

SPECIAL PUBLIC NOTICE
CY 2017
REQUEST FOR QUALIFICATIONS/PROPOSALS:

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 municipality 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, and filed with the Municipal Clerk at least ten (10) days prior to the submission deadline.
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. Candidates selected to submit proposals shall be notified within fifteen (15) days of the date of advertisement.
6. All RFQs/RFPs will be delivered by mail or in person by applicants to the City Administrator and returned to the Clerk in sealed envelopes with the name of the applicant and the specific RFQ noted on the outside of the envelope.

Requirements to Qualify

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

CITY OF SOUTH AMBOY DESCRIPTION OF PROFESSIONAL SERVICES CONTRACTS FOR WHICH PROPOSALS ARE SOUGHT

**APPOINTMENTS SHALL BE FROM
JANUARY 1, 2016 THROUGH DECEMBER 31, 2016**

The following is a description of the professional services needed, including, where appropriate, a description of the tasks involved:

PLANNING BOARD PLANNER

The City Planning Board Planner shall be a New Jersey licensed firm with at least ten (10) years of experience in all aspects of municipal planning including extensive work with and knowledge of the New Jersey Municipal Land Use Law, redevelopment zones, historic preservation, COAH requirements and regulations, and consulting with respect to drafting and revising Master Plans. The individual (s) primarily assigned shall have at least five (5) years experience as a municipal planner or zoning board planner.

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.) The undersigned individual, firm, or corporation hereby proposes to serve as City Planning Board Planner based upon the attached compensation schedule.

(Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.)

In addition to the criteria set forth above, all responses must include the following:

- a) Full name and business address.
- b) List of licensed professionals employed.
- c) Confirmation of authority to do business in the State of New Jersey
- d) List of public entities served by business entity including dates of service.

Responses shall be reviewed by the City according to the above criteria. The City of South Amboy will award the contract pursuant to this fair and open process by Resolution at a public meeting.

All interested parties **MUST** contact Angel Albanese, CFO for a submission packet by calling 732.525.5922 or emailing albanesea@southamboynj.gov.

PLEASE SUBMIT ONE (1) ORIGINAL AND THREE (3) COPIES OF YOUR PROPOSAL

ALL SUBMISSIONS FOR THE ABOVE SERVICE MUST BE RECEIVED IN A SEALED ENVELOPE MARKED “PLANNING BOARD PLANNER” BY

**LAURA KEMBLE, ACTING CITY CLERK
140 NORTH BROADWAY
SOUTH AMBOY, NJ 08879**

NO LATER THAN 1PM ON WEDNESDAY, DECEMBER 14th , 2016.

The City of South Amboy retains the right to reject any and all submissions deemed unacceptable for any reason.

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