BOROUGH OF SEASIDE PARK
REQUEST FOR PROPOSAL
BOROUGH ENGINEER

Date Issued: November 4, 2016

Return Date & Time: December 2, 2016 at 2:00 p.m.

Return To: Karen Barna, Borough Clerk

Mailing Address:	Hand Delivery Address:
1701 North Ocean Avenue	1701 North Ocean Avenue
Seaside Park, NJ 08752	Seaside Park, NJ 08752

REQUEST FOR PROPOSAL FOR THE POSITION OF BOROUGH ENGINEER FOR THE BOROUGH OF SEASIDE PARK

The Borough of Seaside Park is soliciting proposals for the position of Borough Engineer to provide professional services to the Borough on all general engineering services related to the operations of the Borough. In order to have a proposal considered by the Mayor and Council, an interested party must provide evidence that he/she satisfies the minimum requirements, as set forth in Section III of this document and that he/she otherwise complies with the proposal requirements set forth.
The applicant shall provide the Borough of Seaside Park with one (1) original, two (2) copies and one (1) digital copy, of its proposal.

SECTION I: Appointment of Borough Engineer

One engineer shall be appointed by the Mayor with the advice and consent of Council to serve as the official Borough Engineer, and other engineers or firms may be appointed by the Mayor with the advice and consent of Council, for a term of one (1) year, to perform services for the Borough of Seaside Park including but not limited to those services as described in Section II of this document.

The Mayor and Council may select, at its sole discretion, individuals or firms for this position, so long as those individuals or firms meet or exceed the minimum requirements set forth in Section III hereof. Once an appointment is made, no substitution of personnel may be made without the express written consent of the Mayor and Council, which consent may be withheld in their sole discretion. The Mayor and Council reserve the right to appoint other licensed engineers to perform engineering services as the need may arise.

The Borough Engineer (and other engineers, if any) shall perform the following minimum duties as well as those prescribed by applicable law, subject to the review and approval of the Mayor and Council:

A. Provide engineering services as requested by the Mayor and Council;

B. Perform such duties as are prescribed by general law and ordinance;

C. Prepare, or cause to be prepared, plans, designs, and specifications for public works, and utility projects and other improvements undertaken by the Borough of Seaside Park;

D. Prepare reports and provide advice to the Mayor and Council regarding issues that arise that include but are not limited to: regulations, legislation and ordinances;

E. Interact with the Borough's Administration on related issues;

F. When requested by the Mayor and Council, reply to inquires from residents and/or commercial enterprises;

G. Attend regular, special, and Executive Session meetings as requested by the Mayor and Council.

SECTION III: Minimum Qualifications and Response Requirements

In order for an individual's or firm's proposal to be considered by the Mayor and Council, interested parties submitting proposals in response to this solicitation must meet the following:

A. Minimum Qualifications:

1. Is multi-disciplined with at least five (5) years experience in all aspects of municipal engineering (the appointed engineer may be assisted by employees of his/her firm with lesser levels of experience);

2. That the Engineer has been licensed in the State of New Jersey for at least five (5) years;

3. That the Engineer has at least five (5) years prior experience as a Municipal Engineer;

4. That the Engineer, and/or firm, has sufficient staff to satisfy the scope of services described in this proposal;

5. The Engineer has experience in road construction, construction management, water and sewer plant construction with engineers who hold licenses in those areas, land-use law experience, planning and landscaping 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 of New Jersey Department of Environmental Protection rules and regulations;

6. Engineer or firm submitting the response to this proposal carries professional liability insurance in an amount of at least $1,000,000.00 with a carrier that has AAA rating by Best Insurance Digest; and

7. Engineer must be in good standing within the Professional Engineering Community.

8. That the Engineer or engineering firm submitting this proposal has not represented within the past three years and does not represent any adverse parties and claims whether administrative, civil, criminal, or otherwise, against the Borough of Seaside Park.

B. Minimum Requirements for Vendor Responses:

1. 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.

2. Full name and business address of entity or person submitting the proposal and the name of the key contact person;

3. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and organizational structure;

4. 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;

5. 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;

6. Number of years each individual has provided services to municipal entities in the State of New Jersey;

7. 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;

8. A copy or description of the professional liability insurance policy maintained by the attorney or law firm for the calendar year 2016;

9. 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;

10. 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);

11. 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;

12. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years;

13. Confirmation of appropriate Federal, State, and Local licenses to perform activities; and

14. The applicant shall provide the Borough of Seaside Park with one (1) original, two (2) copies and one (1) digital copy, 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 2017 Temporary and/or Final Budgets.