

**City of Hoboken Request for Qualifications From Planning Firms
Interested in Serving as “Planner – Zoning Board of Adjustments” to the City of Hoboken
For the Period January 1, 2012 through December 31, 2012**

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 planning firms that wish to provide planning services to the Zoning Board of Adjustments of the City. The successful firm must have significant experience in providing planning services to New Jersey municipalities, planning or zoning boards, and/or other New Jersey public entities. *The employee(s) that the firm designates to serve in this capacity must be a licensed Professional Planner (“PP”).*

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

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

Professional Information and Qualifications

1. Name of Firm;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which planners will be assigned to work with the City;
3. Description of 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);
8. 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;
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; 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 of the submission on or before 12:00 PM on Thursday, November 10, 2011.

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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