

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES
City of Margate City
9001 Winchester Avenue
Margate City, New Jersey 08402

Position: Planning Consultant-This Planning RFQ is for the NJ Department of Community Affairs Post Sandy Planning Assistance Plan as it relates to the Post-Sandy Planning Assistance Grant Program
Period of: November 2013 to October 2014

All RFQ's must be received by the Purchasing Agent or his designee no later than 11:00 a.m. on 11/7/13 at which time they will be publicly opened, announced and recorded in the Purchasing Agent's Office.

The RFQ must be in a sealed envelope, clearly marked on the outside as "Qualifications for 2013-2014 Planner and Grant Consultant Services."

All statements of qualifications for professional service contracts shall address at a minimum the following information:

1. Professional's basic qualifications for the position.
2. Identification of the person who will be primarily responsible for the required services and provide a description of the experience of the primary person with projects and issues similar to those that will be undertaken by the City of Margate City.
3. Identification of persons who will serve as backup to the primary person.
4. Identification of the business address of key staff that will be responsible for providing services under the contract.
5. Description of staffing.
6. Description of previous experience, specifically in the State of New Jersey.
7. Description of specific familiarity with the services required by the City of Margate City.
8. A compensation proposal.
9. A list of references including the names, addresses and telephone numbers of persons who can verify experience and record of success.

The City of Margate City will evaluate qualifications submitted for professional service contracts on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

1. Experience and reputation in the field, with special attention to experience with municipalities that are geographically similar to Margate City.
2. Knowledge of the City of Margate City and the subject matter to be addressed under the contract.
3. Availability to accommodate any required meetings of the agency.
4. Compensation proposal.
5. Other factors if demonstrated to be in the best interest of the City of Margate City.

The City of Margate City reserves the right to make multiple awards for similar services in connection with this request for qualifications or to not award a contract for this service.