

**TOWNSHIP OF CEDAR GROVE**  
**REQUEST FOR PROPOSALS**  
**FOR THE PROVISION OF ENGINEERING SERVICES –**  
**CONSULTING ENGINEER**

**ISSUE DATE: Tuesday, June 13, 2023**

**DUE DATE: Wednesday, June 28, 2023**

The Township of Cedar Grove (hereafter "Township") is soliciting Proposals through a Request for Proposals process for the position of Township Engineer to provide professional services to the Township on all general engineering services related to the operations of the Township.

**The term of office for the Consulting Engineer shall be three (3) years.**

These Proposals are being sought pursuant to the Local Public Contracts Law and are solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.1 et. seq.

**Scope of Services**

The scope of engineering services needed includes but is not limited to:

1. Perform such duties as are prescribed by general law and ordinance;
2. Overseeing ongoing projects, developments, or services provided to the Township by contractors or municipal employees;
3. Coordinating with contractors, service providers, construction managers, site managers, or other delegates performing work in the Township to address progress and concerns raised by the Township or residents;
4. Reviewing bid submissions and documents to determine their applicability and make recommendations as to whom to award the bid in conjunction with the Township Attorney;
5. Determine and/or assist in the determination of granting or denying Zoning Permits by becoming familiar with the Township's Zoning Code (§268);
6. Soliciting and Preparing for NJDOT Grants and others that the Township may be eligible for and/or inquired about by the Township Manager;
7. Address any engineering related questions by residents, visitors, or customers of the Township;
8. Will be on call 24/7 to address emergencies that may, from time to time, arise within the Township that cannot be addressed without engineering input to be determined by the Township Manager;

9. Other engineering related tasks that, from time to time, may be assigned by the Township Manager;
10. Provide general engineering reports on various Township matters;
11. Attend (1) regularly scheduled meeting of the Township each month and any other special meetings which may be scheduled; and
12. Maintain an office within the Township to be located at 340 Little Falls Road, Cedar Grove, New Jersey, 07009 where a representative will be present at least four hours per day, two to three days per week, between the Township's operating hours of 8:30 am to 4:30 pm, Monday, Wednesday, and Friday, or any other combination of days, with specific hours of service to be determined on an as needed basis as determined by the Township.

### **Conditions Applicable to RFP**

By submitting a Proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission, review, and consideration of its Proposal.

1. The Township reserves the right, in its sole judgment, to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for these procurements.
2. The Township reserves the right, in its sole judgment, to reject any Respondent that submits incomplete responses to this RFP, or a Proposal that is not responsive to the requirements of this RFP.
3. The Township reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.
4. All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
5. All Proposals shall become the property of the Township and will not be returned.
6. The Township may request Respondents to send representatives to the Township for interviews.
7. Neither the Township, nor its staff, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the response to this RFP, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a response to this RFP or for participating in this procurement process.
8. Any and all Proposals not received by the Township by 10:00 a.m. on Wednesday, June 28, 2023, will be rejected.

## **Submission Requirements**

Proposals shall minimally include the following:

1. Name of firm.
2. Address of place of business and corresponding telephone, fax numbers and e-mail addresses.
3. Primary contact.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
5. Respondent shall submit a description of its overall experience in the provision of the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate to the RFP.
  - a. Description and scope of work by Respondent.
  - b. Name, address and contact information of references.
  - c. Explanation of perceived relevance of the experience to the RFP.
  - d. Resumes of key employees.
  - e. A narrative statement of the Respondent's knowledge of the Borough's needs and goals.
6. The number of years your organization has been in business under the present name.
7. The number of years the business organization has been under the current management.
8. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
9. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
10. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
11. Confirm appropriate federal and state licenses to perform activities.
12. Costs:
  - a. Estimate cost of plan review for new construction and to establish escrow account.

