

**EAST ORANGE PARKING AUTHORITY
REQUEST FOR QUALIFICATIONS
PUBLIC NOTICE FOR THE SOLICITATION OF SERVICES**

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the East Orange Parking Authority (“Authority”) for the services listed below. This Request for Qualifications (“RFQ”) is being issued pursuant to a fair and open process in accordance with *N.J.S.A. 19:44A-20.4 et seq.* Respondents should address the general criteria and mandatory minimum criteria for the position sought. Responses must be received by the Authority at 60 Evergreen Place, Suite 503, East Orange, New Jersey 07018, Attn: Tasha Jackson, Operations Manager, and via email at eostreetpermits@verizon.net on Tuesday, January 12, 2021 at 11:00 A.M. prevailing time, then publicly opened via Zoom and read aloud for the following services:

Insurance Services: • Title Insurance Company

Professional Services: • Planner • Real Estate Appraiser

Extraordinary Unspecifiable Services: • Parking Consultant • Relocation Consultant

Join Zoom Meeting for public opening of submissions in real time on January 12, 2021 at 11:30 A.M.

<https://us02web.zoom.us/j/8196073384?pwd=NVPVRT1ZOFhhNzhEdncxZWWhMnE2dz09>

Meeting ID: 819 607 3384

Passcode: 11221

Dial by your location+1 646 558 8656 US (New York)

Standardized submission requirements and selection criteria are on file and available on the Authority’s Website eastorangeparkingauthority.org and by request electronically via email at eostreetpermits@verizon.net

The RFQ requirements will be available on the Authority’s website www.eastorangeparkingauthority.org, and electronically by request via email eostreetpermits@verizon.net due to the COVID-19 Pandemic.

All contractors are required to comply with the requirements of *N.J.S.A. 52:32-44* (Business Registration of Public Contractors), *N.J.S.A. 10:5-31 et seq.* and *N.J.A.C. 17:27 et seq.* (Contract Compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership from (*N.J.S.A. 52:25-24.2*) and shall include a completed Non-Collusion Affidavit.

The Authority reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Authority. The Authority shall award the contract or reject all submissions no later than 60 days from receipt of same.

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Insurance Services:

Title Insurance Company: The Authority is seeking a New Jersey commercial title insurance company to provide title services to the Authority on an “as needed” basis. Such services may include title searches, title reports, title policies, and/or escrow agent services.

Professional Services:

Planner: The Planner will serve the Authority on an “as needed” basis and shall establish that they are properly licensed by the New Jersey State Board of Professional Planners, pursuant to Title 45 of the New Jersey Statutes, Chapter 14A and all administrative rules governing the operation of the Board of Professional Planners. Experience and knowledge of the City of East Orange’s Municipal Code and the Master Plan, and experience in planning matters related to mass transit and parking, is preferred.

Real Estate Appraiser: The Real Estate Appraiser shall be a licensed or certified New Jersey Real Estate Appraiser and a Member of the Appraisal Institute. The Real Estate Appraiser shall assist the Chairman and the Authority Board of Commissioners with respect to all valuation issues and shall prepare such reports as requested from time to time. The Real Estate Appraiser shall have experience with preparation of appraisals and valuation analysis in accordance with the Eminent Domain Act of 1971.

Extraordinary Unspecifiable Services:

Parking Consultant: The Parking Consultant shall demonstrate experience with a public parking system. Experience with rate modeling, revenue forecasting, and traffic flow is essential. The Parking Consultant shall be responsible for the preparation of demand studies and reports as requested by the Authority evaluating parking demand and alternative parking arrangements. The Parking Consultant will assist the Authority in establishing and maintaining policies to operate an integrated system of parking facilities and on-street inventory as well as assist the Chairman and the Authority Board of Commissioners in implementing such policies.

Relocation Consultant: The Relocation Consultant shall have expertise in the preparation of Workable Relocation Assistance Programs, knowledge of New Jersey laws, rules and regulations governing relocation assistance, and experience in the relocation of displaced persons from commercial properties. The Relocation Consultant shall assist the Authority with adherence to all applicable statutes and regulations governing relocation assistance and determining the needs of displaced persons or businesses. Upon direction by the Authority, the Relocation Consultant shall prepare a Workable Relocation Assistance Program and ensure its proper execution. The Relocation Consultant shall administer Relocation Assistance claims on behalf of the Authority.