

GENERAL INFORMATION AND SPECIFICATIONS FOR PROSPECTIVE CONTRACTORS
SUBMITTING QUALIFICATIONS FOR 2017 CONTRACT
FOR POSITION OF TOWNSHIP ENGINEER & TOWNSHIP UTILITY ENGINEER

- I. Invitation to Submit Qualifications.** The Township of Upper Deerfield is requesting qualifications from individuals and/or firms for the following contract for the year 2017: Township Engineer. The qualifications are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, *et. seq.*
- II. Submitting and Delivery of Qualifications.** Qualifications must be submitted on or before December 6, 2016 and may be submitted either by mail or in person by the prospective contractor or his agent. Qualifications must be enclosed in a sealed envelope and plainly marked "Qualifications for 2017 Township Engineer Contract" and the envelope also shall have plainly marked on it the name and address of the prospective contractor. Please submit 1 original copy of your qualifications.
- III. Time and Place for Acceptance of Qualifications.** The Upper Deerfield Township Clerk has been designated as the person authorized to receive all qualifications. All qualifications must be submitted in sealed envelopes to the Township Clerk, Township of Upper Deerfield, 1325 Highway 77, Seabrook, New Jersey, 08302, either by mail or in person by the prospective contractor or his agent on or prior to December 6, 2016 at 11:00 a.m., prevailing time. The Township Clerk will record the date and time of receipt of all proposals on the sealed envelope. No qualifications will be received after the time designated for receipt.
- IV. Contract Description and Qualifications.** The Township Engineer shall perform all of the services customarily performed by a Township Engineer of a municipality the size of the Township of Upper Deerfield. Such services include, but are not necessarily limited to, the following:
- a. Prepare feasibility studies;
 - b. Perform all necessary field work and prepare drawings and surveys;
 - c. Prepare plans in sufficient detail to illustrate the work to be performed;
 - d. Prepare specifications in a form as required for public bidding and in such detail as is required to describe the work to be performed by the contractor.
 - e. Assist the Township or its representatives in the preparation of the necessary application and/or permit forms as required by the nature of the work for submission to the proper agencies of government having jurisdiction over the work. The Township Engineer shall not be responsible for any failure to issue, delay, or conditions imposed by such governmental agency.
 - f. Assist the Township in the receiving, analyzing and tabulation of bids received with recommendations by the Engineer to the City or its authorized representative.
 - g. Compile three (3) sets of contracts; obtain performance bond and contract

signatures from contractor; forward contracts to Township for approval and following approval by Township forward contracts to contractor along with a proceed order.

- h. Furnish observation of work as to progress and general quality; however, Township Engineer is not responsible for supervising the Township's contractors or commenting on, overseeing, or providing the means and methods of their work, including job site safety and Township Engineer is not responsible for the failure of Township's contractors to properly perform their work.
- i. Review and approve or disapprove shop drawings prepared by contractor of manufacturer, but only for the limited purpose of checking for the design concept expressed in the drawings and specifications. Such review by Township Engineer is not conducted for the purpose of determining the accuracy and completeness of other details, such as dimensions and quantities. The Township Engineer's review shall not constitute approval of safety precautions or of construction means, methods, techniques, sequences or procedures.
- j. Report on contractor's request for change orders and proposals to Township, submit Township Engineer's recommendation as to whether or not Township should approve said change order, and prepare change orders as approved.
- k. Prepare and submit monthly certificates for interim payments according to contract items as work progresses and prepare and submit a final certificate upon completion, said certificate to state that to the best of Township Engineer's knowledge, based upon the observations made under this Agreement, the Contractor has performed in accordance with the plans, specifications and change orders.
- l. Furnish inspection of the work, if authorized by the Township consisting of (1) reporting on and making recommendations relating to the progress of the work and noting to Township any observed defects, deficiencies and unnecessary delays in the work of the contractor (without in any way guaranteeing such work) and (2) approving of materials and equipment furnished.
- m. Furnish copies of plans and specifications as follows:
 - One set for Township during bidding;
 - Three sets to Township for preparing contracts;
 - Two sets to State and/or Federal Agencies for approvals

All other copies as required by Township or contractors shall be furnished at cost of reproduction to those requesting additional copies.

- n. Attend first Township Committee meeting of the each month, provide a minimum of three hours per week in the Municipal Building and be present when

contractor's proposals are to be accepted.

- o. May perform other planning services for the benefit of the Township upon authorization, such as the following: hydrographic surveys; property surveys; easement surveys and descriptions; assisting the Township in connection with adjudication, litigation or negotiation; preparation of forms required by various agencies of government for permits or for grants or loans; preparation of "as built" drawings upon completion of a project from data furnished by contractor; preparation of maps; review of site plans and subdivision plans; attending meetings as requested by Township making drawings from field measurements of existing construction when required for planning additions, or alterations thereto; additional services due to significant changes in general scope of the project or its design, including but not limited to, changes to size, complexity or character of construction; revising previously approved studies, reports, design documents, and drawings or specifications during or after Design Phase; preparing documents for alternate bids requested by the Township for work which is not executed; preparing detailed renderings; exhibits, or scale models for the project; investigations involving study of operation, maintenance and overhead expenses, and the preparation of rate schedules, earning and expense statements, feasibility studies, appraisals and evaluations; additional or extended services during construction made necessary by work damaged by fire or other cause during construction, prolongation of the construction contract time by more than 25%, acceleration of the work schedule involving services and normal working hours, and contract default due to Contractor delinquency or insolvency; assistance or instruction in the start-up and continued operation of equipment or devices and the preparation of manuals of operation and maintenance.

