

**GENERAL INFORMATION AND SPECIFICATIONS FOR PROSPECTIVE CONTRACTORS TO
SUBMIT QUALIFICATIONS AND A PROPOSAL TO PREPARE ENGINEERING FIELD SURVEY,
DESIGN, CONSTRUCTION INSPECTION, AND CONTRACT ADMINISTRATION
FOR THE RECONSTRUCTION OF HOOVER ROAD AND VETERAN’S DRIVE**

- I. Invitation to Submit Qualifications & Proposal.** The Township of Upper Deerfield is requesting qualifications and a proposal from individuals and/or firms to prepare field survey, engineering design, construction inspection, and contract administration for the reconstruction of Hoover Road and Veteran’s Drive. The qualifications and proposal 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 & Proposal.** Qualifications must be submitted on or before April 13, 2021 and may be submitted either by mail or in person by the prospective contractor or his agent. Qualifications and proposal must be enclosed in a sealed envelope and plainly marked “Engineering Services for Reconstruction of Hoover Road and Veteran’s Drive and the envelope also shall have plainly marked on it the name and address of the prospective contractor. Please submit 1 original copy.
- III. Time and Place for Acceptance of Qualifications & Proposal.** 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 March 1, 2022 at 10:00 a.m., prevailing time. The Township Clerk will record the date and time of receipt of all proposals on the sealed envelope. No qualifications and proposals will be received after the time designated for receipt.
- V. Selection Process & Award of Contract.** Upon receipt of qualifications and proposal, the Township Clerk will transmit copies of the documents to a review committee that consists of members of the Township Committee. Qualifications will be evaluated on the basis of the following considerations:
- a. Description of the contractors engineering experience utilizing NJ DOT Transportation Trust Fund grants and the reputation of the prospective contractor in this field; (25%)
 - b. Knowledge of the Township of Upper Deerfield and issues unique to Upper Deerfield; (15%)
 - c. Contractors cost for services (50%)
 - d. Other Professional Factors (10%)
 - 1. 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;
 - 2. Any professional certifications possessed by the contractor;
 - 3. Certificate of professional liability insurance coverage with limits of not less than five hundred thousand dollars per person, per occurrence;
 - 4. Certificate of general liability insurance coverage with limits of not less than five hundred thousand dollars per occurrence;
 - 5. Certificate of Workers’ Compensation Coverage with statutory limits

6. 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.
7. The contractor 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.

Upon completion of the review process, the review committee shall transmit its findings and recommendations to the Township Committee.

VI. Obligation of Prospective Contractor. At the time of receipt of the statement of qualifications and proposal, 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 and proposal 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 and proposal 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, the contractor 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.

Name of Project: Reconstruction of Hoover Road and Veteran's Drive

Total Length of Project: 0.84 Miles +/-

Construction Cost Estimate Amount: \$410,891.00. The Township received grants in the amount of \$240,000 through the NJDOT 2022 Municipal Aid Program. The balance of the construction cost (engineer's estimate minus grant amount), field survey, engineering design, construction inspection, and contract administration will be paid for through Township funds.

SCOPE OF SERVICES TO INCLUDE THE FOLLOWING

Pre-Design Meeting

Meet with the Township Engineer and the Township Administrator at the Upper Deerfield Township Municipal Building prior to the start of any survey field work to review project limits, scope and proposed design.

FIELD SURVEY & ENGINEERING DESIGN REQUIREMENTS

Field Survey

Office Research:

- Utilize Upper Deerfield Township Tax Maps covering the entire project area.
- Call for utility mark-out of the entire project area.
- Establish the right-of-way of the roadways.

Survey Field Work:

- Based on office research above find and locate existing property corners sufficient to establish the right-of-way line of each roadway. If your firm has no existing survey records, then survey crew needs to utilize a metal detector and shovel to probe the ground to find sufficient property corners to establish right-of-way of each roadway.
- Establish control at the site in NAD '83 (11) and NAVD '88 datum to be used as the project datum.
- Perform a closed level loop by conventional survey methods and establish two (2) bench marks at each roadway. The closed loop bench run will be based on NAVD '88 datum.
- Establish the centerline base line of each roadway. 0 + 0 will be established with a "pk" nail for each roadway and painted centerline station set every 50' with a "pk" nail set at the end of roadway/intersection of each roadway.
- Perform a topographic survey of each roadway, topography will extend 10' beyond the right-of-way of each roadway to include all visible features and locating all existing utilities as marked out by the utility company as called in under office research above. All pipes identified (size and material) and inverts at each existing stormwater inlet identifying the existing casting type, pipe size and material. Full cross sections are to be taken at each 50' station extending to 10' beyond the right-of-way line.

