

**TOWNSHIP OF WEEHAWKEN
HUDSON COUNTY, NEW JERSEY**

**REQUEST FOR QUALIFICATIONS / PROPOSALS TO SERVE AS
CONSULTANT TO THE TOWNSHIP OF WEEHAWKEN ON MATTERS
INVOLVING THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY**

PLEASE TAKE NOTICE, the Township of Weehawken is seeking to enter into a contract ("the Contract") with a **Consultant to the Township of Weehawken on Matters Involving the Port Authority of New York and New Jersey** ("the PA NY & NJ") 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, 2016.

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, provided further, that the Township of Weehawken reserves 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 **SEPTEMBER 9, 2015, at 10:00 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 – CONSULTANT TO THE TOWNSHIP OF WEEHAWKEN ON MATTERS INVOLVING THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY". 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. Please submit four (4) copies of 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.

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 matters involving the PA NY & NJ. The Service Provider should detail its ability to accomplish the functions for which it seeks to be engaged.

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.

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 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 and email address;
3. Areas of expertise;
4. Detailed biography or resume of the Service provider and, where applicable, of all principals of the Service Provider's firm and the background of the firm, as well as their education, experience, qualifications, number of years of service and experience with issues similar to those involving or likely to involve the Township and the PA NY & NJ and/or similar governmental agencies, matters and projects, if applicable.
5. List of significant clients and 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 advice and other services related to issues similar to those involving or likely to involve the Township and the PA NY & NJ and/or similar governmental agencies, matters and projects;
7. Service Provider's ability to provide services in a timely fashion;
8. Knowledge of Federal, State and local laws, rules and regulations relating to issues similar to those involving or likely to involve the Township and the PA NY & NJ.
9. Compensation proposal, including, where applicable, the rates and time estimates, all expenses, and where appropriate, total cost or "not to exceed" amount; and
10. 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 the amounts of their respective participation;

3. Knowledge of Weehawken Township, and familiarity with matters concerning issues similar to those involving or likely to involve the Township and the PA NY & NJ.
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.

Dated: August 20, 2015

By order of: Giovanni D. Ahmad,
Weehawken Township Manager