REQUEST FOR PROPOSALS
AUDITOR – GARFIELD REDEVELOPMENT AGENCY

Services Overview

Proposals are solicited by the Garfield Redevelopment Agency for auditor related to the redevelopment activities for the City. These services include preparation of budget, financial reporting requirements to the State of New Jersey and to the City of Garfield, preparation of annual audit, preparation of agency's financial records and all other accounting services.

Project Details

The Garfield Redevelopment Agency is an autonomous agency of the City of Garfield. The Agency is currently managing numerous projects in varying sizes and scopes, including, but not limited to: Vornado, Garden State Paper, C-Mor, Sketchley and the Kalama sites. All areas are designated as areas in need of redevelopment and have or are currently in the process of completing redevelopment plans. The status of each of the properties within the redevelopment area range from no formal action having been taken to developers designated with redevelopment agreements being executed. No construction has begun on any of the properties within any redevelopment area.

The successful proposer must have extensive knowledge of the Local Redevelopment and Housing Law, be a certified public accountant and a registered municipal accountant. This RFP covers the period January 1, 2011 through December 31, 2011.

Scope of Services

The following services are anticipated through this Request for Proposals:

- Meeting attendance as required.
- Financial consultation and representation regarding all financial issues, including but not limited to; bonding, audit preparation, budgetary requirements, etc.
- Financial consultation and representation related to tenant relocation, property acquisition, regulatory agency compliance and other project-specific issues.
- Assist with the financial aspects of redeveloper agreement negotiations.

Proposal Guidelines

Each interested firm shall submit the following information:

1. Name of firm, address, telephone numbers, e-mail address, fax numbers.
2. Bios/resumes for each person within the firm that would be assigned to this project with an indication of the primary contact person.
3. Experience. Provide three examples of projects that were worked on by the firm that most closely resemble the project that is the subject of this RFP. Include as a reference the contact person from the entity that the contract was with. Indicate the persons from your firm who worked on the project and the current status of the project.
4. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
5. Cost details, including the hourly rates of each of the individuals who will perform the services and all expenses.
6. Any other information which the interested firm deems relevant.

All respondents must comply with affirmative action laws, per the attached, and indicate same in the response.

All respondents must include a Business Certificate per N.J.S.A. 52:32-44.

Evaluation Factors

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the firm and individuals to provide the service.
2. Experience
3. Capacity to perform the task in a timely fashion.
4. Cost
5. Proven ability to aid a redevelopment entity in having redevelopment projects completed.
6. References

NOTICE TO PROPOSERS

CITY OF GARFIELD

Sealed Proposals will be received no later than December 20, 2010 at 4:00 p.m., prevailing time in the Council Chambers, 111 Outwater Lane, Garfield, New Jersey, and then publicly opened and read aloud for the following:

COUNSEL -- GARFIELD REDEVELOPMENT AGENCY

AUDITOR -- GARFIELD REDEVELOPMENT AGENCY

PLANNER -- GARFIELD REDEVELOPMENT AGENCY

ENVIRONMENTAL ENGINEER -- GARFIELD REDEVELOPMENT AGENCY

CIVIL ENGINEER -- GARFIELD REDEVELOPMENT AGENCY

Copies of the RFP are on file and open to public inspection at City Hall, 111 Outwater Lane, Garfield, New Jersey.

Each proposal must be enclosed, with seven (7) copies, in a sealed envelope, bearing the name and address of the Proposer on the face of the envelope and must be addressed and delivered to the City of Garfield, Purchasing Department, ATTN: Chairman Roger Hetel c/o Agency Secretary. Proposal must be endorsed:

AUDITOR – GARFIELD REDEVELOPMENT AGENCY

These proposals for the Garfield Redevelopment Agency Counsel are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 *et seq.*

Business Registration Certificate must be supplied with the proposal.

Proposers are required to comply with the requirement of N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27.