

**LONG HILL TOWNSHIP COUNTY OF
MORRIS STATE OF NEW JERSEY**

REQUEST FOR PROPOSALS

TOWNSHIP ENGINEER

Sealed proposals should be received by the Township Administrator of Long Hill Township, in the Township Offices located at 915 Valley Road, New Jersey 07933, by no later than June 12, 2015 by 2 p.m. for the following:

Requests for Proposals from vendors interested in serving as Township Engineer for Long Hill Township.

Successful applicants will be required to comply with the requirements of N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17-27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration) N.J.S.A. 19:44A-20.5 (Business Entity Disclosure) and Local Pay to Play Ordinance O-2-87.

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of Long Hill Township to do so.

All those interested in submitting proposals should review the request for proposals and submit all documentation requested.

LONG HILL TOWNSHIP
REQUEST FOR PROPOSAL

**PROFESSIONAL MUNICIPAL ENGINEERING
CONSULTANT SERVICES**

PURPOSE OF REQUEST

Long Hill Township is seeking Requests for Proposals for Township Engineer.

The successful candidate will demonstrate qualifications, experience and abilities to perform the scope of work detailed in this Request for Proposal.

TIME SCHEDULE

The Town will follow the following timetable, which should result in a selection of a firm by July 8, 2015.

Date of Issue	May 22, 2015
Submittal Deadline	June 12, 2015
Town Review	June 26, 2015
Vendor Selection and Approval	July 8, 2015

SCOPE OF SERVICES

AND

QUALIFICATIONS

The successful proposer will be able to perform the duties as the Township Engineer.

The scope of work for the requested services includes, but is not limited to:

The work performed by the Township Engineer includes providing technical advice and services for the Township on a variety of subjects. This includes the following:

- Capital improvement project design (parks, drainage, sanitary sewer, roads, etc.). Must also be responsible for the bidding of capital projects, contract management and all construction inspection during the duration of the project
- Community Rating System support
- Surveying
- Tax map updating
- Complete familiarity with the NJDEP requirements for work in Flood Hazard Areas, Freshwater Wetlands and Riparian Buffers.
- Providing GIS support (ESRI products).
- Maintenance of public office hours in the Township municipal building on Monday and Wednesday afternoons. Office hours are for the purpose of providing support to the Township staff, including review of individual development applications, budget input, DPW interaction and meeting with residents and members of the public.
- The municipal engineer appointed by the Township must be a licensed professional engineer in the State of New Jersey for a period of not less than 15 years with at least 10 years of municipal engineering consulting experience. Beneficial qualifications include being a Certified Municipal Engineer and a Certified Flood Plain Manager.

Proposal Requirements

1. Proposal (Initial proposal should be submitted in the form of two (2) hard copies only).
 - a. Statement of Interest.
 - b. Company information, including general information, size, number of employees, and years in business, full name of individual of entity or person submitting the proposal and the name of the key contact person.
 - c. At least three (3) references, including contact names and information.
 - d. Specific experience of individuals relative to this project.
 - e. A copy of your New Jersey Business Registration Certificate.
 - f. A completed Business Entity Disclosure Form, Political Contribution Disclosure Form & a Stockholder Disclosure Certification.
 - g. A copy of Proposed Form of Contract.

Evaluation

The Township's objective in soliciting a Request for Proposal is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of Long Hill Township. The Township will consider proposals only from firms or organizations that, in the Township's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Township in the manner described in this RFP.

The Township may establish an evaluation committee to evaluate and score the proposals submitted by the vendors. Proposals will be evaluated by the Township on the basis of the most advantageous, all relevant factors considered.

Terms and Conditions

1. The Township reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
2. The Township reserves the right to request clarification of information submitted and to request additional information from any proposer.
3. The Township reserves the right to award any contract to the next most qualified vendor if the vendor does not execute a contract within thirty (30) days after the award of the proposal.
4. Any proposal may be withdrawn up until the submittal date and time.
5. The Township reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the Municipal Attorney.
6. The Township shall not be responsible for any costs incurred by the vendor in preparing, submitting or presenting its response to the RFP.
7. Hourly Rate, plus estimated annual cost listed in the proposal should be specified. The length of the contract will be a two (2) year term with an option for a one year extension.

Payment Terms

Payment by the Township will be made on a monthly basis after services have been performed and an itemized billing statement has been received. A signed voucher will be submitted in the form specified by the Township and approved by the appropriate Township representative for signature by the vendor.

Interested applicants should submit proposals **no later than 4:00pm on June 12, 2015** to:

Mr. Neil Henry, Township Administrator
Long Hill Township
915 Valley Road
Gillette, NJ 07933