Introduction

The City of Hoboken (“City”) is a municipality governed according to the Optional Municipal Charter Law, N.J.S.A. 40:69A-1 to -210. Pursuant to Ordinance #DR-154, the City seeks Requests for Qualifications (“RFQ”) from physicians licensed to practice medicine in the State of New Jersey that wish to provide nonexclusive medical evaluations to determine whether applicants for handicapped parking spaces qualify for such accommodations. Such services shall include medical evaluations of any individual requesting handicapped parking accommodations within the City, and detailed reporting of the results to the City of Hoboken in a timely manner.

The City reserves the right to choose multiple Physicians to create a pool of providers from which the City and/or its handicapped applicants may choose the appropriate physician on a case by case basis. As such, the City requests Physicians with Specialties to briefly described their particular abilities to evaluate individuals and conditions relating to handicapped diagnoses and accommodations.

The City requires each Physician submitting a proposal to agree to a fee not to exceed One Hundred Twenty Five ($125.00) dollars per evaluation. The Physician(s) chosen by the City shall be entitled to charge each applicant an amount not to exceed the One Hundred Twenty Five ($125.00) dollar fee for each City of Hoboken handicapped parking evaluation. The costs of the services shall be borne by each applicant, and the City shall not be held liable for the fees owed to the Physician(s) by the any applicant. Each Physician submitting a proposal shall agree to these terms and conditions.

The successful Physician(s) must have significant demonstrable experience evaluating the types of disabilities which commonly result in the need for handicapped accommodations. The successful Physician(s) must provide evidence of their ability to timely provide the services requested by agreeing to provide evaluations and submit the subsequent report to the City within Fourteen (14) days of the request for evaluation. The successful Physician must agree to provide such services to the City of Hoboken and the handicapped parking applicants, as specified in the Proposal, for the period of one (1) year.

This Request for Qualifications will be posted on the City of Hoboken’s website, www.hobokennj.org. Please note, the City of Hoboken reserves the right to reject all proposals and/or negotiate the terms of any proposal provided to conform to the City’s needs. The City of Hoboken further reserves the right to accept multiple Physicians for this project to create a pool of physicians from which the City and/or its handicapped applicants may choose on a case by case basis.

Professional Information and Qualifications

Each interested Physician shall submit the following information:
1. Name of the Physician submitting the proposal, evidence of current license to practice medicine in the State of New Jersey, and the name of the Practice which the Physician is associated with, where applicable;

2. Address of principal place of business and all offices and corresponding telephone and fax numbers;

3. The names of all Physicians at the practice, their relationship to the Physician providing the proposal, and the license status of each;

4. The individual Physician’s specialty areas, if applicable;

5. Specific and detailed descriptions of the education, experience, qualifications, number of years as a licensed physician, experience with evaluation and reporting of a similar nature, and two (2) professional references;

6. Description of the Practice’s relevant experience in related matters;

7. Evidence of the Physician's ability to provide the services in a timely fashion (including members of the staff who will regularly be assigned to assist with the services, the familiarity of those staff members to the subject matter of the representation, and the location of those key staff members);

8. Cost details, including certification that the Physician and the Practice are willing perform the services within the “not to exceed” guidelines, and the time estimates for each evaluation and report.

9. A copy of the Individual or Practice’s New Jersey Business Registration Certificate; and,

10. Any other information that the interested Physician deems relevant.

Selection Criteria

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

1. Qualifications of the individual Physician and support staff who will perform the tasks and the amounts of their respective participation;

2. Qualifications of the Practice overall;

3. Quality of the experience and references of the individual Physician;

4. Cost competitiveness;

5. Ability to perform the work in a timely fashion, including staffing and familiarity with the subject matter. The applicant must be able to demonstrate, via its past experience, that it has the ability and personnel (including support staff) to successfully conduct the evaluations and reporting as directed by the City;

6. To be eligible for the position, responding applicants must have substantial demonstrated experience during the eighteen (18) months prior to August 2010.
7. All Practices and individual Physicians must be able to certify compliance with the City of Hoboken’s “Public Contracting Reform Ordinance,” #DR-297 (Section 20A-11 et seq. of the Code of the City of Hoboken).

Submission Requirements

Please submit one original and six (6) copies of the submission on or before 11:00 AM on Thursday, August 26, 2010.

Proposals must be mailed or delivered to:

James J. Farina, City Clerk
Hoboken City Hall
94 Washington Street
Hoboken, NJ 07030

On the outside of the submission, it must state:

City of Hoboken Request for Qualifications
From Individuals Interested in Serving as
“PROFESSIONAL CONTRACTOR – LICENSED PHYSICIAN – HANDICAPPED PARKING EVALUATOR”
to the City of Hoboken Department of Parking and Transportation
for a One (1) Year Term