

**BOROUGH OF HADDONFIELD
CAMDEN COUNTY
NEW JERSEY**

**MUNICIPAL & CONSULTING
ENGINEER SERVICES**

REQUEST FOR PROPOSAL

Project Name: MUNICIPAL & CONSULTING ENGINEER SERVICES

Date Packet Available: March 26, 2010

RFP Due By: April 22, 2010, 3:30 P.M.

RFP Submitted By: _____

REQUEST FOR PROPOSAL MUNICIPAL & CONSULTING ENGINEERING SERVICES

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the Borough of Haddonfield to obtain “Municipal & Consulting Engineering Services” services as described herein for the Borough of Haddonfield. Individuals responding to this Request for Proposal should have extensive experience, a knowledgeable background and qualifications in the provision of the services described herein.

The RFP package for this service is available online at www.haddonfieldnj.org and in Room 101 of Municipal Hall, Borough of Haddonfield, 242 Kings Highway East, Haddonfield, NJ 08033 during regular business hours (8:30 am to 4:30 pm).

Interested respondents shall submit one (1) original; and four (4) bound copies of their proposal of which one (1) must be unbound for further copying (if necessary).

The Borough requires that the RFP response be submitted by Thursday, April 22, 2010 prior to 3:30 p.m. in Room 101 of the Haddonfield Borough Hall. There will be a public reading of the names and respective cost proposals at 3:30 p.m. on Thursday, April 22, 2010 in Room 102 of the Municipal Hall.

Deanna Bennett
Borough Clerk

MUNICIPAL AND CONSULTING ENGINEERS

Section 1 - GENERAL CRITERIA: The Borough of Haddonfield desires to appoint a firm or firms to provide consulting engineering services to the Borough. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Borough of Haddonfield should be addressed.

Section 2 - FAIR AND OPEN PROCESS: The selection of a qualified respondent is subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 et seq. The Borough has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive environment to assure that each person and/or firm is provided an equal opportunity to submit a proposal in response to the RFP. Proposals will be evaluated in accordance with the criteria set forth in this RFP which will be applied in the same manner to each proposal received.

Section 3 - SERVICES TO BE PROVIDED:

Engineering services to include, but are not limited to:

1. General Civil Engineering Services
 - a. Engineering and design of borough wide public works projects
 - b. Construction inspection and testing
 - c. Roadway improvements including sidewalks and streetscape
 - d. Utility improvements (water, sewer, storm sewer & related structures)
 - e. Surveying
 - f. Environmental assessment and testing
 - g. Site Plan reviews
 - h. Construction management
 - i. Traffic & transportation engineering, including traffic calming measures
 - j. Infrastructure planning, engineering and design improvement
 - k. Photogrammetry, drafting, CADD, GIS and mapping
 - l. Feasibility studies
 - m. Management productivity and engineering economic analysis
 - n. Structural engineering
 - o. Recreational facilities including landscaping

2. Permitting
 - a. Department of Environmental Protection
 - b. Army Corps of Engineers
 - c. State Department of Transportation

3. Federal and State grants for
 - a. Transportation projects
 - b. Infrastructure improvements projects
 - c. Drainage improvement projects
 - d. Environmental clean-up
 - e. Traffic signals

Section 4 - MANDATORY MINIMUM REQUIREMENTS: The proposal submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications and requirements set forth in this RFP and shall incorporate the information requested below. In addition to the information required as described 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.

The Borough reserves the right to hold oral discussions with individuals and/or firms of their choice for clarification of their proposal. The Borough further reserves the right to request additional 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 services to municipalities including demonstrated experience with the types of services listed in Section 3.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to the types of services listed in Section 3 with emphasis on the various DEP permits and approvals.
4. Must be experienced in the preparation of grant applications for projects associated with the type of services listed in Section 3 with specific experience related to Federal and State DOT grants.
5. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Haddonfield including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction clerks.
6. Must maintain a principal office location in close proximity to Haddonfield so as to be able to respond to emergent matters promptly.
7. Provide resumes of key owners.

8. Provide names and resumes of staff who will be permanently assigned to provide services to the Borough if the Borough awards a contract to Respondent. Project managers assigned must have at least ten (10) years of municipal experience.
9. Respondents must demonstrate a proven record of advisory services to municipalities and/or public sector entities of similar size and complexity to Haddonfield. Include a list of clients in our area where similar services are being provided. Include a contact name, position and phone number.
10. List the number of years Respondent has been in business under the present name.
11. List the number of years Respondent has been under the current management.

Section 5 - COST PROPOSAL: Respondent must include:

1. A list of applicable hourly rates associated with the personnel who would provide the type of work listed in the “Engineering projects to include” section of this RFP.
 - a. Respondent should provide total cost calculation for a sample of projects applying the above listed hourly rates.
2. If the Respondent works on a proposal basis, samples of projects listed in “Engineering projects to include” should be listed with total engineering costs broken out to reflect how the Respondent arrived at the cost.
3. Please provide cost estimates for the three (3) sample scenarios attached.

Section 6 - NUMBER OF COPIES: Respondent must provide one signed original and at least four copies of their Proposal of which one must be unbound (for photocopying purposes).

