

**City of Union City Request for Proposals from Individuals or Firms  
Interested in Serving and Providing Professional Services Regarding the  
Preparation of Green Acres/Open Space Funding Applications for  
the period of July 1, 2014 Through June 30, 2015**

**Introduction**

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Requests for Proposals ("RFP") for individual or firms to provide professional services to the City of Union City in the preparation of applications for Green Acres and other open space funding. 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 knowledge of the requirements of the NJ. DEP Green Acres program N.J.S.A. 7:36, et al., and experience in preparing an application packet to obtain Green Acres and similar funding for the acquisition and/or development of open space/park property. The successful candidate will provide the City with services related, but not necessarily limited to:

1. Preparation of an application for Green Acres and other funding in accordance with the regulations set forth in N.J.A.C. 7:36, et al. in a form appropriate for submission and approval.
2. Preparation of any supplemental or explanatory material or amendments as required and subsequently requested by Green Acres or other agency personnel during the review of the application.
3. Attendance at any public hearing required by Green Acres or other agency personnel and attendance at any meetings required by Green Acres whether in Union City or offices of Green Acres or other agency personnel to explain the program's eligibility, cost, funding and other aspects of the program.
4. Filing of all reports required by the Green Acres or other agency program.
5. Maintenance of all required records.
6. Monitoring the City's compliance with all required State regulations.
7. Preparation of other open space/ park property funding applications.

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

**Professional Information and Qualifications**

Each interested candidate shall submit the following information:

1. Name of firm or individual;
2. Address of principal place of business and 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. Description of candidate's experience related to preparing grant applications;
5. Description of candidate's experience and knowledge of the Department of Environmental Protection and its Green Acres program as well as other funding sources;
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 a 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; and
5. Strong verbal and written communication skills.

## **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 June 10, 2014. The RFP must be received no later than 11:00 a.m. on June 10, 2014 by:

Dominick Cantatore, Acting City Clerk  
City of Union City  
3715 Palisade Avenue  
Union City, New Jersey 07087

Please submit one original and two (2) copies of the RFP. Use white 8 ½” x 11” paper.