

Township of North Bergen  
4233 Kennedy Boulevard  
North Bergen, NJ 07047  
201-392-2027

Request For Qualifications/Criteria for Services  
**CONSULTANT FOR COMMUNITY DEVELOPMENT BLOCK GRANT -  
RFQ # NB2013-15**

**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: Robert J. Pittfield must be clearly written on the outside of the envelope.** Please include 1 original and 1 copy of proposal.

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

- a. Experience and reputation in the field;
- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township;
- d. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- e. Experience and knowledge of the following: Preparation of Consolidated Annual Performance and Evaluation Report, coordination with Hudson County in development of Township plan as part of consortium, knowledge and preparation of required documentation for entitlement funding and amendments, knowledge and preparation of Environmental Review Record, knowledge and assistance with the Integrated Disbursement and Information System (IDIS) relating to all Township projects and knowledge of HUD rules, requirements and U.S. Office of Management and Budget (OMB) requirements for an entitlement community.

This contract will be awarded for a period, beginning January 1, 2013 and ending December 31, 2013. The Township of North Bergen reserves the right to reject any or all responses.

Payment Terms: \$12,500.00 flat fee.

Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action. Required affirmative action documentation includes one of the following:

- 1) A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.  
OR
- 2) A Certificate of Employee Information Report Approval.  
OR
- 3) An Affirmative Action Employee Information Report (Form AA302).

The public opening will be held in the Municipal Chambers of the Township of North Bergen located at 4233 Kennedy Boulevard, North Bergen, NJ, on Thursday, January 3, 2013, at 10:00am.

**RFQ # NB2013-15**

Robert J. Pittfield  
Chief Financial Officer