

TOWNSHIP OF DENNIS

**REQUEST FOR LETTERS OF QUALIFICATIONS FOR THE POSITION OF
ALTERNATE ENGINEER(S)/LAND SURVEYOR**

Position and Term:

The Township of Dennis requests Letters of Qualifications from New Jersey licensed engineers interested in serving in the position of "Alternate Engineer(s)" from June 12, 2017 to December 31, 2017.

Minimum Requirements: Must be fully licensed and in good standing to practice civil engineering in the State of New Jersey. Must hold an NJPE, NJPLS, and CME.

Minimum of 6 years of experience serving as a municipal engineer for a New Jersey municipality and also have a minimum of 6 years experience in preparation of municipal tax maps.

Must carry minimum one million dollars professional liability insurance for errors and omissions.

Fair and Open Process:

These Letters of Qualifications are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

Letters of Qualification are to be submitted no later than 3:59 p.m., Friday, June 09, 2017, prevailing time in the Dennis Township Municipal Building, 571 Petersburg Road, Dennisville, NJ 08214 (609) 861-9700.

Submissions are to be made to: Jacqueline Justice, Clerk, 571 Petersburg Road, Dennisville, NJ 08214 (609) 861-9700

In order to be considered, an original and five (5) copies of the information being submitted must be enclosed in a sealed envelope bearing the name and address of the responder and the words "Qualifications for Professional Services and the category of services" and clearly marked "Sealed Qualifications" addressed to the Township Clerk, 571 Petersburg Road, Dennisville, NJ 08214, and may be received through the mail or presented in person.

Proposals will thereafter be received by the Township Committee of the Township of Dennis, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/ knowledge of the Township of Dennis and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the Township; (v) availability to accommodate meeting and interface requirements with the Township Committee and Township Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the Township; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal. Additionally, all vendors are required to review Resolution 2006-35 (<http://www.dennistwp.org/pdfdoc/06-35res.pdf>) for the criteria established by Township Committee which are generally applicable to all fair and open contract advertisements.

The Township reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the Township.

The Township's determination of the applicant who is most advantageous to the goals and objectives of the Township shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any Township Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any Township Official, Officer or employee to secure unwarranted privileges or advantages.

Description of Services:

Serve as Alt. Engineer for the Township of Dennis and handle engineering needs of the Township at the direction of the Governing Body. Alt. Engineer may be required to attend meetings with the Township Committee and Township Officials as requested, as well as interface with the Township Clerk to track and/or administer public works projects. Alt. Engineer may also be required to provide professional services to any authorized department head upon request or assist the Municipality in grant applications for Civil projects, i.e. streets, sewer, water, transportation. Prepare and oversees tax map preparation and revision or provide professional engineering and land surveying services related to all aspects of street design,

sanitary sewer and potable water design, sanitary landfill design and oversight of Closure and Post Closure Care Plan. Complete inspections as required by general law, project contracts or in accordance with the Municipal Land Use Law.

Compensation: Compensation shall be based on a professional services contract to be negotiated by the Township with the applicant deemed to be the most advantageous.

The applicant awarded the Contract for Alt. Engineer(s) will be entitled to bill for services rendered in connection with projects funded through various grant sources or third party escrows and may receive further compensation through a stipend or upon submission of vouchers or both, as long as such arrangements are clearly delineated in a written and executed contract between the parties. It is anticipated that the annual value of this Contract will exceed \$17,500. Alternate Engineers will be entitled to compensation only out of available project or grant funds or both.

A "NOT TO EXCEED" AMOUNT MUST BE SPECIFIED IN THE SUBMISSION FOR ALL ANTICIPATED ENGINEERING FOR THE REMAINDER OF CALENDER YEAR 2017.

Qualification evaluation: 1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the "Minimum Requirements" detailed above.

2. Please describe your experience with regard to engineering services for municipal road projects.
3. Please describe your experience with regard to engineering services for potable water projects.
4. Please describe your experience with regard to tax map preparation and maintenance.
5. Please describe your experience with regard to Wastewater Management Plan preparation.
6. Please describe your experience with regard to Sanitary Landfill Closure and Post Closure Care Plan preparation and administration.
7. Please describe your experience with regard to obtaining, designing and administering grants and/or loans from NJDOT, NJDEP, USDA, and NJDCA.
8. Please describe your knowledge and experience with regard to Municipal Land Use Law (MLUL).

