**REQUEST FOR PROPOSALS**

**2024 PROFESSIONAL SERVICES CONTRACT TO BE AWARDED BY**

**ESTABLISHED QUALIFICATION CRITERIA FOR**

**SPECIAL PROJECTS ENGINEER**

**BOROUGH OF CLEMENTON**

Notice is hereby given that sealed proposals addressed to Jenai Johnson, Borough Clerk, will be received up to **10:00 A.M. prevailing time on** Thursday, December 28, 2023 at which time they will be opened and read by the Municipal Clerk of the Borough of Clementon, at the Municipal Building, 101 Gibbsboro Road Clementon, New Jersey.

Proposal Forms, Instructions to Bidders, Specifications and other Bidding documents may be reviewed and obtained at the Borough of Clementon Municipal Building located at 101 Gibbsboro Road Clementon, NJ 08021 7:00am to 5:00pm Monday through Thursday, excluding Holidays.

Pursuant to N.J.S.A. 40A:11-23c, addenda may be issued for bids.

It is the sole responsibility of the person submitting the proposal to be knowledgeable of all addenda related to this procurement. Copies of addenda or notice of same will be made available on the Borough of Clementon Website @ www.clementon-nj.com and will be sent to registered bidders.

The Borough of Clementon is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq., P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51).

Responses to the above referenced professional position should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law.

The applicant/proposer shall submit one (1) original with original signatures marked “ORIGINAL” and four (4) complete and exact copies of the original marked “COPY” of his/her proposal and should submit an electronic copy on a CD or flash drive.

One firm will be awarded for this specialty service. Appointment shall be for the calendar year 2024, price and other factors considered.

As used herein, the term Borough shall include all Borough of Clementon Departments and affiliated agencies.

The Borough Council reserves the right to reject all proposals pursuant to N.J.S.A. 40A:11-13.2 (Rejection of Bids) and to waive such minor informalities as may be permitted by law.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq., Affirmative Action requirements.

Bidders are also required to comply with N.J.S.A. 19:44A-20.4 et seq., P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51).

By order of the Borough Council

Jenai Johnson, RMC

Municipal Clerk/Administrator

**PERIOD OF CONTRACT**

The term for Special Contracts Engineer(s) shall be for the calendar year of 2024.

**DESCRIPTION OF REQUIRED SERVICES - SPECIAL PROJECTS ENGINEER:**

**GENERAL CRITERIA:** The Borough of Clementon desires to appoint a firm or firms to provide consulting municipal engineering services for special projects, if and when needed throughout the year.

Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services and land use regulations required by a municipal entity. Any experience or knowledge of matters that directly affect The Borough of Clementon should be addressed.

As used herein, the term Borough shall include all Clementon Borough Departments and affiliated agencies including, but not limited to, the Clementon Public Library and Community.

**MANDATORY MINIMUM REQUIREMENTS:**

The proposal submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications and requirements as set forth in the RFP and shall incorporate the information requested below. A Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

1. Must be certified to provide engineering services in the State of New Jersey.

2. Must have a minimum of ten (10) years’ experience in providing consulting engineering services to municipalities including demonstrated experience with road programs, drainage improvement projects, sanitary sewer projects, water utility upgrades and replacement, public building improvements, recreational facilities, land surveying and mapping projects.

3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to redevelopment and land use preferred.

4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service The Borough of Clementon including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.

5. Please list office address. Must be able to respond to emergent matters promptly.

6. Must be experienced in the preparation of grant applications.

7. Must have project managers with at least ten (10) years of municipal experience.

8. Must list past and present municipalities and/or Planning and Zoning Boards served as Consulting Engineer, as well as any municipalities where firm has provided “Municipal Special Projects Engineering” services.

9. Schedule of hourly rates for Engineer(s) and support staff. The fee proposal at the end of this section must be completed as outlined or the proposal will be rejected.

**NOTE: SPECIAL PROJECTS ENGINEER** - One or more firms may be awarded for a pool of Special Project Engineers for the calendar year. The Borough, at its sole discretion, shall choose an Engineer from the final determined pool of Consultants based on the Borough’s opinion of the discipline needed.