

**Weehawken Parking Authority**  
**4528 Park Avenue**  
**Weehawken, NJ 07086**

PLEASE TAKE NOTICE that the Parking Authority of the Township of Weehawken requests qualifications for the services set forth below in accordance with the “fair and open process” pursuant to N.J.S.A. 19:44A-20.5, et seq.

Request for Qualification responses shall be received by the Executive Director of the Parking Authority or his designee, on or before **Thursday, January 19<sup>th</sup>, 2017 at 3:00 pm.**, prevailing time, at the Weehawken Parking Authority, 4528 Park Avenue, Weehawken, New Jersey 07086, at which time said responses will be publicly opened and read.

Responses must be enclosed in a sealed envelope. The service provider must indicate the following on the outside of the envelope: (1) the name and address of the service provider; (2) the service for which the response is submitted and (3) “**Request For Qualifications**”. Responses may be delivered by hand, overnight courier or mail. The envelope containing the response must be received by the Executive Director of the Weehawken Parking Authority by the date and time set forth above. No late responses will be accepted. The proposer is solely responsible to ensure timely and proper delivery of its response. Please submit six (6) copies of proposals.

The services sought are:

**PARKING AUTHORITY AUDITOR 2016**

Proposals will be evaluated on the basis of the following factors:

1. Proposer must be a Registered Municipal Accountant.
2. Experience and reputation in the field.
3. Knowledge of the Parking Authority of the Township of Weehawken and of matters concerning Weehawken Township, and of the subject matter to be addressed under the contract.
4. Availability to attend to any required Parking Authority meetings and other matters.
5. Availability of personnel and other resources to provide such services.
6. Compensation proposal.
7. Other factors if demonstrated to be in the best interests of the Parking Authority

Contracts will be awarded based on the most advantageous responses, price and other

factors considered. The Parking Authority reserves the right to reject any and all responses.

Robert Sosa  
Executive Director  
Dated: January 9, 2017

RJS/en