

## TOWNSHIP OF WEEHAWKEN

### HUDSON COUNTY, NJ

PLEASE TAKE NOTICE, the Township of Weehawken (the Township) requests qualifications 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 through June 30, 2023 , which term may be extended by this governing body as allowed by law provided, however, 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 Contract 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.

Request for Qualification responses shall be received by the Weehawken Township Clerk, or her designee, on **Tuesday December 20<sup>th</sup> 2022 by 3:00 PM.**, 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”. 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 3 copies of proposals. **IT IS OPTIONAL, BUT URGED, THAT AN ELECTRONIC COPY OF THE PROPOSAL BE PROVIDED AS AN ATTACHMENT TO AN EMAIL TO THE TOWNSHIP CLERK (RFares@TOW-NJ.net) ON THE DAY FOLLOWING THE DUE DATE FOR SUBMITTING HARD COPIES OF THE PROPOSALS.**

**PLEASE 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 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 period.**

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

1. Experience and reputation in the field.

2. Knowledge of Weehawken Township, and of matters concerning Weehawken Township, and of the subject matter to be addressed under the contract.
3. Availability to attend to any required Weehawken Township meetings and other matters.
4. Availability of personnel and other resources to provide such services.
5. Compensation proposal.
6. 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 seeks proposals:

- 1. GRANTSPERSON / GRANTS CONSULTANT TO THE TOWNSHIP– FEMA (FLOOD – RELATED EMERGENCY MANAGEMENT)**