

**City of Union City Requests Additional Proposals From Individuals
or Firms Interested in Serving as “Planning Consultant” to the City of
Union City and the Community Development Agency (“CDA” or “the
City”) For the Period 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 Request for Proposals (“RFP”) for the position of “Planning Consultant to the City of Union City and the CDA for a contract period beginning on July 1, 2014 and ending June 30, 2015. 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 in municipal planning and drafting planner’s reports with respect to applications for development. The successful candidate will provide the City with services related, but not necessarily limited to:

1. Entitlement grant funds (“grant”) received from the U.S. Department of Housing and Urban Development (“HUD”).
2. Rules and regulations of HUD related to the grant.
3. Preparation of documentation for the Community Development Program (“the Program”) for the pending fiscal year.
4. Securing the grant agreement from HUD for the Program.
5. Providing services in connection with the execution of the program after the grant agreement for the Program has been entered into with HUD.
6. Advice and assistance to the City and the Program Director in the execution of all projects comprising the year’s Program in accordance with applicable law, rules and regulations.
7. Advice and assistance to the City and the Program Director with respect to the completion of the various eligible activities described in the Program.
8. Advice and assistance to the City and the Program Director with respect to any amendment to the Program if required.
9. Assist in the preparation of all reports and information publications for the Program, as required and/or requested by the City or the Program Director, including Environmental Assessments, Requests for Release of Funds, program benefits analysis and others.
10. Advice and technical assistance to the Community Development staff of the City and representation at meetings with the City, Housing Authority, the County, State and Federal officials, civic and other organizations and others, as required in connection with the carrying out of the execution of the Program.
11. 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). If awarded a contract, your company/firm shall

be required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27.

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. 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 22, 2014. The RFP must be received no later than 11:00 a.m. on July 22, 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.