

North Bergen Board of Adjustment  
4233 Kennedy Boulevard  
North Bergen, NJ 07047  
201-392-2046

Request For Qualifications

**BOARD OF ADJUSTMENT COURT REPORTER - RFQ# BOA2013-03**

**Sealed Proposals** must be delivered to the address stated above, prior to the time and date listed as the public opening. **The RFQ # and Attn: Lisa Acosta & Clara Duran must be clearly written on the outside of the envelope.**

Proposals will be evaluated by the North Bergen Board of Adjustment on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field; noting the advanced degrees specific to the work contemplated by the Board of Adjustment and those individuals who shall be available to perform the work, and other agencies similar to the North Bergen Board of Adjustment which you have worked within the last five (5) years;
- b. Knowledge of the Township of North Bergen, North Bergen Board of Adjustment rules, regulations, calendar, ordinances and statutes that apply to the types of cases that come before the Board, and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Board of Adjustment, even on short notice. Please note that meetings of the North Bergen Board of Adjustment occur at least once monthly on the 1<sup>st</sup> Wednesday of the month. In addition, special meetings are called as required by the number of applications pending;
- d. Compensation proposal; note that the meetings are paid on a per meeting basis at the Rate of \$325.00 per meeting, together with a rate of \$6.25 per page plus one (1) copy And all transcripts required. Indicate what services are included in such a proposal:
- e. Other factors to be demonstrated to be in the best interest of the North Bergen Board of Adjustment.

This contract will be awarded for 1 year, beginning 1/31/13 and ending 1/31/14.

Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action.

The public opening will be held in the Municipal Chambers of the North Bergen Board of Adjustment located at 4233 Kennedy Boulevard, North Bergen, NJ, on Wednesday, 1/30/13 at 11:00 a.m.

**RFQ# BOA2013-03**

Lisa Acosta & Clara Duran  
Secretary's, North Bergen Board of Adjustment