The contractor shall possess all required State of New Jersey licenses or certifications.

The Township Engineer shall be a duly licensed professional engineer by the State of New Jersey in accordance with the provisions of N.J.S.A. 45:14A-1, *et seq.* and any administrative regulations promulgated thereunder.

The resumes or *curricula vitae* of all individuals who will perform services under the contract on behalf of the Township of Upper Deerfield shall be submitted with the prospective contractor's qualifications.

The financial compensation for the Township Engineer position is as follows:

- 1) The retainer amount, for the engineer's attendance at the first Township Committee meeting of each month, attendance in the municipal building for a minimum of three hours per week and attendance when contractor's proposals are to be accepted, shall be \$18,500 annually with payments equal to one-twelfth of the retainer each month;

- 2) The rate for engineering services required outside of the retainer services shall be \$125 per hour; and
- 3) Special engineering projects will be awarded by resolution in conjunction with the contractors proposal for the project.

A proposed contract may be submitted with the contractor's qualifications.

V. Selection Process & Award of Contract. Upon receipt of qualifications, the Township Clerk will transmit copies of each statement of qualifications to a review committee that consists of members of the Township Committee. Qualifications will be evaluated on the basis of the following considerations:

- a. A description of the contractors experience as a municipal engineer and municipal utility engineer and reputation of the prospective contractor in the field that is the subject matter of the contract;
- b. Knowledge of the Township of Upper Deerfield, issues that are unique to Upper Deerfield and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township of Upper Deerfield or its various departments;
- d. Any professional certifications possessed by the contractor;
- e. Other factors as demonstrated to be in the best interest of the Township of Upper Deerfield;
- f. Certification of no ethical complaints or malpractice within the last five years. If a complaint was filed, provide a detailed explanation of each such complaint; and
- g. A certificate of professional liability insurance coverage with limits of not less than five hundred thousand dollars per person, per occurrence.
- h. A certificate of general liability insurance coverage with limits of not less than five hundred thousand dollars per occurrence.
- i. A certificate of Workers' Compensation Coverage with statutory limits

Upon completion of the review process, the review committee shall transmit its findings and recommendations to the Township Committee which may award the subject contract on or about January 5, 2017 by resolution.

VI. Obligation of Prospective Contractor. At the time of receipt of the statement of qualifications, each prospective contractor will be presumed to have read and to be thoroughly familiar with the contents of the notice of availability of requests for qualifications that has been posted on the Township of Upper Deerfield website and with the contents of this document. The failure or omission of any prospective contractor to receive or examine either document shall in no way relieve any prospective contractor from any obligation with respect to the qualifications submitted.

VII. Investigation of Qualifications. The Township of Upper Deerfield will make such investigations as it deems necessary to determine the responsibility of the prospective

contractor and the prospective contractor shall furnish the Township of Upper Deerfield all such information as may be requested by the Township of Upper Deerfield notwithstanding the fact that the release of such information to the Township of Upper Deerfield may result in the disqualification of the prospective contractor and the proposal submitted.

The Township of Upper Deerfield reserves the right to reject any statement of qualifications if the evidence submitted by, or the investigation of, such prospective contractor fails to satisfy the Township of Upper Deerfield that such prospective contractor properly is qualified to carry out the obligations of the contract for the work as provided and as described in this document.

- VIII. Signing of Qualifications Documentation.** The qualification documentation that is submitted by the prospective contractor shall be signed by the individual or on behalf of the entity to be bound by the contract.
- IX. New Jersey Business Registration Certificate.** Business organizations or individuals doing business in New Jersey are required to register with the Department of Treasury, Division of Revenue. Prospective contractors submitting qualifications shall submit a copy of their business registration certificate to the Township of Upper Deerfield at the time that the proposal is submitted to the Township. See N.J.S.A. 52:32-44b (1). Failure to comply with this paragraph shall result in disqualification of the prospective contractor.
- X. Miscellaneous.**
- a. Nothing herein shall be construed as an obligation on the part of the Township of Upper Deerfield to award the subject contract under the fair and open procedures described above and the Township of Upper Deerfield, after review of the qualifications that have been submitted, if deemed to be in the best interests of the Township of Upper Deerfield, specifically reserves the right to award the subject contract by utilizing the non-fair and open procedures that are set forth at N.J.S.A. 19:44A-20.5, *et. seq.*
 - b. All contracts awarded by the Township of Upper Deerfield shall be governed by and interpreted in accordance with the Laws of the State of New Jersey.
 - c. If awarded a contract, you or your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27 (EEO in public contracts).
 - d. For additional information contact: Roy Spoltore, Township Clerk/Administrator, Upper Deerfield Municipal Building, 1325 Highway 77, Seabrook, New Jersey, 08302, 856-451-3811.