9. Please describe your knowledge and experience with regard to the Residential Site Improvement Standards (RSIS).
10. Please list all public entities/agencies for which you presently serve as Municipal Engineer complete with term of appointment and contact person and related phone number.
11. Disclose and describe if you or any member of your firm have ever had their license suspended or revoked in New Jersey or any other state.
12. What is the location of your Office? In Dennis Township; in Cape May County or out of Cape May County.
13. Describe the resources of your office. Include details of support staff. Include information on other qualified engineers in your office who would be available to Township Officials in the event you were absent or unavailable.
14. Provide a list of Fees for all positions that my provide services to the Township.

TOWNSHIP OF DENNIS

**COUNTY OF CAPE MAY
STATE OF NEW JERSEY**

RESOLUTION NO. 2006-35

**RESOLUTION ESTABLISHING THE FAIR AND OPEN
PROPOSAL AWARD CRITERIA**

WHEREAS, Public Law 2004, c 19 is known as the “New Jersey Local Unit Pay-To-Play” law (N.J.S.A. 19:44A20.4 et seq.) and requires that all contracts with a value of \$17,500 be awarded pursuant to a “fair and open” or “non-fair and open” process; and

WHEREAS, the Township Committee feel the best interests of the residents of Dennis Township would be better served by the Township awarding contracts by use of the “fair and open” process.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Township of Dennis shall award contracts through the “fair and open” process and that the following award criteria is hereby established:

1. Proposals will be evaluated by the Township Committee of the Township of Dennis on the basis of the most advantageous, price and other factors considered. The evaluation will consider:
 - a. Experience and reputation in the field;
 - b. Knowledge of the Township of Dennis and the subject matter to be addressed under the contact;
 - c. Availability to accommodate any required meetings of the agency;
 - d. Compensation proposal;
 - e. Other factors if demonstrated to be in the best interest of the Township of Dennis.

2. The following criteria, found under the competitive contracting rules at N.J.A.C. 5:34-4.2 may also be of assistance. These criteria are not intended to be limiting or all-inclusive, and they may be adapted or supplemented in order to meet the Township’s needs. No criteria should unfairly or illegally discriminate or exclude otherwise capable vendors.
 - I. Technical criteria:
 - A. Proposed methodology:
 1. Does the vendor’s proposal demonstrate a clear understanding of the scope of work and related objectives?

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2. Is the vendor's proposal complete and responsive to the specific RFP requirements?
3. Has the past performance of the vendor's proposed methodology been documented?
4. Does the vendor's proposal use innovative technology and techniques?
5. Are sound environmental practices such as recycling, energy efficiency, and waste reduction used?

II. Management criteria:

A. Project management:

1. How well does the proposed scheduling timeline meet the agency's needs?
2. Is there a project management plan?

B. History and experience in performing the work:

1. Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?
2. Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?
3. Does the vendor document industry or program experience?
4. Does the vendor have a record of moral integrity?

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

1. To what extent does the vendor rely on in-house resources vs. contracted resources?
2. Are the availability of in-house and contract resources documented?

D. Qualification and experience of personnel:

1. Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?
2. Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
3. Does the vendor demonstrate cultural sensitivity in hiring and training staff?

III. 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?

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- B. Assurances of performance:
 - 1. If required, are suitable bonds, warranties, or guarantees provided?
 - 2. Does the proposal include quality control and assurance programs?
 - C. Vendor's financial stability and strength:
 - 1. Does the vendor have sufficient financial resources to meet its obligations?
3. Contracts will be awarded in the following manner:
- A. The Municipal Clerk shall have a notice of "Request for Proposal" for a specific service; e.g. Attorney, Auditor, Engineer, Planner, Prosecutor, etc. prominently placed on the Township's website.
 - B. The notice shall contain a closing date by which all proposals shall be received in a sealed envelope.
 - C. On the closing date the Municipal Clerk shall open the proposal for Township positions and prepare one copy for each member of the Township Committee. Proposals for various Boards shall be forwarded to the Administrator of the Boards.
 - D. At the next regular meeting the appointment shall be on the agenda for discussion and adoption.
 - E. Upon an affirmative vote of a majority of the Township Committee, interviews may be scheduled, which shall be conducted as soon as practical.
 - F. Thereafter, a resolution shall be prepared for the award of the contract and advertised as appropriate.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk

ATTEST _____
Ruth J. Blessing, Mayor

PRESENTED BY: MURPHY

SECONDED BY: CRIPPEN

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ROLL CALL VOTE:

AYES	:	BECK, O'CONNOR, CRIPPEN, MURPHY & BLESSING
NAYS	:	
ABSTAINING	:	
ABSENT	:	

This is to certify that this is a true copy of a Resolution adopted by the Dennis Township Committee at their regular meeting held on January 17, 2006 at 6:30 p.m. at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

ATTEST _____
Jacqueline B. Justice, RMC/Clerk