

**City of Union City Request for Proposals From Individuals or Firms  
Interested in Serving as “Planning and Zoning Consultant” to the  
City of Union City for Recording and Transcription Services  
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 and Zoning Consultant to the City of Union City for recording and transcription services 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 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. Providing technical assistance in the implementation of a municipal planning program;
2. Reviewing plans submitted to the City for approval and distributing the plans to the appropriate city agencies for review, comment, and approval;
3. Assisting the Director of the Department of Public Safety and the Construction Official in processing applications for development;
4. Preparation of memoranda which describes pending projects, whether the plans require further review by the Planning Board or Board of Adjustment (“the Boards”) and/or whether the Construction Official can act on said plan(s);
5. Attending regular and special meetings of the Board of Adjustment and the Planning Board and conference meetings with municipal boards or private entities and/or developers;
6. Preparation of an annual planner’s report to the Board of Adjustment and the Planning Board
7. Review of all referrals to the Boards by the City including zoning and land use ordinances and regulations;
8. Review of all applications for site plan or variance approval;
9. Assisting the Secretary to the Boards in the processing and establishment of procedure for the Boards to hear applications;
10. Attendance and participation at meetings of the Master Plan committee for the preparation and adoption of a new Master Plan;
11. Legal services for analyzing land use issues; and
12. 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 June 4, 2014. The RFP must be received no later than 11:00 a.m. on June 4, 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.