

**PUBLIC NOTICE**

**BOROUGH OF PROSPECT PARK**

**REQUEST FOR QUALIFICATIONS FOR MUNICIPAL ENGINEER**

**NOTICE IS HEREBY GIVEN** that the Borough of Prospect Park is requesting qualifications for services of Municipal Engineer for the Borough of Prospect Park during the year 2017:

All submissions shall be submitted no later than 11:00 a.m., December 1, 2016. Qualifications will be opened and read aloud, in pertinent part, at that time.

All submissions shall be submitted to Danielle Ireland, Administrator/Acting Municipal Clerk, 106 Brown Avenue, Prospect Park, New Jersey 07508.

Qualifications are being solicited in accordance with the fair and open process as set forth by P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51) N.J.S.A. 19:44A-20.5 et seq. Request for Qualifications documents may be obtained from the Clerk's Office at the Borough of Prospect Park. The Governing Body reserves its right to reject all submissions and/or award any or all contracts to a qualified vendor through a fair and open process in accordance with law.

Danielle Ireland,  
Administrator/Acting Municipal Clerk

**REQUEST FOR QUALIFICATIONS FOR MUNICIPAL ENGINEER – 2017**  
**Borough of Prospect Park**

The Borough of Prospect Park is requesting qualifications for the position of Municipal Engineer to provide professional services to the Borough for the year 2017 for all general municipal engineering services. Qualifications will be accepted for the specific professional services set forth in the Public Notice, a copy of which is attached hereto.

Qualifications for Municipal Engineer shall be submitted no later than 11:00 a.m., December 1, 2016. Qualifications will be opened and read aloud, in pertinent part, at that time.

All Qualifications shall be submitted to Danielle Ireland, Administrator/Acting Municipal Clerk, 106 Brown Avenue, Prospect Park, New Jersey 07508. Eight (8) copies of the proposal shall be submitted.

All Qualifications will be evaluated by the Governing Body of the Borough of Prospect Park on the basis of the Qualifications deemed to be most advantageous, price and other factors considered.

The evaluation will consider:

- (1) Documented proof that applicant fulfills all of the minimum qualifications provided in Section II (responses should be provided in the same order listed in Section II).
- (2) Overall strength of proposal and if a clear understanding of the scope of services listed in Section I is demonstrated.
- (3) If proposal is complete with all requirements listed herein.
- (4) Reputation in the professional and municipal engineering fields as well as past successes.
- (5) Knowledge of the operation, recent projects, and issues of the Borough of Prospect Park and how the proposed services will address these items/issues.
- (6) Availability to accommodate any required meetings of the Borough of Prospect Park and prompt timeliness in responding to Borough needs and deliverables.
- (7) Documentation of availability of in-house versus contract resources.
- (8) Clear and fully explained compensation proposal.
- (9) Any quality control and assurance accommodations.
- (10) Other factors if determined to be in the best interest of the Borough of Prospect Park and its agencies.

A description of the professional services required by the Borough of Prospect Park is as follows:

- I. Scope of Services
  - a. Provide municipal engineering services as requested by the Mayor and Council relating to the operations of the Borough.
  - b. Perform duties of municipal engineer as set forth by ordinance and general law.

- c. Prepare reports and provide sound advice to the Mayor, Council and Borough Administrator regarding projects and potential projects, as well as relevant legislation, ordinances and regulations.
- d. Prepare plans, project specifications and designs for Borough projects and improvements.
- e. Attend all council meetings (work sessions, regular meetings, special meetings as requested and executive sessions as requested).
- f. Provide timely response to call outs regarding municipal engineering projects.
- g. Communicate and respond to inquiries from residents or commercial entities as requested by Mayor, Council and Borough Administrator.

\*Compensation will only be provided on a per-project basis for capital improvement projects and the above mentioned scope of services are expected to be provided at no cost to the Borough.

## II. Minimum Qualification Requirements

- a. Minimum of seven (7) years of experience in all facets of municipal engineering.
- b. Licensed in the State of New Jersey for at least five (5) years.
- c. Experienced and highly knowledgeable in road and park construction, planning and landscaping, environmental studies and assessments, storm water management, drainage, GIS, surveying, conducting traffic studies, land use law, and site remediation (strong desire for an engineer who holds license for site remediation).
- d. Highly knowledgeable of regulations and rules of New Jersey Department of Environmental Protection.
- e. Possess professional liability insurance of at least \$1M with an insurance carrier rated AAA by Best Insurance Digest.
- f. In good and reputable standing within municipal and professional engineering communities.

## III. Minimum Response Requirements

- a. Interested parties wishing to provide a proposal in response to the Borough of Prospect Park's solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and deadline stated above.
- b. Full name and business address of entity or person submitting the proposal and contact person's name and information.
- c. Complete list of all individuals who, if entity is selected, will provide services to the Borough of Prospect Park along with the resumes and professional and educational qualifications of each person. Include if individuals are in-house or contracted with the entity.
- d. Number of years each individual in this business entity submitting the proposal has provided services to municipal entities in the State of New Jersey.
- e. Descriptive overview of services that will be provided to the Borough in addition to those stated in Section I (if any).
- f. Copy of the professional liability insurance policy maintained by the attorney or law firm for this calendar year.

- g. Statement listing the professional service fees that the entity would offer the Borough of Prospect Park if selected to be Municipal Engineer.
- h. List and explanation of all professional liability claims, if any, brought against the entity during the past five (5) years.
- i. Names, addresses and contact information for three (3) references of clients for which the applicant entity has provided services in the past five (5) years, including at least one (1) municipal client.
- j. Confirmation of appropriate licensure (Federal, State and Local) to perform described activities.
- k. Statement that applicant complies with N.J.S.A 10:5-1, et. seq., (Law Against Discrimination) and P.L.1975, c. 127 (affirmative Action Law of the State of New Jersey).