

BOROUGH OF RUMSON REQUEST FOR QUALIFICATIONS CONSULTING ENGINEER AND BOROUGH PLANNER

The Borough of Rumson, a municipal corporation with its Borough Hall at 80 East River Road, Rumson, NJ 07760, through a fair and open process in accordance with NJSA 19:44A-20.5 is soliciting proposals from qualified professionals for the position of Consulting Engineer and Borough Planner for a one-year appointment. The Borough will be appointing one professional/firm to the appointment for both positions.

Please be aware, the Borough of Rumson currently has an in-house Borough Engineer responsible for daily municipal engineering tasks, development of capital improvement programs, special projects, and oversight of all other engineering related projects with outside consultants. The Consulting Engineer and Borough Planner would report to the Borough Engineer.

POSITION/APPOINTMENT

The position of Consulting Engineer consists of performing those duties as prescribed in accordance with generally accepted engineering standards and the laws and regulations of the State of New Jersey, together with such other engineering or related consulting services as may be directed or assigned by the Governing Body, Administrator, and/or the Borough Engineer.

The position of Borough Planner consists of performing those duties as prescribed in accordance with generally accepted planning standards and the laws and regulations of the State of New Jersey, together with such other engineering or related consulting services as may be directed or assigned by the Governing Body, Administrator, and/or the Borough Engineer.

The positions of Consulting Engineer and Borough Planner shall be a one-year appointment beginning on or about August 1, 2016. The proposal/quotation is sought for an hourly fee rate quotation for professional services and miscellaneous direct expenses and reimbursable costs. The Borough will be appointing one professional/firm as Consulting Engineer and Borough Planner based on its evaluation.

EVALUATION

Submissions will be evaluated by the Governing Body of the Borough on the basis of the most advantageous, with due consideration to the qualifications and experience of the respondent and quotations submitted and a number of other factors and criteria. The hourly fee rate quotation will be considered but will not be the controlling factor. The evaluation will generally consider the following criteria:

- (a) Experience and reputation in the general field of Municipal Engineering and consulting related procedures, including review of development plans, providing engineering advice and assistance, maintaining Borough maps and records, supervision of various Borough projects and contracts and related services. As a minimum qualification, the professional to be appointed Consulting Engineer should have significant experience as a Registered Professional Engineer actively engaged in municipal and public entity engineering services, including significant experience as a Municipal Engineer preferable in municipalities of comparable size and type. The responding professional engineer should be supported by a full service firm with sufficient professional/support staff to adequately provide services to the Borough. Such as, a planning department that includes a NJ licensed professional planner and certificate holder from the American Institute of Certified Planners (AICP). A Planner shall attend meetings of the Borough as requested and provide the Borough with general planning advice when requested. When directed, a Planner shall provide services necessary to review and make recommendations concerning various subdivisions and site plan proposals regarding their conformance to applicable Borough requirements and needs, municipal ordinances, if applicable, and to the general requirements of planning practice and the Municipal Land Use Law. When requested, a Planner shall provide technical advice to other Borough officials and agents concerning their review of such proposals. A Planner should also have a working knowledge of NJ Council on Affordable Housing related matters to assist the Borough of Rumson with its Affordable Housing Plan. In addition, the engineering firm should have past documented experience and the staff to assist the Borough with GIS programming, which would include managing and expanding our existing GIS map/data program. The Borough will evaluate the professional's experience in relevant areas of municipal engineering services and procedures, and the experience and reputation of the responding professional as a Municipal Engineer.
- (b) Knowledge of the Borough engineering requirements and on-going engineering matters and procedures. The Borough will give due weight to the familiarity of the responding professional engineer with prior and on-going Borough engineering projects and procedures and the capability and ability of the professional to continue such matters, and the benefits obtained by reason of continuity in such matters.
- (c) Availability to accommodate the needs of the Borough. As reasonable accessibility is relevant consideration, the professional engineer/firm should have its office within a reasonable distance to Rumson, preferable within 20 miles. The position requires extensive interaction with the Borough employees and officials, regular attendance at various project sites within the Borough and meetings and conferences regularly. The responding engineer/firm should provide details of adequate professional/support staff at its office so as to adequately provide for the Borough's services.

- (d) Compensation proposal. As noted, the responding professional should provide a proposal clearly describing the basis for billing services and including a rate schedule for hourly rates for key personnel.
- (e) Ethics Issues. As integrity and ethics are critical considerations, the responding professional engineer must certify that the professional has never been reprimanded, censured, or suspended for ethics infractions by the applicable professional licensing authority or Board. A professional who has been reprimanded, censured, or suspended may be disqualified.
- (f) Other factors in the best interest of the Borough of Rumson.

SUBMITTALS

Submission must be in writing and include the following:

- (a) The name(s) of the professional engineer and professional planner seeking the position and the firm the professionals are affiliated with. The resume and/or a detailed summary of the professional's experience and qualification relevant to the positions, including a detailed statement of the professional/firm's current and past professional experience, appointments/positions, important or relevant work relative to the position and the periods during which performed. Specific detail on planning and GIS services should be included in the submittal.
- (b) The location and facilities that the professional will be available at and providing services from, and a summary of the firm's staffing and organization.
- (c) A statement certifying that the professional has never been reprimanded, censured, or suspended for ethics violations by the applicable licensing agency or Board.
- (d) Compensation proposal clearly describing the basis for billing services and including a rate schedule for hourly rates for key personnel.
- (e) NJ Business Registration Certificate. N.J.S.A. 52:32-44 requires that each bidder (contractor) submit proof of business registration with the submission.
- (f) No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. See Exhibit A

The submission (3 copies) must be received by the Rumson Administrator/Borough Clerk's office, 80 East River Road, Rumson, NJ 07760, in a sealed envelope marked "Consulting Engineer and Borough Planner" on or before 11:00 AM on Friday, July 15, 2016. Submittals by facsimile or email will not be accepted. Submittals will be publicly opened at Rumson Borough Hall on Friday, July 15, 2016 at 11:00 AM.

After receipt and opening of the submittals, the Borough of Rumson will review and evaluate the submissions and qualifications. In the absence of unusual circumstances, the Governing Body anticipates adopting a resolution appointing the Consulting Engineer and Borough Planner on July 26, 2016.

The Borough reserves the right to reject any and all submissions and waive any informality to the extent that it is lawful and in the best interest of the Borough. To the

extent permitted by law, the Borough reserves the right to negotiate with qualified professionals.

Any questions regarding this request should be submitted in writing to Thomas S. Rogers, Borough Administrator, 80 East River Road, Rumson, NJ 07760.

EXHIBIT A

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27**

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges,

universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**