



TOWNSHIP OF LONG HILL

COUNTY OF MORRIS

GILLETTE, HOMESTEAD PARK, MEYERSVILLE, MILLINGTON, STIRLING

TOWNSHIP OFFICES;
915 Valley Road
Gillette, NJ 07933
(908)647-8000
FAX (908) 647-4150

TOWNSHIP OF LONG HILL NOTICE FOR REQUEST FOR PROPOSAL ENGINEERING

NOTICE IS HEREBY GIVEN that the Township of Long Hill is soliciting proposals for a township engineer through a fair and open process in accordance with N.J.S.A 19:44A-20.4 et seq. Through this Request for Proposal (RFP), the Township of Long Hill seeks to engage a vendor for Engineering Services. Qualification documents and instructions to applicants are available on our website www.longhillnj.gov. The Township is not responsible for third party supplied documents. Potential respondents are cautioned that they are responding at their own risk if a third party supplied the RFP documents as they may or may not be complete. Copies of the RFPs are also available in the Municipal Clerk's office during regular business hours.

Deadline: December 22, 2023, by 10:00am

Proposals shall be submitted as indicated in the RFP. If submitting a proposal by email, list "ENGINEERING SERVICES" in the subject line. If submitting via mail must be in a sealed envelope and must be marked with the name "ENGINEERING SERVICES" and addressed to:

Submit any questions/proposals: Municipal Clerk, Megan Phillips
municipalclerk@longhillnj.gov
915 Valley Road, Gillette, NJ 07933



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Township of Long Hill RFP - Engineer

- I. **PURPOSE AND INTENT:** Through this Request for Proposal (RFP), the Township of Long Hill (hereinafter the "Township") seeks to engage a vendor as Engineer for the Township of Long Hill.
- II. **PROPOSAL SUBMISSION:** The Township requires the proposal be submitted in the following format: Email Municipal Clerk, Megan Phillips, municipalclerk@longhillnj.gov and/or one (1) original, hard copy shall be submitted in a sealed envelope and must be marked with the name "ENGINEERING SERVICES" and addressed to:

Megan Phillips, Municipal Clerk
municipalclerk@longhillnj.gov
915 Valley Road
Gillette, NJ 07933

The proposal must be received no later than Friday, December 22, 2023, by 10:00 a.m. Any inquiry concerning this RFP should be directed in writing to:

Megan Phillips, Municipal Clerk at: municipalclerk@longhillnj.gov

All proposals shall include all the information requested in the Submission section. Proposals will be deemed incomplete if all of the documents are not submitted accordingly. All professional service contracts are required to comply with the requirements on N.J.S.A. 52:32-33 et seq. (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts). Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2). The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. If all proposals are rejected, the Township reserves the right to re-solicit proposals. All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records ACT N.J.S.A. 47:1a-1 et. seq. The Township will not be responsible for any costs associated with the submission or presentation of the proposal.

- III. **SERVICES SOUGHT:** Engineering Services. The Township of Long Hill is seeking a Request for Proposal from qualified professional engineering consultants licensed to practice in the State of New Jersey for services as indicated in the Scope of Services section below. Proposals shall be submitted by professionals that are capable and can demonstrate proven backgrounds in the type of work. In addition, all interested professionals shall have sufficient, readily available resources in the form of trained personnel, support services and specialized consultants to carry out to complete projects deemed necessary by the Township.
- IV. **SUBMISSIONS:** Each proposal must contain:
 - a. Name, qualifications, and experience of principal who will oversee the relationship along with three references.
 - b. Name and qualifications of any other individuals who may assist the principal.

- c. Three references relevant to RFP.
 - d. Project profiles led by the firm and its staff that demonstrate experience in the following areas/disciplines: road construction, construction management, land-use law experience, planning and landscaping 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 of New Jersey Department of Environmental Protection rules and regulations
 - e. Statement of availability to perform work outlined in the scope of services.
 - f. Hourly rate sheet depicting fees for all services applicable to this scope of work.
 - g. Copy of Business Registration Certificate.
 - h. Copies of other required disclosure information.
- V. SELECTION:** The Township Committee reserves the right to reject any or all proposals. Selection will be based on the following criteria, in order of rank:
- a. Qualifications of the primary principal and support staff based on assessment of items outlined in the Submissions (Section IV).
 - b. Diversity of expertise and experience of the firm related to parks projects including but not limited to project engineering, planning, architecture, landscape design and landscape architecture, and experience.
 - c. General experience of the firm related to parks and recreation projects inclusive of project and budget management.
 - d. Fees to be charged on an hourly rate per staff member.

ENGINEERING SERVICES - SCOPE OF SERVICES

1. The Municipal Engineer (and other engineers, if any) shall perform the following minimum duties as well as those prescribed by applicable law, subject to the review and approval of the Township Committee:
 - a. Provide engineering services as requested by the Township Committee
 - b. Perform such duties as are prescribed by general law and ordinance.
 - c. Prepare, or cause to be prepared, plans, designs, and specifications for public works projects and other improvements undertaken by the Township of Long Hill.
 - d. Prepare reports and provide advice to the Township Committee regarding issues that arise that include but are not limited to regulations, legislation, and ordinances.
 - e. Interact with the Township's Administration on related issues.
 - f. When requested by the Mayor and Township Committee, reply to inquiries from residents and/or commercial enterprises.
 - g. Attend meetings as requested by the Township Committee.
2. Minimum Qualifications and Response Requirements
 - a. Minimum Qualifications:
 - i. Multi-disciplined with at least ten (10) years' experience in all aspects of municipal engineering (the appointed engineer may be assisted by employees of his/her firm with lesser levels of experience);
 - ii. That the Engineer has been licensed in the State of New Jersey for at least five (5) years;
3. That the Engineer has at least five (5) years prior experience as a Municipal Engineer.
4. That the Engineer, and/or firm, has sufficient staff to satisfy the scope of services described in this proposal.
5. The Engineer has experience in road construction, construction management, land-use law experience, planning and landscaping 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 of New Jersey Department of Environmental Protection rules and regulations.

6. Engineer or firm submitting the response to this proposal carries professional liability insurance in an amount of at least \$1,000,000.00. Said insurance shall be written with a company maintaining a rating of at least "A-" according to A.M. Bests and name the Township of Long Hill as an additional insured; and
7. Engineers must be in good standing within the Professional Engineering Community.
8. That the Engineer or engineering firm submitting this proposal has not represented within the past three years and does not represent any adverse parties and claims whether administrative, civil, criminal, or otherwise, against the Township of Long Hill.