Final Design Plans shall include the following:

Cover Sheet:

- USGS Key Map showing the project roadways and surrounding area.
- Sheet index chart
- Name of on-site utilities along with address for each utility company.
- Full list of quantities for base contract and alternate (if any)
- List of contractor responsibilities.
- Soil Erosion and Sediment Control notes

- General notes pertaining to the project, site safety, mark-out call number, etc.

Construction Plan Sheets:

- All survey information under the survey field work section shall be shown on each plan sheet at a scale of 1" = 30'.
- The road profile shall be shown for each roadway (existing & proposed) at a scale of 1" = 3'.
- The plan & profile sheets for each roadway will show each proposed improvement and the quantity of each improvement.
- Design Engineer to identify (based on existing roadway conditions) and label on the design plans along with the quantities of areas of additional roadway excavation, areas of additional asphalt base course, area to remove and replace concrete curbing, driveway aprons and inlets to be reconstructed.
- The plans will show each adjoining property with the side lot lines of each property. This is based on the Upper Deerfield Township tax map. The plan will show the block and lot numbers of each adjoining property for identification in the field.

Detail Sheet:

- Driveway detail - asphalt & concrete
- Type 'N-ECO' Inlet detail
- Construction sign detail along with 2-lanes, individual, lane & shoulder closing detail along with legend
- Construction identification sign detail for 500, 1000, 1500 feet (if required)
- Concrete curb detail and roll type curb
- Depressed curb detail
- Typical road section detail for each roadway

Engineers Cost Estimate

- Based on the design plans above – prepare an engineer's cost estimate to include item, quantity unit, price and estimated lump sum of each item. Cost estimate to be signed and sealed by a NJ Licensed Professional Engineer.

Project Design Meeting

- Meet with the Township Engineer and Township Administrator at the Upper Deerfield Township Municipal Building to review the final design plans and make revisions, if necessary based on the meeting with the Township Engineer and Township Administrator.
- Based on the meeting with the Township Officials the bid is to be structured as a base bid and alternates(s) if necessary, due to funding constraints with the Township supplementing the NJDOT amount.

Bid Specifications

- Prepare front end bid specifications specific for Upper Deerfield Township
- Prepare technical specifications
- NJDOT specified technical specifications
- Bid quantity sheets

NJDOT Submission for Approval to go to Bid

- Submit two (2) copies of final signed & sealed design plans by a NJ Licensed Professional Engineer
- Submit two (2) copies of final bid specifications
- Submit two (2) copies of signed and sealed construction cost estimate by a NJ Licensed Professional Engineer
- Submit two (2) copies of signed and sealed Engineer's Design Certification by a NJ Licensed Professional Engineer
- Make any revisions based on the review by the NJDOT and resubmit (if necessary)
- Submit final approved set of plans and specifications to the Township Engineer and Township Administrator.

Bidding Process

- Once the plans and specifications have been approved by the NJDOT, set up a bid opening date with the Upper Deerfield Administrator.
- Prepare bid advertisement
- Submit bid ad to the Daily Journal to be published
- Prepare as many sets of plans and specifications as necessary for pick up by the contractors
- Pick up location for the plans and specifications shall be at the office of the design engineer or the Upper Deerfield Township Clerk's office.
- Attend the bid opening and open bids at the Upper Deerfield Township Municipal Building.
- Prepare a certified bid summary based on the bids submitted.
- Prepare a recommendation of award letter to Upper Deerfield Township.
- After award has been made by the Township, submit three (3) copies of the NJDOT Form SA-22 Recommendation of Award (signed & sealed) by a NJ Licensed Professional Engineer to the NJDOT.
- Prepare contract between Upper Deerfield Township and the Contractor. Have both parties sign contract.
- Set up pre-construction meeting with the contractor, Township and NJDOT at the Upper Deerfield Township Municipal Building.
- Attend pre-construction meeting by a NJ Licensed Professional Engineer along with the construction inspector assigned to the project.
- Issue Notice to Proceed.
- Prepare and issue pre-construction meeting minutes to the NJDOT.
- Prepare Form SA-11 Material Questionnaire and submit to the NJDOT.
- Prepare and submit NJDOT Payment Voucher for 75% Reimbursement.