Section 7 - SUBMISSION DEADLINE: Proposals must be received in a sealed envelope designating “Engineering RFP” by the Borough no later than 3:30 pm prevailing time on April 22, 2010 and must be mailed or hand-delivered to Room 101 of Municipal Hall, Borough of Haddonfield, 242 Kings Highway East, Haddonfield, NJ, 08033. All responses shall be opened and announced publicly immediately thereafter by the Borough Clerk or her representative.

Section 8 - INSURANCE AND INDEMNIFICATION:

The Respondent awarded the contract must assume all risks connected with this work. The Respondent awarded the contract shall comply with all State Laws and Regulations concerning Worker's Compensation and shall maintain such insurance as will protect the Respondent against all claims for damages for personal injury, including death, and property damage which may arise during or as a result of the work done under this Contract, either by the Respondent awarded the contract or by any subcontractor or anyone directly or indirectly employed by either of them.

The Respondent awarded the contract shall not commence work under this Contract until all insurance required by this section has been obtained and such insurance has been approved by the Borough of Haddonfield, nor shall the Respondent allow any subcontractor to commence work until all similar insurance required of the subcontractor has been obtained and approved. The Respondent's insurance shall apply to and provide coverage for all subcontractors and/or suppliers unless the Respondent forwards to the Borough the Certificate of Insurance for the subcontractor and/or supplier. Insurance coverage shall remain in effect until all work under the Contract has been accepted by the Borough and at all times thereafter when the Respondent may be replacing defective work.

The Respondent awarded the contract shall furnish the Borough with proof of insurance by providing a Certificate of Insurance from the authorized agent. The Borough of Haddonfield shall be named as an additional insured. The Respondent awarded the contract shall give the Borough 30 days written notice of any material change in, cancellation of, or expiration of the policies. Any insurance company providing coverage must be authorized to do business in the State of New Jersey.

The following insurance is required:

Professional Liability – Minimum of \$1,000,000 errors and omissions per occurrence

General Liability – Minimum of \$1,000,000 per occurrence based upon the specific work and values involved. The Borough shall be named as additional insured with respect to general liability.

Worker's Compensation and Employer's Liability – Statutory

Section 9 - INDEMNIFICATION: The selected individual or firm shall defend, indemnify and hold harmless the Borough of Haddonfield, its officers agents, and employees from any and all claims and costs of any nature whether for personal injury, property damage, or other liability arising out of or in any way connected with the individual or firm's acts or provisions under this proposal.

Section 10 - EVALUATION: The Borough's objective in soliciting proposals is to enable it to select a respondent that will provide high quality and cost effective services to the citizens of Haddonfield. The Borough will consider proposals only from Respondents that, in the Borough's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Borough in the manner described in the RFP.

Proposals will be evaluated by the Borough on the basis of which is the most advantageous, price and other factors considered. The evaluation will consider:

1. Experience and reputation in the field; and
2. Knowledge of NJ municipal operations; and
3. Cost Proposal; and
4. Availability to accommodate the required meetings of the Borough; and
5. Responsiveness to the needs of the Borough; and
6. Other factors demonstrated to be in the best interest of the Borough.

The following questions will be used to assist in the evaluation:

1. Technical Criteria:

A. Does the Respondent's proposal demonstrate a clear understanding of the scope of work and related objectives?

B. Is the proposal complete and responsive to the specific RFP requirements?

2. Management Criteria:

A. History and experience in performing the work:

1. Does the Respondent document a record of reliability of timely delivery and on-time and on-budget implementation?

2. Does the Respondent demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?

3. Does the Respondent have a record of moral integrity?

B. Availability of personnel, facilities, equipment and other resources:

1. Is the available resources of the respondent sufficient to meet the needs of the Borough?

2. To what extent does the respondent rely on in-house resources vs. contracted resources?

3. Is the availability of in-house and contract resources documented?

C. Qualifications and experience of personnel:

1. Is experience in performing similar work by employees and when appropriate, subcontractors documented?

3. Cost Criteria:

A. Cost of goods to be provided or services to be performed:

1. Relative cost: How does the cost compare to other similarly scored proposals?
2. Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?

B. Assurances of performance:

1. Does the proposal include quality control and assurance programs?

The Borough shall not be obligated to explain the results of the evaluation process to any Respondent.

SCENARIO #1

Provide an estimated price to prepare a grant application for the annual DOT municipal aid – explain what services are provided in the price.

SCENARIO #2

Provide an estimated price for the design of three (3) blocks of roadway. Project is a complete reconstruct of the roadway. It also includes all new curb, driveway aprons, and sidewalk where needed. Currently there is a 4” water main, but the sewer has been videoed and looks to be in good condition. Explain what services are provided in the price.

- A. Design Cost \$ _____
- B. At what percentage will Construction Inspection Fees be based upon?
- C. Do you include sewer laterals in project - _____

SCENARIO #3

A pump station has developed problems and needs to be replaced.

- A. What do you recommend until the station is back on-line?
- B. Design Cost \$ _____
- C. At what percentage will Construction Inspection Fees be based upon?
- D. Explain the services provided in the costs.