

## Request for Proposal for Professional Services

### **Purpose:**

The following procedures are designed to provide for a fair and open process in awarding professional services based on qualifications, merit and cost effectiveness through accessible advertising. Services include annual appointments and day-to-day programs, projects and contracts.

### **Scope of Services:                    TOWNSHIP ENGINEER**

Any persons or firms interested in providing professional services to the Township of Deptford as defined in the New Jersey Statutes, NJSA 40A:11-2(6).

**1) Appointment of Engineer.** There shall be a Township Engineer who shall be appointed by the Manager for a term not to exceed three (3) years, and shall be under a contract for services to be performed with the Township. In lieu of appointing an individual, the Manager may appoint a firm of engineers. The member of the firm acting as Township Engineer shall be a licensed civil engineer of the State of New Jersey. The Township Engineer shall receive such compensation as may be agreed upon and determined by the Council.

**2) Duties.** The Township Engineer shall perform such duties as are prescribed by general law and ordinance, and in addition shall be subject to approval by a majority of Township Council or the Manager.

A. Prepare or cause to be prepared plans, designs and specifications for public works and improvements undertaken by the Township either on force account or by a majority of Township Council or the Manager.

B. Provide and maintain surveys, maps, plans, specifications and control records with respect to public works and facilities owned or operated by the Township.

C. Provide technical and engineering advice and assistance to other Township departments as needed.

D. Maintain all papers, documents, memoranda, reports and other materials relating to the administration of engineering duties of the Township Engineer within the property of the Township. Upon the termination of his services with the Township, the Township Engineer shall forthwith surrender to the Township all such property.

E. Provide services to the Tax Assessor to update the Tax Map on a current Basis.

F. Attend all Council meetings and Planning Board meetings as requested by the Manager, and/or Township Council.

G. Provide planning and general inspection advice as directed by the Manager to other departments.

**3) Capital Improvement and Public Works Contracts.**

A. Prepare, review, and approve construction plans and specifications for all capital improvement and public works contracts; provide construction observation during the construction phase of such contracts; and verify work completed to authorize progress payments for contracts.

B. Provide and maintain maps, plans, specifications, surveys and other records as may be needed for public work and facilities owned and operated by the Manager.

**4) Tax Map Revision.** When directed by the Manager, the Engineer shall Provide services necessary to review property changes and transfers, determine their conformance with the tax map; and provide any necessary alterations of the tax map. The Engineer shall maintain, on a current basis, tax maps and the associated tax map records.

**5) Review of Subdivision and Site Plan Proposals.** When directed by the Manager, the Engineer shall provide the services necessary to review and make recommendations concerning various subdivisions and site plan proposals regarding their conformance or non-conformance to applicable municipal ordinances and/or the general requirements of design practice.

**6) Construction Observation Services.** When directed by the Manager, the Engineer shall provide the services necessary to observe, assess conformity to Approved Plans and Ordinance requirements and report upon the installation of site plan and improvements and subdivision improvements in connection with commercial and residential site developments.

**7) Review and Direction Concerning Permits and Certificates.** When directed by the Manager, the Engineer shall provide the services necessary to review, assess conformity to requirements and take necessary action with respect to issuance of certificates, permits, licenses and similar regulatory documents. When requested, the Engineer shall provide technical advice to other municipal employees, officials and agents concerning their review of such documents.

**8) Preparation of Reports and Studies.** When directed by the Manager, the Engineer shall provide the services necessary to prepare and provide detailed reports as requested by the Manager regarding feasibility investigations, economic comparisons, land use, planning, community development proposals, public works projects and

functions, planning and financing schedules, and preparation of reports and recommendations concerning other matters referred to the Engineer by the Manager.

**9) Judicial and Quasi-Judicial Proceedings.** When directed by the Manager or when subpoenaed in connection with Municipal business to appear and testify at a deposition in judicial or quasi-judicial hearings, the Engineer shall provide the services necessary to prepare for the deposition or hearing and shall provide testimony as required.

**10) Residence.** The Township Engineer need not be a resident of Deptford Township.

**Applicants'/Proposers' Responsibility in Responding to Township's Request For Proposals for Professional Services**

The applicant/proposer shall in response to the Township's RFP, at a minimum, include the following information:

A. Qualification requirements to compete for the needed service or activity as set forth in the "duties and responsibilities" of the position defined in the Township's RFP. Qualifications, at a minimum, shall include requirements defined as follows:

1. Full name and business address.
2. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the RFP.
3. Dates of licensure in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of Deptford Township.
4. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
5. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Township. A description of each individual's qualifications, including education, Licensure and years of professional experience.
6. A listing of all previous Public Sector entities served by the applicant/proposer licensed professional including dates of service and position(s) held.
7. Proposed cost of the service(s) or activities, including the hourly rate of individuals who will perform the services or activities. The proposed cost should include:

- a. Attorney meetings.
- b. Site visits and expenses
- c. Expenses for travel, postage and telephone excluded from the hourly rate.
- d. Additional services defined beyond the scope of regular services.

8. **Insurance.** The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township of Deptford.

9. **Financial Disclosure.** The applicant/proposer as a “professional”, if required by law, shall file a Financial Disclosure Statement pursuant to a Local Government Ethics Law NJSA 40A:9-22(1) et.seq.

10. **Law Against Discrimination and Affirmative Action.** The applicant/proposer as a “professional” shall file a statement as to compliance with NJSA 10:5-1 et. Seq.

- B. The applicant/proposer shall submit **five (5)** copies of his/her proposal for review and consideration by the Township Manager and Township Council.

**Basis for Award of Contract/Agreement for Professional Services**

The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual or firms who will perform the service or activity.
2. Experience and references.
3. Ability to perform the service or activity in a timely fashion, including staffing and the staff’s familiarity of the service or activity.
4. Cost Competitiveness.
5. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the professional services as outlined in the applicant’s/proposer’s proposal.
6. All awards or waivers will be by resolution acted on by the Township Council at a Township meeting.

7. For annual appointments, the Township Council, Township Manager and Administrative staff will conduct a performance review a minimum of once per year in late November, early December.

8. All awards are subject to availability of funds.

9. This policy will include, but not be limited to, all of the above listed requirements.