

**REQUEST FOR QUALIFICATIONS
CONSULTANT FOR THE ADMINISTRATION OF
MUNICIPAL ENGINEERING SERVICES**

The City of Orange Township is soliciting a fair and open proposals from professional engineering firms to provide the services of a Municipal Engineer and assist the municipality in the administration and operation of the roads, parks, municipal buildings, water and sewer systems as well as provide general assistance to all City Department and functions.

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 administration, design, oversight, inspection, and monitoring as needed to assure the proper performance of all responsibilities associated with the position of the Municipal Engineer. The Consultant will assign a professional engineer for a minimum of 15 hours per week (on average) to perform the following services.

General Statement of Duties

The selected firm will provide engineering services to the City. The successful firm will coordinate with the Business Administrator or the Director of Public Works on all major activities relating to engineering services. Please note, the city reserves the right to obtain specialized engineering services as needed separate from the selected engineer, and may continue to use existing consulting engineers currently under contract with the City to complete current projects.

Potential Scope of Work

The Consulting Municipal Engineer shall act as contract administrator for the City in all matters concerning the performance of Consultants and Contractors on municipal projects.

Provide the necessary services to assist the other Departments as needed as well as but not limited to the following:

1. Grant writing or assistance with applications as requested
2. Surveying
3. Street, sidewalk, curb design
4. Assist with obtaining necessary permits from regulatory agencies
5. Identify and prepare City projects as required
6. Construction management and inspection as required
7. Develop maps and Record Drawings for the City as needed by project
8. Miscellaneous municipal engineering design as needed
9. Attend City Council, Public Hearings, and staff meetings as required
10. Assist City staff as needed or required and provide general advise

The successful firm shall be responsible for all resources necessary to deliver these services.

For general service tasks, the consultant will provide basic services to the City on a time and materials approach unless other arrangements or agreements are made.

Tasked-Based Services: The consultant may be directed to undertake specific projects for the City that have a finite scope of work, are relatively larger in scale, or for any other reason the City wishes to assign the work on a task-basis to the consultant. In these cases, the assignment or work will follow the general process described below:

1. The Business Administrator or Public Works Director will describe a task or need to the consultant for a specific project.
2. The consultant will prepare a simple proposal describing the scope of work that the consultant will provide, a proposed fee, and an estimated 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 consultant.
4. Once the 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 consultant will track the task/work order with an independent project number separate from general service activities.
6. 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 elects 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.
7. The appointment of a consultant does not guarantee that the selected firm will be assigned any or all City projects.

Terms: The appointment for the 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 no later than noon on Thursday, February 6, 2014.

