

REQUEST FOR PROPOSALS FOR THE POSITION OF  
PLANNING BOARD ENGINEER FOR THE BOROUGH OF SEASIDE PARK

**Date Issued: November 1, 2011**

**Return Date & Time: December 1, 2011 at 3:30 p.m.**

**Return To:** Karen Barna, Borough Clerk  
Borough of Seaside Park  
1701 North Ocean Avenue  
Seaside Park, NJ 08752

The Borough of Seaside Park Planning Board is soliciting proposals for the position of Planning Board Engineer to provide services to the Planning Board of the Borough for all general engineering services related to the Planning Board. The Planning Board will select one (1) vendor for the position of Planning Board Engineer based upon a fair and open process, pursuant to N.J.S.A.\_19:44A-20.4, et. seq., and in accordance with the Resolution describing the fair and open process adopted previously by the Borough Council of the Borough of Seaside Park.

Please note that in order to have a proposal considered by the Borough of Seaside Park Planning Board, an interested party must demonstrate the minimum requirements for the position of Planning Board Engineer, as set forth in Section III and that the interested party otherwise complies with the proposal requirements set forth.

**SECTION I. Appointment of Planning Board Engineer**

One (1) engineer will be appointed by the Planning Board to serve as the official Planning Board Engineer, for the year 2010, to perform services for the Borough of Seaside Park Planning Board, including, but not limited to: performance of general engineering needs of the Borough of Seaside Park Planning Board.

The Borough of Seaside Park Planning Board may select individuals or firms for this position, so long as the Planning Board is satisfied that the minimum requirements set forth in Section III will be met. No substitution may be made without the express written consent of the Borough of Seaside Park Planning Board, which includes the Chairman and Members, which consent may be withheld *in its sole discretion*.

**SECTION II. Scope of Services**

The Planning Board Engineer (and other engineers) shall perform the following minimum duties as well as those prescribed by applicable law, subject to the review and approval of the Planning Board:

- a) Provide Planning services as requested to the Borough of Seaside Park Planning Board;
- b) Perform such duties as are prescribed by general law and ordinance;
- c) Requires knowledge in site plan and subdivision review, creation of site plans and subdivisions;
- d) Attend regular meetings requested by the Borough of Seaside Park Planning Board;
- e) Ability to assist with the drafting of technical land use ordinances and amendments.

**SECTION III. Minimum Qualifications and Vendor Responses to this Solicitation of Proposals**

In order for the proposal to be considered by the Borough of Seaside Park Planning Board, interested parties must meet the following minimum requirements.

**A) Minimum Qualifications.**

In order to fulfill the duties of Planning Board Engineer, it must be demonstrated to the satisfaction of the Borough of Seaside Park Planning, that the potential vendor:

- 1. Is multi-disciplined with at least ten (10) years experience in all aspects of municipal engineering;
- 2. Has been licensed as an engineer for a minimum of five (5) years;
- 3. Has at least five (5) years prior experience as a Municipal Engineer;
- 4. Has sufficient staff to satisfy the scope of services described in this proposal;
- 5. Has experience in road construction, construction management, water & sewer plant construction with engineers who hold licenses in these areas, land use law experience, planners & landscape engineers on staff, experience in environmental studies assessments (wetlands, archaeological, endangered species, hydrologic studies, storm water management), GIS, materials testing, surveying, traffic studies, drainage, and extensive knowledge NJ DEP rules and regulations; and
- 6. Is in good standing within the State of New Jersey.

**B) Minimum Requirements for Vendor Responses.**

Interested parties wishing to provide a proposal in response to the Borough of Seaside Park's solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and within the time constraint set forth on page 1 of this document.

1. Full name and business address of entity or person submitting the proposal and the name of the key contact person;
2. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and organizational structure;
3. Number of years the organization has been in business under the present name, and the number of years the business organization has been under the current management;
4. List of all individuals who, if selected, will provide services to the Borough of Seaside Park, along with a summary of the post high school education and licenses held by each such person;
5. Number of years each individual has provided services to municipal entities in the State of New Jersey;
6. A description of the services that will be provided to the Borough of Seaside Park, in addition to those set forth in Section II above;
7. A copy or description of the professional liability insurance policy maintained by the attorney or law firm for the calendar year 2010;
8. A statement and listing of professional service fees that the engineer and/or firm would offer to the Borough of Seaside Park, if selected to be the engineer for the Borough of Seaside Park Planning Board;
9. A statement that applicant complies with the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et. seq., and the Affirmative Action Law of the State of New Jersey, P.L. 1975 C. 127; N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and of P.L. 1963, c. 150 (Prevailing Wage) and Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.); and N.J.S.A. 19:44A-20.4 et seq. (Pay to Play);
10. The name and addresses of at least three (3) references consisting of clients for which the applicant has provided services in the past five (5) years, which should include at least one (1) municipal entity client;
11. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years;
12. Confirmation of appropriate Federal, State, and Local licenses to perform activities; and
13. The applicant shall provide the Borough of Seaside Park with twelve (12) copies of its proposal.

#### SECTION IV. Basis of Award of Professional Services Contract

The Borough of Seaside Park shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Borough of Seaside Park. The final determination will be based upon the most advantageous price and other factors to the Borough of Seaside Park. The specific basis of award will include:

A) Documented evidence that the individual/firm fulfills all of the Minimum Qualifications as listed in Section III, paragraph A., and all of the information required under paragraph B., including, but not limited to, insurance policy, Affirmative Action Compliance and professional service fees, are provided for review and consideration. Number your responses using the sequential order listed in paragraphs A and B of Section III.

B) Technical Criteria:

1. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
2. Does the proposal document knowledge of the issues and operations of the Borough of Seaside Park, and how the proposed services will address these issues?
3. Is the proposal complete and responsive to the specific requirements?
4. Has successful past performance of the individual/firm and its principals been documented?

C) Management Criteria:

1. How well does the proposed scheduling timelines meet the Borough's needs?
2. Does the individual/firm document a record of reliability of timely delivery of deliverables?
3. Does the individual/firm document municipal/State experience?
4. Does the individual/firm document its availability to attend all scheduled/required public and special meetings?
5. To what extent does the individual/firm rely on in-house resources vs. contracted services?

6. Is there the availability of in-house and contract resources documented?
7. Documentation of experience in performing similar work by employees?
8. Does the individual/firm make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
9. Does the vendor demonstrate cultural sensitivity in hiring and training staff?

D) Cost Criteria:

1. Relative Cost – How does the cost compare to other similarly scored proposals?
2. Full Explanation – Is the price and its component charges, fees, etc., adequately explained and documented?
3. Does the proposal include quality control and assurance programs?
4. Does the individual/firm have the sufficient financial resources to meet its obligations?

All awards are and shall be subject to the availability of funds for the professional services in the 2012 Temporary and/or Final Budgets.