LUMP SUM FEE (for all items listed above)...\$ _____

(Amount Written in Words) _____

There will be no change orders or additional compensation for any items omitted in the above outline of services. The above lump sum fee shall include all copies and prints for the duration of the project.

Construction Inspection/Contract Administration/Project Close-out

- Review and approve construction notice to be handed out by the contractor prior to the start of construction.
- Provide a construction inspector for a minimum of two (2) hours per working day during the during the milling, stormwater piping and concrete work and a minimum of six (6) hours per working day paving operations of the project by an experienced construction inspector. Provide a written inspection report including quantities completed that day along with color photographs for each day of construction.
- Provide engineering oversight by a NJ Licensed Engineer during the construction. The licensed engineer shall visit the site at least two (2) times per week during the duration of construction and be on call to be on-site to answer questions of the contractor, township residents or Township Officials.
- Prepare pay estimates and township vouchers. Obtain the contractor's signature and submit to the Township for payment.
- Coordinate geotechnical subcontractor for asphalt plant inspection during the bituminous concrete installation (cost of the plant inspector to be the responsibility of the Township).
- Coordinate geotechnical subcontractor for required NJDOT asphalt core testing (cost of the asphalt core testing to be the responsibility of the Township).
- Meet with residents within the construction area as necessary to answer questions.
- Review and approve shop drawings submitted by the contractor by a NJ Licensed Professional Engineer.
- Prepare and complete all final NJDOT closeout documents within six (6) months of the completion of the project to include by not limited to:
 - Affidavit of Compliance with prevailing wage law.
 - Release of Liens.
 - Contractor's Certification of Completion.
 - Certificate of Substantial Completion.
 - Engineer's Certificate for Final Payment.
 - Engineer's Certification of Project Completion Agreement for State Aid.
 - NJDOT Change Order #1 (SA-1)
 - State of New Jersey Payment Voucher with Verification of Costs.
 - CFO Certified Cost of Payment

LUMP SUM FEE (for all construction inspection/contract administration/project close-out

items listed above).....\$_____

(Amount Written in Words)_____

There will be no change orders or additional compensation for any items omitted in the above outline of services. The above lump sum fee shall include all copies and prints for the duration of the project.

Prepare and Submit Two (2) Separate 2022 Grant Applications for State Aid to Counties and Municipalities for Municipal Aid 2023

- Prepare and submit two (2) separate 2022 NJDOT grant applications for two (2) separate grant reconstruction projects.
- Meet with Township Administrator to review projects chosen for 2022.
- Inspect each reconstruction project in the field. Each project may consist of several roadways in each grant application. The inspection is to determine needed improvements, for example, reconstruction or mill & overlay, concrete curbing improvements, driveway improvements, drainage improvements, etc.
- Take color digital photographs of each project for submittal to the NJDOT.
- Based on the field inspection, prepare an engineer's construction cost estimate for all proposed improvements.
- Prepare a site map for submittal to the NJDOT.
- Prepare the grant application through the State of New Jersey SAGE program.
- Coordinate access with the Township Administrator to the Sate SAGE program.
- Prepare and coordinate needed Township Resolutions as required by the Grant and submit the signed and sealed resolutions to the NJDOT at time of application.
- Submit all necessary information (grant application, photos, maps, cost estimate & resolutions) through the SAGE program for a complete application for two (2) separate projects for the 2022 grant application.

LUMP SUM FEE (for preparation and submission of two separate 2022 grant applications as listed above).....\$_____

(Amount Written in Words)_____

There will be no change orders or additional compensation for any items omitted in the above outline of services. The above lump sum fee shall include all copies and prints for the duration of the project.