

**REQUEST FOR PROPOSALS  
PLANNER B GARFIELD REDEVELOPMENT AGENCY**

**Services Overview**

Proposals are solicited by the Garfield Redevelopment Agency for a planner related to the redevelopment activities for the City. These services include, but are not limited to attendance at meeting as requested by the Director, assistance in the redeveloper negotiations, consultation and representation on planning matters related to the project. These matters may include preparation of redevelopment plan studies to seek compliance with local redevelopment and housing law.

**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, redevelopment designation agreements, redevelopment agreements, and all relevant ordinances. This RFP covers the period January 1, 2009 through December 31, 2009.

**Scope of Services**

The following services are anticipated through this Request for Proposals:

- § Meeting attendance as required.
- § Planning consultation and representation regarding any area designated or in the process of being designated as in need of redevelopment, any other process related to the redevelopment of area(s).
- § Planning consultation and representation related to regulatory agencies and compliance and other project specific issues.
- § Assist with the planning aspects of redeveloper agreement negotiations, redevelopment agreement, and redevelopment plan.

## **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 January 9, 2009 at 3:00 p.m., prevailing time in the Council Chambers, 110 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, 110 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: Joseph Rutch, Executive Director. Proposal must be endorsed:

**PLANNER B 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.