

**REQUEST FOR QUALIFICATIONS
FOR
CONSULTING ENGINEERING SERVICES
FOR
THE CITY OF ORANGE TOWNSHIP, ORANGE, NEW JERSEY**

GENERAL CRITERIA

The City of Orange Township desires to appoint a firm or firms to provide consulting engineering services to the City of Orange Township Planning Board and Zoning Board of Adjustment. Applicants should demonstrate clear knowledge and experience with respect to all aspects of engineering services and land use regulations required by a municipal entity. Any specific knowledge or experience relative to the City of Orange Township including and projects previously worked on or services performed should be discussed in your submission.

MADATORY REQUIREMENTS

- 1) Must be certified to provide engineering services in the State of New Jersey.
- 2) Must have a minimum of five (5) years experience in providing engineering services to municipalities and other public entities, including experience with the review of Planning and Zoning Board projects, proposals and plans, road programs, utility issues including upgrades and replacement, sewer and drainage projects, public facilities improvements, municipal mapping issues and land surveying.
- 3) Must have experience in obtaining various permits and approvals from various state, county and local regulatory agencies and have extensive experience related to redevelopment of municipal lands.
- 4) The applicant shall maintain throughout the life of the agreement (if chosen) a staff of certified professionals who are proficient in the aforementioned described services. This must include (but not limited to) planners, environmental professionals, construction administrators, civil engineers and land surveyors.
- 5) Applicant must provide one licensed, professional engineer who shall be on site at the City of Orange Township for a minimum of three (3) days per month. He or she will essentially serve and be designated as the engineer for the Planning and Zoning Board of Adjustment.
- 6) The "Engineer" will be required to address day to day issues relative to the services discussed herein and to, from time to time, attend meetings and municipal forums.
- 7) Must provide the City with a list of project managers with at least five (5) years of municipal experience.

- 8) Must provide the City with a list of all past and present municipalities or other public entities where they served as consulting engineer. A contact person and number for referenced purposes must also be provided.
- 9) The applicant should submit their Business Redemption Certificate.
- 10) Bidders are required to comply with the requirement of NJSA 10:5-31 et seq. and Affirmative Action requirements of P.L 1975, C. 127 (NJAC 17:27 et seq.) and Local Unit Pay-To-Play Law (P.L. 2004, c19, as amended by P.L. 2005, c51).

The City maintains the right to waive any technical non-conformance with the terms of the RFQ.

Respondents must submit an original and five (5) copies of their qualifications to the designated contact person.

TaQuisha Knight
Zoning Board of Adjustment Board Secretary
City of Orange Township
29 North Day Street
Orange, New Jersey 07050

Any Qualification Statement not received later than noon, **Friday, December 28, 2012** will not be considered.