- b. Hourly rates setting forth with specificity the hourly rate for the Principal's time; other Surveyor's time; other Engineer's Time; and hourly rate for any other employees of the Engineer which may be billed to the Township.
  - c. Annual retainer to attend one (1) monthly regularly scheduled meeting of the Township Council.
13. Please submit three (3) hard copies in a sealed envelope.

Dale Forde, Municipal Clerk  
Township of Cedar Grove  
525 Pompton Avenue  
Cedar Grove, NJ, 07009

14. Please include the following with your Proposal:
- a. A copy of your NJ Business Registration Certificate
  - b. A copy of your NJ Certificate of Employee Information Report (AA-302)
  - c. A completed Ownership Disclosure Statement
  - d. A completed Disclosure of Investment Activities in Iran form
  - e. Certificate of Insurance
  - f. An executed Letter of Qualification (See Appendix A to this RFP).
  - g. An executed Letter of Intent (See Appendix B).
15. If selected, your firm will be required to comply with the requirements of N.J.S.A 10:5-3.1 et seq. and N.J.A.C. 17:27 attached hereto as Appendix C.

### **Evaluation of Proposals**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include but not be limited to the following:

1. Qualifications of the individuals who will render professional service.
2. Experience.
3. Knowledge of the particular needs of the Township.
4. Availability to accommodate the meeting dates established by the Township.
5. Other factors deemed to be in the best interests of the citizens of Township as determined in the sole judgment of the Township Council.

**APPENDIX A**

**LETTER OF QUALIFICATION**

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter.)

**Dale Forde, Municipal Clerk  
Township of Cedar Grove  
525 Pompton Avenue  
Cedar Grove, NJ, 07009**

Dear Ms. Forde:

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Proposals (RFP) issued by the Township of Cedar Grove, (“Township”), dated \_\_\_\_\_ in connection with the Township of Cedar Grove’s need for (insert service) for the Township of Cedar Grove.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief, and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of Name of Respondent.

(Respondent shall sign and complete the spaces provided below. If a Joint Venture, Appropriate Officers of each company sign),

_____ (Signature of Chief Executive Officer)	_____ (Signature of Chief Financial Officer)
_____ (Printed Name and Title)	_____ (Printed Name and Title)
_____ (Printed Name of Firm)	_____ (Printed Name of Firm)

\* If a Joint Venture, Partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

## APPENDIX B

### LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter.)

**Dale Forde, Municipal Clerk  
Township of Cedar Grove  
525 Pompton Avenue  
Cedar Grove, NJ, 07009**

Dear Ms. Forde:

The undersigned as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Proposals (RFP) issued by the Township of Cedar Grove ("Township"), dated (date), in connection with the Township of Cedar Grove's need for (Insert Service) Township of Cedar Grove.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agree) to participate in good faith in the Procurement process as described in the RFP and to adhere to the Township of Cedar Grove's Procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the (RFP), or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein, and that no person other than those herein mentioned has any participation in the Qualification Statement or in any Agreement to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Township of Cedar Grove. (Name of Respondent) declares that the Qualification Statement is made without connection with any other person, Firm or parties who has submitted a Qualification Statement except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
5. (Name of Respondent) acknowledges and agrees that the Township of Cedar Grove may modify, amend, suspend and/or terminate the Procurement process (in its Sole Judgment). In any case, the Township of Cedar Grove shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the Procurement activities described in this RFP.

6. (Name of Respondent) acknowledges that any Agreement executed with respect to the provision of (insert service) must comply with all applicable Affirmative and similar Laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable Laws.
7. (Respondent shall sign and complete the space provided below. If a Joint Venture, appropriate Officers of each company shall sign).

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(Signature of Chief Executive Officer)

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(Printed Name and Title)

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(Printed Name of Firm)

Dated:

\* If a Joint Venture, Partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.

(REVISED 4/10)

**APPENDIX C**

**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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, 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 equal employment opportunity 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted Township of Cedar Grove employment goals established in accordance with 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, and labor unions, that it does not discriminate on the basis of age, race, 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 targeted 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, race, 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

(Electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.