

CITY OF GLOUCESTER CITY

**REQUEST FOR PROPOSALS FOR
SPECIAL PROJECTS MUNICIPAL, WATER AND SEWER ENGINEER**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5, sealed qualifications will be received by the City of Gloucester City ("City") at its offices at Municipal Building, 512 Monmouth Street, Gloucester City, New Jersey 08030, on April 23, 2019 at 10:00 a.m., prevailing time, for the following:

SPECIAL PROJECTS MUNICIPAL, WATER AND SEWER ENGINEER

Term: April 25, 2019 to December 31, 2019.

I. **PURPOSE:** The purpose of this Request for Qualifications is to solicit interest from qualified firms and/or individuals to provide professional services for the City of Gloucester City. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the City. The City reserves the right to qualify multiple firms.

II. **PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS.**

1. Three (3) copies of the qualifications must be submitted to the City Clerk, City of Gloucester City, at its offices at Municipal Building, 512 Monmouth Street, Gloucester City, New Jersey 08030, no later than April 23, 2019 at 10:00 a.m. Any qualifications received after said date and time, whether by mail or otherwise, will be deemed non-responsive. No qualifications will be accepted after the date set forth above. Qualifications must be submitted in a sealed envelope with the name of the firm or individual submitting the proposal clearly marked on the outside of the envelope. It is recommended that each proposal package be hand-delivered. The City assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or email is not permitted. The final selection shall be made in the sole discretion of the Mayor and Council.
2. All questions regarding this Request for Qualifications should be made in writing to City Business Administrator, Jack Lipsett, City of Gloucester City, at 512 Monmouth Street, Gloucester City, New Jersey 08030.
Telephone: (856) 456-0190; E-Mail: jlipsett@cityofgloucester.org

III. **CRITERIA FOR EVALUATION OF QUALIFICATIONS.** The Request for Qualifications Review Committee will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the field;
2. Knowledge of the subject matter of the services to be provided to the City;

3. Knowledge of the City, its affairs and operations;
4. Availability to accommodate any required meetings of the City;
5. Compensation proposal;
6. Compliance with the minimum qualifications established by the City for the position;
7. Other factors determined to be in the best interest of the City.

IV. PROPOSAL REQUIREMENTS: The City is requesting qualifications for Special Project Municipal, Water and Sewer Engineer. Proposals should include the following sections, further detailed below.

1. Scope of Services
2. Resume
3. Facilities
4. Conflict of Interest
5. Fees

V. DETAILED EXPLANATIONS: The following explains what the City expects in each of the major sections:

1. **SCOPE OF SERVICES:** - The City is requesting qualification statements to provide professional services for the City for the all professional firms as set forth below. Your response should detail the firm or individual's qualifications to provide that type of service.

The minimum qualifications established by the City for the professional appointments are as follows:

A. SPECIAL PROJECTS MUNICIPAL, WATER AND SEWER ENGINEER:

A firm must designate one (1) engineer to serve as Special Projects Municipal, Water and Sewer Engineer. The designated engineer must be licensed as an engineer in the State of New Jersey for at least 15 years, and have represented municipalities and municipally-owned water and sewerage utilities for at least ten (10) years. The individual engineer should be a certified municipal engineer. The engineer must be thoroughly familiar with the Municipal Land Use Law and the Local Public Contracts Law. The engineer must also be experienced in preparing bid specifications for various municipal construction projects and

knowledge and experience in preparing and submitting grant applications. The firm and/or engineer must have sufficient support staff to provide all services required by the City including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the engineer's duties and responsibilities.

2. **RESUME** - All resumes submitted to the City shall include the following:

1. Name and address of your firm and the corporate officer authorized to execute agreements.
2. A brief description of your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.
3. The names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the City and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the City.
4. A listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person.
5. A statement of your firm's insurance coverage. Firms need not provide an insurance certificate specific to the City in responding to this RFP. An insurance certificate will be required prior to commencing work after selection of a firm to provide services relative to a specific project.
6. A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

3. **FACILITIES – OFFICE LOCATIONS:**

1. For your firm's facilities which will service this project:
 - i) The location
 - ii) Firm personnel assigned to this location
 - iii) Activities of the firm performed at this location
2. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

4. **CONFLICT OF INTEREST:** - Disclosure of any potential conflicts of interest that the firm may have in performing these services for the City of Gloucester City.

5. **FEES** - Set forth in detail your compensation proposal.

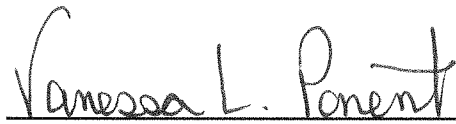
VI. COMPLIANCE: In addition, all qualifications shall comply with P.L. 1977, c.33 requiring submission of a statement of corporate ownership, N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate and the collection of use taxes; and with P.L. 1975, c.127 and N.J.A.C. 17:27-1 et seq., requiring compliance with equal employment opportunity and affirmative action laws and the submission of proof of compliance therewith Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran.

VII. RESERVATION OF RIGHTS: The City reserves the right to reject any and all qualifications, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

City of Gloucester City

Date: _____

4-8-2019



Vanessa L. Parent, Acting City Clerk,
Certified Municipal Registrar

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at: <http://www.state.nj.us.treasury/purchase/pdf/Chapter25List.pdf>

Bidders must review this list prior to completing the below certification. Failure to complete the certification and return it with the RFP will render a bidder's proposal non-responsive and the RFP will be rejected. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25, ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by

law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN - add additional sheets if necessary.

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing below:

Name of Entity:

Relationship to Bidder:

Description of Activities:

Duration of Engagement: Anticipated Cessation Date:

Bidder/Offeror Contact Name:

Contact Phone:

Sign Certification below

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

BIDDER: _____

Certification:

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that I am authorized to execute this certification on behalf of the bidder, that the City of Gloucester City is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the City to notify the City in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the City of Gloucester City, permitting the City to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Title: _____

Date: _____