

**City of Hoboken Request for Qualifications From Attorney and/or Law Firms
Interested in Serving as “Attorney – Planning Board” to the City of Hoboken
For the Period January 1, 2016 through December 31, 2016**

Introduction

The City of Hoboken (“City”) is a municipality governed according to the Optional Municipal Charter Law, N.J.S.A. 40:69A-1 to -210. Pursuant to Ordinance #DR-154, the City seeks Requests for Qualifications (“RFQ”) from attorneys and/or law firms that wish to provide legal counsel services to the Planning Board of the City. The successful firm must have significant experience in providing legal counsel services to New Jersey municipalities, planning or zoning boards, and/or other New Jersey public entities.

The successful firm will provide the City with legal counsel services relating to planning board application review, planning board procedures and other projects generally handled by planning boards.

The Hoboken Planning Board meetings are generally held on the first Tuesday of each month at 7:00 p.m. and per the Planning Board bylaws meetings end by 10:30 p.m. Additionally, on the second Thursday of each month the Planning Board holds a Site Plan and Subdivision Subcommittee meeting.

A copy of this Request for Qualifications has been made available for download on the City of Hoboken’s website: www.hobokennj.org.

Professional Information and Qualifications

1. Name of Attorneys and/or Firm;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. If applicant is in firm please note specifically which attorneys will be assigned to work with the City;
3. Description of candidate or firm’s attorneys’ 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 providing legal counsel services to public entities, specifically planning or zoning boards;
5. At least four (4) references, three (3) of which must have knowledge of your service to public entities;
6. Examples of your record of success (or significant achievements) servicing public entities;
7. The firm’s ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff, where applicable);
8. Cost details, including the following:
 - Service fees and/or hourly rates of each individual who will perform the services for the planning board
 - Time estimates for each service to be performed for each individual and all related expenses [NOTE: Travel time and mileage are not eligible expenses and will not be paid]
 - Total annual non-escrow “not to exceed” amount for legal counsel services relating to planning board application review, planning board procedures and other projects generally handled by

planning boards that cannot be billed to an escrow account. [NOTE: Travel time and mileage are not eligible expenses and will not be paid]

9. Evidence of compliance with New Jersey affirmative action requirements (e.g. Certificate of Employee Information Report);
10. A copy of your New Jersey Business Registration Certificate;
11. A copy of any of any required professional federal and/or state licenses to perform the required activities; and,
12. Any other information that the interested firm deems relevant.

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 amounts 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;
4. Cost competitiveness, including rates and not-to-exceed amount; and,
5. All applicants must be able to certify compliance with the City of Hoboken's "Public Contracting Reform Ordinance," #DR-297 (Section 20A-11 et seq. of the Code of the City of Hoboken).

Submission Requirements

Please submit one (1) original and four (4) copies and one (1) electronic copy via cd-rom or thumb drive of the submission on or before 12:00 PM on Tuesday, December 8, 2015.

Proposals must be mailed or delivered to:

Brandy Forbes
Community Development Director
Hoboken City Hall
94 Washington Street
Hoboken, NJ 07030

On the outside of the submission, it must state:

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