

**City of Hoboken Request for Qualifications From Planners and/or Planning Firms
Interested in Serving as “Planner – Zoning Board of Adjustments” 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 planners and/or planning firms that wish to provide planning services to the Zoning Board of Adjustments of the City. The successful candidate or firm must have a minimum of 5 years of planning experience and should be proficient in providing planning services to New Jersey municipalities, planning or zoning boards, and/or other New Jersey public entities.

All persons applying to serve in this capacity must be a Professional Planner (“PP”) licensed in the State of New Jersey.

The successful candidate or firm will provide the City with planning services relating to zoning board application review and other projects generally handled by zoning boards, including the annual report that the zoning board is obligated to complete.

The Hoboken Zoning Board meetings are generally held on the third Tuesday of each month at 7:00 p.m. Additionally, there is an advisory committee review meeting held with the board professionals and applicants once a month. Please be advised that the Zoning Board does schedule a special meeting date each month in case there is a need to continue review of applications.

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 Candidate and/or Firm;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. If applicant is a firm, please note specifically which planners will be assigned to work with the City;
3. Description of candidate or firm’s planners’ 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 planning 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 zoning 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 planner services relating to zoning board application review, zoning board procedures and other projects generally handled by zoning 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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