

Weehawken Township
400 Park Avenue
Weehawken, New Jersey 07086

**REQUEST FOR QUALIFICATIONS / PROPOSALS TO SERVE AS
GRANTSPERSON / GRANTS CONSULTANT TO THE TOWNSHIP OF WEEHAWKEN,
COUNTY OF HUDSON, STATE OF NEW JERSEY**

PLEASE TAKE NOTICE, the Township of Weehawken (the "Township") is seeking to enter into a contract (the "Contract") with a **Grantsperson / Grants Consultant to the Township of Weehawken** (the "proposer" or the "Service Provider") pursuant to the "fair and open process" as defined by the New Jersey "Pay-to-Play" Law, N.J.S.A. 19:44A-20.4, et seq., for the balance of the Township's fiscal year ending June 30, 2015.

PLEASE TAKE FURTHER NOTICE, the Township of Weehawken will reserve the right to terminate the Contract with the Service Provider at any time, without cause, on thirty (30) days written notice.

Responses to this Request for Qualifications / Proposals shall be received by the Weehawken Township Clerk, or her designee, on **Tuesday, December 9, 2014, at 11:00 a.m.**, prevailing time, at 400 Park Avenue, Weehawken, New Jersey 07086, at which time said responses will be publicly opened and announced.

Responses must be enclosed in a sealed envelope. The Service Provider must indicate the following on the outside of the envelope: (1) the name and address of the Service Provider; and (2) **"Request For Qualifications / Proposals - GRANTSPERSON / GRANTS CONSULTANT"**. Responses may be delivered by hand, overnight courier or mail. The envelope containing the response must be received by the Township Clerk by the date and time set forth above. No late responses will be accepted. The proposer is solely responsible to ensure timely and proper delivery of the response.

The position will require the Service Provider to devote such time and effort as may be reasonably necessary to service the needs of the Township in connection with the pursuit of all grants available for projects it presently participates in or anticipates undertaking from time to time, as well as to:

- Review all Township properties and facilities in order to maximize potential grant revenue
- Review and study all periodic or recurring grants for projects the Township presently participates in and those which it currently anticipates undertaking in order to maximize grant revenue
- Make recommendations to maximize Weehawken's potential grant revenue

The Township will provide to the Service Provider suitable work facilities, supplies and other items as shall be reasonably necessary for the Service Provider to perform the obligations of the position. The Service Provider shall be an independent contractor and not an employee of the Township.

Responses must include:

1. Name of Service Provider;
2. Address or principal place of business of Service Provider offices and corresponding telephone and fax numbers;
3. Areas of expertise;
4. Detailed biography or resume of the Service Provider, background of the firm and, where applicable, of all principals of the Service Provider's firm, as well as their education, experience, qualifications, number of years of service and experience with similar governmental entities and their projects;
5. List of other clients and any other affiliations of the Service Provider, as well as a list of those the Service Provider will be representing while representing the Township;
6. At least two (2) references, which must have knowledge of your experience related to work providing consultation services for similar governmental projects in New Jersey;
7. Service Provider's ability to provide services in a timely fashion;
8. Compensation proposal, including, where applicable, the rates and time estimates, all expenses, and where appropriate, total cost or "not to exceed" amount; and
9. Knowledge of, and ability to ensure compliance with, all Federal, State and local laws and regulations applicable to the grant funding to be administered.
10. Familiarity with the Township's current projects, activities, procedures and regulations, as well as those of other comparable and neighboring municipalities; and
11. Any other information, which the Service Provider deems helpful or relevant.

The selection criteria to be evaluated in awarding the Contract shall consist of the following:

1. Experience and reputation in the field;
2. Qualifications of the individual(s) who will perform the tasks and their degree of participation;
3. Knowledge of Weehawken Township, and of matters concerning Weehawken Township, and of the subject matter to be addressed under the Contract.
4. Availability to attend any required meetings and to attend to any and all other matters as requested by Weehawken Township from time to time.
5. Availability of personnel and other resources to provide such services in a timely fashion, including staffing and familiarity with the subject matter.
6. Compensation proposal.

7. Other factors if demonstrated to be in the best interests of Weehawken Township.

The Contract will be awarded based on the most advantageous responses, price and other factors considered. The Township reserves the right to reject all proposals if deemed by the Township, in its sole discretion, to be in the best interests of the Township.

By order of James V. Marchetti, Jr.,
Weehawken Township Manager

Dated: November 19, 2014