

TOWNSHIP OF WEEHAWKEN
HUDSON COUNTY, NEW JERSEY

PLEASE TAKE NOTICE, the Township of Weehawken (the Township) requests qualifications / proposals for the services set forth below in accordance the “fair and open process” pursuant to N.J.S.A. 19:44A-20.5, et seq. Awards will be made in the discretion of the Township for the period from the date of award through June 30, 2018.

PLEASE TAKE FURTHER NOTICE, that the award of any contract shall be conditioned upon the service provider delivering to the Township Clerk all original, completed documents in proper form and content as may be necessary to comply with all affirmative action laws and regulations, and other Public Contact laws, rules and regulations; and that, notwithstanding the award of any Contract for a definite term, the Township reserves the right to terminate any Contract with a service provider at any time, without cause, on thirty (30) days written notice.

Responses to Request for Qualification / Proposals shall be received by the Weehawken Township Clerk, or her designee, on **Tuesday, September 11, 2018, 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 read.

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; (2) the service for which the response is submitted and (3) “**Request For Qualifications / Proposals**”. 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 its response. Please submit three (3) copies of proposals.

Responses must include the following:

1. Name of Service Provider.
2. Address or principal place of business of Service Provider offices and corresponding telephone and fax numbers and email address(es).
3. Areas of expertise.
4. Detailed biography or resume of the Service provider and, where applicable, of all principals or other personnel of the Service Provider's firm who will be responsible for the services to be rendered to the Township, and the background of the firm, as well as their education, experience,

qualifications, number of years of service and experience with similar matters and projects.

5. The Service Provider will be required to devote such time and effort as may be reasonably necessary to service the needs of the Township in connection with the position. The Service Provider shall be an independent contractor and not an employee of the Township. The Service Provider will supply his/her own work facilities, supplies and other items as shall be reasonably necessary to perform the obligations of the position. The Service Provider should detail its ability to accomplish the functions for which it seeks to be engaged.

6. List of other clients of the Service Provider that the Service Provider will be representing while representing the Township, and any other affiliations with those who participate in similar type matters. **NOTE: During the term of service for the Township, the Service Provider:**

a. shall not be engaged by person or entity whose interests are, or may be, adverse to those of the Township; and

b. shall not be engaged by any owner or operator of any property or business located in the Township of Weehawken without the approval of the Township.

7. At least two (2) references, who must have knowledge of your experience related to work providing service and experience in the State of New Jersey in similar matters and projects as the position for which you seek to be engaged.

8. Service Provider's ability to provide services in a timely fashion

9. Compensation proposal, including, where applicable, the rates and time estimates, all expenses, and where appropriate, total cost or "not to exceed" amount. **NOTE: Any proposal submitted on behalf of a service provider serving the Township by virtue of a contract awarded for the same services for the current or any prior period must prominently point out in its proposal any and all changes in the compensation, scope of services or other elements of its proposal that differ from the proposal**

that was accepted by the Township for the current or any prior period.

10. Any other information, which the Service Provider deems helpful or relevant.

Proposals will be evaluated on the basis of the following factors:

1. Experience and reputation in the field.
2. Qualifications of the individual(s) who will perform the tasks and the amounts of their respective 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 to any required Weehawken Township meetings and other matters.
5. Availability of personnel and other resources to provide such services.
6. Compensation proposal.
7. Other factors if demonstrated to be in the best interests of Weehawken Township.

Contracts will be awarded based on the most advantageous responses, price and other factors considered.

The following are services for which the Township currently seeks proposals:

- 1. ARCHITECTURAL SERVICES - JEFFERSON STREET STAIRS**
- 2. INFORMATION TECHNOLOGY CONSULTANT**
- 3. LITIGATION COUNSEL – SPECIAL - ZONING**
- 4. PLUMBER, N.J. LICENSED**
- 5. PERSONNEL CONSULTANT**
- 6. LITIGATION COUNSEL – TAX APPEAL DEFENSE**
- 7. LITIGATION COUNSEL – SPECIAL: GENERAL, TORT CLAIM DEFENSE AND CONFLICTS COUNSEL**
- 8. PLANNER, URBAN - REDEVELOPMENT – COMMERCIAL, COMMUNITY FACILITIES**