

**BOROUGH OF WOODBINE  
REQUEST FOR PROPOSALS  
SMALL CITIES PROGRAM GRANT ADMINISTRATION SERVICES**

Notice is hereby given that the Borough of Woodbine, in the County of Cape May and the State of New Jersey, seeks to engage, for a limited term, a Small Cities Grant Administrator to: manage the implementation of the small cities project; provide oversight of project activities; create and submit required reports and grant drawdowns; and any other related tasks deemed appropriate by the Borough, pursuant to the Borough's recent award from the New Jersey Department of Community Affairs' Small Cities Program. The Small Cities grant funding will be used to replace the aging water system beneath portions of Adams Avenue and Franklin Street and reconstruct sidewalks, curbing and driveways as needed to satisfy the Americans with Disabilities Act (ADA) requirements.

The contract will be awarded through the provisions of NJSA 40A:11-4.1 *et seq.* and NJSA 19:44A-20.4 *et seq.* Minority- and women-owned businesses are encouraged to submit proposals.

Copies of the specifications may be obtained by contacting Lisa Garrison, Borough Clerk, 501 Washington Avenue, Woodbine, New Jersey 08270, or by phone at (609) 861-2153.

Proposals must be received by the Borough Clerk no later than 10:00 a.m. prevailing time on September 21, 2021, at 501 Washington Avenue, Woodbine, New Jersey 08270.

**Please note that no proposals will be accepted after the due date and time noted above.**

The applicant/proposer shall submit **8** copies of his/her proposal in a sealed envelope designating the position to the Borough Clerk. All appointments will be announced at a public meeting.

Each envelope must be clearly marked **Competitive Contract – Small Cities Grant Administration, FY 2021 Small Cities Award**. Forward proposals to the Borough of Woodbine, Attention Lisa Garrison, Borough Clerk, 501 Washington Avenue, Woodbine, NJ 08270.

Financial assistance for this activity is made possible by a grant from the New Jersey Department of Community Affairs, Division of Community Resources, New Jersey Small Cities Community Development Block Grant (CDBG) Program, Philip D. Murphy, Governor of the State of New Jersey, and Sheila Y. Oliver, Lt. Governor of the State of New Jersey and Commissioner of the New Jersey Department of Community Affairs. Funding for the State's CDBG Program was provided by a grant from the United States Department of Housing and Urban Development, State Community Development Block Grant Program.

**Minimum Requirements:**

All statements of qualifications for this professional service contract shall include as a minimum the following information.

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
  - A. Identify the person who will be primarily responsible for the services required by the Borough of Woodbine and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in the proposal and on behalf of the Borough of Woodbine.
  - B. Identify persons who will serve as back up to the primary person including resumes of all parties.
2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Borough of Woodbine.

**Scope of Services:**

The Borough of Woodbine desires to appoint an individual, affiliated with a multi-disciplined Community and Economic Development company, to serve in the limited appointment role of Small Cities Grant Administrator. The appointed Grant Administrator will work with Borough staff and the Small Cities Project Engineer to implement, oversee and administer the Small Cities Grant awarded to the Borough by the NJ Department of Community Affairs for the replacement of the aging water system beneath portions of Adams Avenue and Franklin Street and reconstruct sidewalks, curbing and driveways as needed to satisfy the Americans with Disabilities Act (ADA) requirements.

The Small Cities Grant Administrator will prepare and submit required project status reports, drawdowns and closeout documents using the state's System for Administering Grants Electronically (SAGE). The Small Cities Grant Administrator will also be responsible for all aspects of wage compliance, including employee interviews, review of certified payrolls and any other related issues.

Any experience or knowledge of matters specifically relating to the Borough of Woodbine should be addressed in the proposal.

The role of Small Cities Grant Administrator will be limited to services related to a FY 2021 Small Cities award to, in consultation with Borough and Cape May County officials, replace the aging water system and construct Americans with Disabilities Act (ADA)-compliant sidewalks, curbing and driveways along portions of Adams Avenue and Franklin Street affected by this project.

**Minimum Qualifications/Proposal Requirements:**

1. Must have a minimum of twenty (20) years of experience in serving as a grant writer/manager/administrator for a New Jersey public entity
2. Successful completion of at least 10 NJDCA Small Cities Community Development Block Grant (CDBG)-funded projects.
3. Must provide a list of NJDCA Small Cities project administered, description of services provided, and your cost.
4. Must list all public entities/agencies for which you presently serve as Grant Manager/Administrator, complete with term of appointment, contact person and related phone number.
5. Please describe your experience with regard to administering grants related to infrastructure and ADA construction.

**Submission**

Proposing firms shall provide evidence that the minimum qualifications are met.

**Evaluation of Proposals**

The Borough of Woodbine intends to award a professional services contract for the defined scope of work under the Competitive Contracting Process in accordance with the provisions of NJSA 40A:11-4.1 *et seq.* and NJSA 19:44A-20.4 *et seq.* The decision by the Borough of Woodbine as to what constitutes a Competitive Contracting process shall be final.

The proposals will be evaluated by the Mayor and Council of the Borough of Woodbine based upon information supplied by each Proposer in response to this RFQ and the following criteria:

- Ability to meet all minimum qualifications
- Overall knowledge and familiarity with the operations of the Borough of Woodbine
- Experience of the firm in providing similar services to other New Jersey public bodies

- Qualifications and experience of the professional
- Qualifications and experience of the other members of the professional's firm
- The cost of the services as proposed in the response

Any questions regarding this Request for Qualifications should be directed to Lisa Garrison, Borough Clerk of the Borough of Woodbine.

Please submit **8** copies of the proposal to:

**Borough of Woodbine  
501 Washington Avenue  
Woodbine, New Jersey 08270  
609-861-2153**

Each envelope must be clearly marked **Competitive Contract – Small Cities Grant Administration, FY 2021 Small Cities Award.**

All submissions must be received at the Borough Clerk's office on or before September 15, 2021, at 10:00 a.m.