

**City of Union City Request for Proposals From Individuals or Firms  
Interested in Serving as “Planning Consultant for Affordable Housing  
Matters” to the City of Union City For the Period  
July 1, 2013 through June 30, 2014**

**Introduction**

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Request for Proposals (“RFP”) for the position of “Planning Consultant for Affordable Housing Matters for the City of Union City for a contract period beginning on July 1, 2013 and ending June 30, 2014. All candidates are required to comply with N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 et seq. as amended. (Affirmative Action). The successful candidate must have significant experience and expertise in developing a Housing Element and Fair Share plan to the Council on Affordable Housing. The candidate shall demonstrate a familiarity in dealing with the Council on Affordable Housing (“COAH”) on behalf of municipalities. They shall demonstrate experience with municipalities in seeking substantive certification from either the Council on Affordable Housing or Superior Court. A candidate shall have at least 10 years experience as a licensed professional planner in the state of New Jersey. The successful candidate will provide the City with services related, but not necessarily limited to:

1. Providing technical assistance in the implementation of a Housing Element and Fair Share Plan to submit to COAH
2. Attending regular and special meetings of the Commissioners with regard to COAH matters.;
3. Assist the City in applications for affordable housing developments;
4. Any other matters as directed by the City.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57).

## **Professional Information and Qualifications**

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested candidate shall submit the following information:

1. Name of firm or individual;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which consultants will be assigned to work with the City;
3. Description of candidate's education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
4. Experience related to municipal planning;
5. At least four (4) references, three (3) of which must have knowledge of your service to public entities;
6. The candidate's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
7. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount; and
8. Any other information which the interested firm deems relevant.
9. Statement of corporate ownership (c.52:25-24.2)

## **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the degree of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost competitiveness.

## **Submission Requirements**

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on July 30, 2013. The RFP must be received no later than the above stated time and date by:

William Senande, City Clerk  
City of Union City  
3715 Palisade Avenue  
Union City, New Jersey 07086

Please submit one original and nine (9) copies of the RFP. Use white 8 ½" x 11" paper.