

# CITY OF HOBOKEN

## ADDENDUM #1 TO RFQ DOCUMENTS

RFP 17 – 01

### REQUEST FOR QUALIFICATIONS (RFQ)

**Professional Services – Licensed Attorney – Special Counsel – Public Utilities Counsel Term: January 1, 2017 through December 31, 2017**

**This Addendum # 1, dated January 10, 2017** is issued to modify the previously issued RFQ documents for RFP 17 - 01, and is hereby made part of the RFQ documents. Please attach this Addendum #1 to the original documents in your possession, and ensure same is included in your submission Proposal.

**This addendum consists of the following:**

- 1. The RFQ submission deadline has been extended to January 26, 2017 at 3:00 pm prevailing time.**
- 2. The following changes has been made to the specifications:**
  - a. COST PROPOSAL/PRICING (page 18)**

The qualification statement shall specify in detail the hourly rates charged for all professional and support staff. Any additional fees or costs that the firm wishes to charge back to the City must be included in the qualification statement, with numerical costs included where available. The City reserves the right to include a non-appropriation clause in any contract executed for professional services. A not to exceed amount will be placed on the initial award of the contract. It shall be the attorney/firm responsibility to notify the City in writing when Eighty Percent (80%) of the not to exceed amount has been billed, and request an increase in the not to exceed amount. The attorney/firm shall not incur additional expenses against the City above the not to exceed amount without an increase in the not to exceed amount by the City Council. Any expenses incurred by the attorney/firm above the not to exceed amount shall not be reimbursed by the City of Hoboken in law or equity.

- b. Replace the Evaluation Criteria ( page 21)**

This Addendum #1 will be sent to all vendors who have received the complete RFQ package on or before the date of this Addendum #1, will be included in the complete RFQ package on and after the date of this Addendum #1, will be published in the newspaper, and will be posted on the City of Hoboken website.

There are no other changes to the RFQ documents as part of this addendum.

ATTEST:

Date: January 10, 2017

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AL B. Dineros, QPA  
Purchasing Agent

Addendum 1 dated (1/10/2017)

**BASIS OF AWARD**

**EVALUATION CRITERIA**

**RFP 17 - 01**

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The following is the criteria for evaluation of the proposal. Points shall be awarded based on the information contained in the proposal for each category as listed below on a scale of 1-10, with 10 meeting all required criteria and 1 not meeting the required criteria. The highest total score shall be the basis for the contract award.

<b>EVALUATION CRITERIA</b>	<b>SCORE/ POINTS</b>
<b>TECHNICAL CRITERIA</b>	
Vendor's proposal demonstrates a clear understanding of the scope of work and related objectives	
Vendor's proposal is complete and responsive to the technical/RFQ requirements	
Vendor evidences successful past performance of like projects	
<b>MANAGEMENT CRITERIA</b>	
History and experience in performing similar work within the specialty	
Availability of personnel, facilities, equipment, etc.	
Qualification and experience of attorneys and support personnel	
Significant experience representing government clients within the specialty	
Proof of licensure and proof of any advanced degrees in specialty	
<b>COST CRITERIA</b>	
Competitiveness of hourly rates of firm staff.	
Quality and quantity of vendor's services to previous clientele	
Vendor's financial ability to meet obligations	
<b>POINT TOTALS</b>	

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**RFP 17 – 01**

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Counsel Term: January 1, 2017 through December 31, 2017**

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (Initial)
<b>Addendum # 1</b>	<b>January 10, 2017</b>	_____
_____	_____	_____
_____	_____	_____

**No addenda were received:**

Acknowledged for: \_\_\_\_\_

(Name of Bidder)

By: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature of Authorized Representative)

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

(Print or Type)