

## **Requirements to Qualify**

The requirements listed below are the minimum levels expected from the professional indicated in order to qualify to proceed to the second phase, Requests for Proposals.

### **For Township Engineer**

The Township Engineer shall have all applicable licenses to perform general engineering in NJ. The firm must be multi-disciplined with at least eight (8) years experience in all aspects of municipal engineering including but not limited to expertise in road construction, construction management, water & sewer plant construction with engineers who held 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 NJDEP rules and regulations. The individual appointed or assigned by a Firm shall have been licensed as an engineer for a minimum of five (5) years and have five (5) years prior experience as a Municipal Engineer. The appointed engineer may, in his/her discretion be assisted by employees of his firm with lesser levels of experience. Alternatively, the Township will consider candidates who meet the experience levels set forth above through devotion of a significant portion of their practice time to representing municipal entities but who may not have achieved the requisite number of years as the appointed Township Engineer. Such candidates shall submit at least two (2) letters of recommendation from engineers who meet the time of service as Township Engineer requirements.

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.)

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Received by Township on \_\_\_\_\_

Meets Qualifications       Does Not Meet Qualifications

## **REQUEST FOR PROPOSAL**

Proposals will be evaluated by a Committee or Board Subcommittee, as appropriate. The undersigned individual, firm, or corporation, hereby proposes to serve as Township Engineer in accordance with the following:

- A. Names, title and license of all the individuals who may perform the service and/or activity.
- B. A description of the individuals or firm's experience with similar services or projects.
- C. A list of references and record of success.
- D. Demonstration of areas of expertise of staff.
- E. A description of the individual or firm's ability to provide the service or complete the activity in a timely fashion or as required by the Township.
- F. A fee schedule for the firm.
- G. Availability to accommodate any required meetings of the municipality.
- H. Provide list of municipalities served in a similar position in Southern NJ.
- I. Application for NJDOT, CDBG, and any other infrastructure grants shall be included as part of position requirements. No fees for preparation of these applications will be allowed.
- J. Engineer shall provide technical assistance to in house preparation of grant applications.
- K. No fees to be charged for attendance at monthly Committee meetings.

The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.

In the event that compliance with part or all of the requirements of the RFQ/RFP is impracticable or undesirable with regard to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.

All awards or waivers shall be by Resolution acted upon by the Township Committee at a Township meeting. All awards are subject to availability of funds.

All respondents shall comply with Business Registration Act (P.L. 2004, c.57), and proof of their registration with the New Jersey Department of Treasury, Division of Revenue, shall be submitted.

All respondents are placed on notice that they are to comply with all requirements of P.L. 1975, c.127 (N.J.S.A. 10:5-31 through 10:5-38) and all duly adopted Affirmative Action Regulations (N.J.A.C. 17:27).

All respondents shall supply IRS form W-9, request for Taxpayer Identification & Certification.

All respondents must submit the required state Business registration form (BRC) with their proposal where applicable

The Township reserves the right to reject any and all proposals if required documents are not submitted and/or if it is deemed to do so in the best interest of the Township.

**Submission Deadline: NOVEMBER 26, 2024 11:00AM**

Submission Location: **Township Clerk, Delanco Township 770 Coopertown Road, Delanco, NJ 08075.**

Form of Submission: All submissions shall be in sealed envelope with “Submission of Qualifications / Proposal for [Name of Position]” marked on the outside.  
IN ADDITION to the Original hard copy, an electronic copy in Adobe Acrobat (PDF) format shall be submitted on a CD at the same time in the sealed bid envelope.

Copies Required: Seven plus CD