

BOROUGH OF BERNARDSVILLE RFP FOR BOROUGH ENGINEER

- I. **PURPOSE AND INTENT:** Through this Request for Proposal (RFP), the Borough of Bernardsville (hereinafter the “Borough”) seeks to engage a vendor as Borough Engineer for the Borough of Bernardsville for a contract term of three years.
- II. **PROPOSAL SUBMISSION:** The Borough requires the proposal be submitted in the following format: One (1) original, hard copy and one (1) copy in PDF File format on a flash drive, shall be submitted in sealed envelopes and must be marked with the name “BOROUGH ENGINEER” and addressed to:

Thomas Czerniecki, Borough Administrator
Borough of Bernardsville
166 Mine Brook Road
Bernardsville, NJ 07924

The proposal must be received no later than Tuesday, December 14, 2021 by 10:00 a.m. Any inquiry concerning this RFP should be directed in writing to:
Thomas Czerniecki, Borough Administrator at: tczerniecki@bernardsvilleboro.org

All proposals shall include all of the information requested in the Submission section. Proposals will be deemed incomplete if all of the documents are not submitted accordingly. All professional service contracts are required to comply with the requirements on N.J.S.A. 52:32-33 et seq. (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.(Contract compliance and Equal Employment Opportunities in Public Contracts). Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2). The Borough reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Borough reserves the right to re-solicit proposals. All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records ACT N.J.S.A. 47:1a-1 et. seq. The Borough will not be responsible for any costs associated with the submission or presentation of the proposal.

- III. **SERVICES SOUGHT:** Borough Engineer. The Borough of Bernardsville is seeking a Request for Proposal from qualified professional engineering consultants licensed to practice in the State of New Jersey for services as indicated in the Scope of Services section below. Proposals shall be submitted by professionals that are capable and can demonstrate proven backgrounds in the type of work. In addition, all interested professionals shall have sufficient, readily available resources in the form of trained personnel, support services and specialized consultants to carry out to complete projects deemed necessary by the Borough.

IV. SUBMISSIONS: Each proposal must contain:

1. Name, qualifications and experience of principal who will oversee the relationship along with three references.
2. Name and qualifications of any other individuals who may assist the principal.
3. Three references relevant to RFP.
4. Project profiles led by the firm and its staff that demonstrate experience in the following areas/disciplines: road construction, construction management, 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
5. Statement of availability to perform work outlined in the scope of services.
6. Hourly rate sheet depicting fees for all services applicable to this scope of work.
7. Copy of Business Registration Certificate.
8. Copies of other required disclosure information.

V. SELECTION: The Mayor and Council reserves the right to reject any or all proposals. Selection will be based on the following criteria, in order of rank:

1. Qualifications of the primary principal and support staff based on assessment of items outlined in the Submissions (Section IV).
2. Diversity of expertise and experience of the firm related to parks projects including but not limited to project engineering, planning, architecture, landscape design and landscape architecture, and experience
3. General experience of the firm related to parks and recreation projects inclusive of project and budget management.
4. Fees to be charged on an hourly rate per staff member.

ENGINEERING SERVICES - SCOPE OF SERVICES

1. The Municipal 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 Borough Council:
 - A. Provide engineering services as requested by the Mayor and Borough 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 projects and other improvements undertaken by the Borough of Bernardsville;
- D. Prepare reports and provide advice to the Mayor and Borough 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 Borough Council, reply to inquiries from residents and/or commercial enterprises;
- G. Attend meetings as requested by the Mayor and Borough Council.

2. Minimum Qualifications and Response Requirements

A. Minimum Qualifications:

1. Multi-disciplined with at least ten (10) 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, 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. Said insurance shall be written with a company maintaining a rating of at least "A-" according to A.M. Bests and name the Borough of Bernardsville as an additional insured; 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 Bernardsville.