

**SPECIAL PUBLIC NOTICE**  
**CY 2017**  
**REQUEST FOR QUALIFICATIONS/PROPOSALS:**  
**CITY OF SOUTH AMBOY**

**Purpose:**

The following general requirements must be met in order for any firm to be considered to provide professional services covered by N.J.S.A. 44A-20.5 *et seq* with the City. The process is designed to find qualified service providers in an open and fair manner in order to have the most qualified service provider for the City.

**Scope:**

Any person or firms interested in providing professional services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40: 11-2(6), to the City of South Amboy.

**General Requirements:**

1. The Request for Qualifications (“RFQ”) shall be used to determine what companies, firms, or individuals offer the City the best opportunity to secure the highest quality professional services.
2. The Request for Proposals (“RFP”) shall be used to determine whether the costs of fees proposed to provide the professional services are fair and reasonable, both in terms of the City’s budgetary interests, the general market rate for the services, and the level of experience, breadth of services, reputation, and expertise of the professional.
3. Advertising of the RFQ/RFP will, at a minimum, include the City website and City official bulletin board.
4. The RFQ shall list the minimum requirements of the service being sought. Where the Request for Qualifications lists separate experience requirements for the firms and for individuals, professionals in solo practice shall meet the experience requirements for a firm.
5. Submissions will be required on the date specified which shall be not less than ten (10) days following the advertisement of the RFQ.

**Requirements to Qualify**

The requirements listed below are the minimum levels expected from the professional indicated.

**CITY OF SOUTH AMBOY  
REQUEST, SOLICITATION AND INVITATION  
OF PROPOSALS FOR QUALIFICATIONS FOR**

**PROFESSIONAL GRANT WRITER**

The proposer is requested to provide a proposal to the City of South Amboy (“City”), County of Middlesex and State of New Jersey for a Professional Grant Writer. The proposer must comply strictly with the submission requirements set forth herein.

The proposal must be received by:

**Laura Kemble, Acting City Clerk  
South Amboy City Hall  
140 N. Broadway  
South Amboy, NJ 08879**

**by 1:00pm on Wednesday, December 14th, 2016. Any proposals received after said date and time, whether by mail or otherwise, will be deemed non-responsive. No proposals will be accepted after the date set forth above. Proposals must be submitted in a sealed envelope with the name of the firm or individual submitting the proposal clearly marked on the outside of the envelope as well as “Grant Writer RFQ” marked clearly on the exterior envelope.** The City assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone or email is not permitted. No late submissions will be accepted.

In addition, all proposers shall comply with P.L.1977,c.33 requiring submission of a statement of Corporate ownership; N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate and the collection of use taxes; and with the provisions of P.L. 1975, c.127 and N.J.A.C. 17:27 concerning equal employment opportunity and affirmative action and the submission of proof of compliance therewith.

**Applicants must contact Angel Albanese, CFO at [albanesea@southamboynj.gov](mailto:albanesea@southamboynj.gov) or by calling 732.525.5922 for all submission forms required for this submission.**

**I. INTENT**

The City of South Amboy requires the services of a Grant Writer. All properly submitted sealed proposals must be submitted as (1) original and seven copies to the City Clerk as named above. Any questions regarding this proposal should be directed to Camille Tooker, City Business Administrator via email at [tookerc@southamboynj.gov](mailto:tookerc@southamboynj.gov). Services will be required during the 2017 calendar year.

Per the provisions of N.J.S.A. 19:44A20.4 et seq., the City shall be the sole judge concerning the criteria set forth herein and the merits of the proposals submitted. The City shall be the sole judge of the benefits to the City represented by the submissions pursuant to this Request,

Solicitation and Invitation for proposal. The City Council, administration and in-house professionals will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the field;
2. Knowledge of the subject matter of the services to be provided to the City;
3. Knowledge of the City, its affairs and operations;
4. Availability to accommodate any required meetings of the City;
5. Compensation proposal;
6. Compliance with the minimum qualifications established by the City for the position;
7. Other factors determined to be in the best interest of the City.

## **II. GENERAL CRITERIA**

The City of South Amboy desires to hire a consultant to assist in the application, processing, reporting, auditing and exercising federal, state and local grants.

The Professional Qualifications for the Grant Writer shall include but may not be limited to the following:

1. Must hold a current and valid Business Registration Certificate in the State of New Jersey and have a favorable record with the State of New Jersey;
2. A minimum of at least five years' experience in the proposer's profession, including exposure to issues likely to be of assistance in serving as Grant Writer;
3. The ability of the assigned Grant Writer to attend meetings of the City.
4. Must list past and present public entities represented as Grant Writer.
5. Other factors if demonstrated to be in the best interest of the City;

## **III. SPECIFIC CRITERIA**

The duties of the Professional Grant Writer shall include securing outside and/or third party funding sources for the City's projects with appropriate sources approved by the City and to provide assistance to the City in grant funding related matters as needed or assigned. Please provide the following information;

1. Describe how your firm reviews all plan documents for compliance with applicable laws and contracted agreements.

2. Provide and describe a fee schedule and structure, including hourly rates, % of administrative grant costs, and/or contingency fee schedule etc.

**To be qualified on this project, your proposal (1 original plus 3 copies) with qualifications and pricing or fee schedule should be submitted no later than 1:00pm on Wednesday, December 14th, 2016. Proposals are to be submitted to Laura Kemble, Acting City Clerk, South Amboy Municipal Building, 140 N. Broadway, South Amboy, NJ 08879. Please direct any submission questions to [tookerc@southamboynj.gov](mailto:tookerc@southamboynj.gov).**

***The City reserves the right to reject any and all proposals received.***