

**.NOTICE TO CONSULTANTS  
FEMA Grants Management and Administration (RFP/RFQ)  
BOROUGH OF MOONACHIE  
BERGEN COUNTY, NEW JERSEY**

NOTICE IS HEREBY GIVEN that the Borough of Moonachie is requesting proposals through a fair and open process for FEMA Grants Management and Administration funded through the FEMA Public Assistance program. Project completion date is anticipated to be two years from the date of contract. Sealed proposals for FEMA Grants Management and Administration shall include complete response as well as price quotes, and will be received by the Borough of Moonachie, at the Kathryn E. Flynn Civic Center at 125 Moonachie Road, Moonachie, New Jersey (enter at Moonachie First Aid & Rescue Squad, 121 Moonachie Road, continue to Civic Center). Proposals are to provide proof of valid New Jersey Business Registration Certification. The successful consultants work product shall be completed within a timely manner acceptable under the provisions of the approved contract.

RFP and RFQ packages will be available to pick up in person at the temporary Borough Municipal Office, 90 Moonachie Avenue, Moonachie, NJ or on the Borough of Moonachie website at <http://www.moonachie.us/>.

All responses to this solicitation shall be SEALED and clearly marked "FEMA GRANTS MANAGEMENT AND ADMINISTRATION", indicating the proposer's name and address. Responses must be received by the Borough of Moonachie, at the Kathryn E. Flynn Civic Center at 125 Moonachie Road, Moonachie, New Jersey (enter at Moonachie First Aid & Rescue Squad, 121 Moonachie Road, continue to Civic Center) before **11:00 a.m. on Tuesday, June 28, 2016**. Two (2) hard copies along with one (1) digital copy (CD-ROM or flash drive) of the proposal shall be submitted. No late responses will be accepted.

Bids submitted by mail or other carrier should be sent to Borough of Moonachie, 70 Moonachie Road, Moonachie NJ 07074, Attention: Supriya Sanyal, Borough Clerk.

The Borough shall select a professional based on qualifications, familiarity with Moonachie, pertinent experience, project understanding, quality and comprehensiveness of each proposal submission and cost.

Respondents shall comply with the requirements of P.L. 1975 C127. (N.J.S.A. 17:27 et seq.)

All questions should be directed in writing to Supriya Sanyal, Borough Clerk, at the Borough of Moonachie, 70 Moonachie Road, Moonachie NJ 07074.

**By Order of the Borough of Moonachie**

Supriya Sanyal  
Borough Clerk