place since July 1, 2013.

The open meeting is scheduled as follows:

DATE: Friday, April 8, 2016

TIME: 1:00 PM

LOCATION: Monmouth County Fire Academy
Main Auditorium
1027 Route 33 East
Freehold, NJ 07728

Due to limited seating, we request that attendance be limited to no more than two representatives from each firm. The meeting will consist of a short PowerPoint presentation and be followed by a brief question and answer opportunity. We will also review upcoming professional services projects.

To: Consultants
Re: Procurement Process

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As you are aware, competition for Monmouth County professional service contracts is strong. The Board of Chosen Freeholders remains committed to a quality based Consultant Selection Process which is fiscally responsible and gives good value to the taxpayers of Monmouth County. I believe our two-step procurement process has been well received by the consultants working with the County.

We welcome your attendance at our information meeting on Friday, April 8, 2016. I look forward to seeing you then.

Thank you for your continued interest in serving the citizens of Monmouth County.

Sincerely,



Joseph M. Ettore, P.E.
County Engineer

cc: Board of Chosen Freeholders
Teri O'Connor, County Administrator
John W. Tobia, Director, Public Works & Engineering
Ming Kao, Assistant County Engineer
Inkyung Englehart, Supervising Engineer
Michael Aravich, Principal Engineer