

**REQUEST FOR QUALIFICATIONS  
FOR  
CONSULTING ENGINEERING SERVICES**  
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The City of Orange Township is soliciting fair and open proposals from professional engineering firms to provide the services of a Consulting Engineer. The responsibility of the Consulting Engineer is to provide engineering, design, contract administration, inspection and oversight of various projects proposed for the roads, parks, municipal buildings, water and sewer within the City.

The City is home to approximately 31,000 residents and is located in Essex County. The City is managed by a Mayor and a seven (7) member Council, and the Public Works Department is managed by a Public Works Director. The Public Works Department staff is responsible for operating and/or maintaining streets, parks and buildings. United Water is the contractor responsible for maintaining the water system, the sanitary and the storm water collection systems.

The Applicant should demonstrate knowledge and the technical capabilities to provide design, oversight, inspection, and monitoring as needed to assure the proper performance of all responsibilities associated with the position of the Consulting Engineer for successful completion of specific projects assigned by the City. The Consulting Engineer(s) will be assigned projects by the City on an as needed basis.

**General Statement of Duties**

The selected firm(s) will provide the necessary engineering services and resources necessary to deliver these services on a time and materials basis unless other arrangements or agreements are made. This work shall include all tasks necessary for successful completion of assigned project(s), including but not limited to the following:

1. Surveying
2. Engineering Design
3. Preparation of construction / bid documents and estimate
4. Permit Application(s)

5. Contract administration, construction management and inspection as required
6. Attendance at City Council, Public Hearings, and other meetings as required

### **General Proposal Process**

The engineer will only undertake specific projects for the City that have a finite scope of work. In these cases, the assignment or work will follow the general process described below:

1. The Business Administrator or Public Works Director will request a proposal and scope of work for a specific project.
2. The Consultant Engineer(s) will prepare a proposal describing the scope of work that the consultant will provide, a proposed fee, preliminary project estimate and anticipated project timeline.
3. The Business Administrator or Public Works Director may choose to accept the proposal as is, reject the proposal, or negotiate a change of scope or fee with the approved Consultant Engineer(s).
4. Once an engineer's proposal is accepted, the Business Administrator or Public Works Director will issue a work order to the consultant to complete the project outlined in the proposal.
5. The City will assign task/work orders to the consultant as needed. The City will reserve the right to issue a general RFP for specific projects if they desire to have expanded competition, specialized expertise, or if the consultant(s) elect to not accept a request for a specific work order. The City will maintain the necessary autonomy to ensure that the public interest is served the best.

The appointment of consultant firms does not guarantee that any selected firm will be assigned any or all City projects. The City reserves the right to obtain specialized engineering services from a firm within a group of selected / approved Consulting Engineers as needed. The City also reserves the right to may continue to use existing consulting engineers currently under contract with the City to complete current projects.

**Terms:** The appointment for the consultant engineering services provider shall be for a twelve (12) month period, subject to renewal on a yearly basis by the Mayor and Council. However, the Mayor has the right to dismiss the consultant at any time, and the consultant serves at-will, at the discretion of the City.

**MANDATORY MINIMUM PROFESSIONAL  
EXPERIENCE AND REQUIREMENTS**

The Consultant will assign a professional engineer to this assignment with the following qualifications; the assigned individual must be a Professional Engineer licensed to practice in the State of New Jersey and must possess valid certificates, issued by the State of New Jersey for Certified Municipal Engineer (CME). The Engineer must have extensive and specific knowledge of municipal government, roads, parks, buildings as well as water and sewer utilities.

**References:** Firms shall provide five (5) municipal references for which the firm has provided similar professional services. Reference information should include:

1. Name of Owner
2. Project Name
3. Contact Person & Address
4. Telephone Number
5. Firm's key personnel assigned to referenced project

**SUBMISSION OF QUALIFICATIONS**

Respondents must submit an original and one (1) copy of their qualifications to the designated contact person.

City of Orange Township  
Department of Public Works & Engineering  
29 North Day Street  
Orange, New Jersey 07050

Attention: Marty Mayes  
Director of Public Works & Engineering

Submission due by noon on Thursday, February 6, 2014.