

**BOROUGH OF WOODBINE
REQUEST FOR PROPOSALS
SMALL CITIES PROGRAM ENGINEERING SERVICES**

Notice is hereby given that the Borough of Woodbine, in the County of Cape May and the State of New Jersey, seeks to engage, for a limited term, a Small Cities Project Engineer for the preparation of plans, specifications and bid documents, construction oversight, preparation of a Certification of Project Completion, and any other related tasks deemed appropriate by the Borough, pursuant to the Borough's recent award from the New Jersey Department of Community Affairs' Small Cities Program. This Small Cities grant funding will be used to replace the aging water system beneath portions of Adams Avenue and Franklin Street and reconstruct sidewalks, curbing and driveways as needed to satisfy the Americans with Disabilities Act (ADA) requirements.

The contract will be awarded through the provisions of NJSA 40A:11-4.1 *et seq.* and NJSA 19:44A-20.4 *et seq.* Minority- and women-owned businesses are encouraged to submit proposals.

Copies of the specifications may be obtained by contacting Lisa Garrison, Borough Clerk, 501 Washington Avenue, Woodbine, New Jersey 08270, or by phone at (609) 861-2153.

Proposals must be received by the Borough Clerk no later than 10:00 a.m. prevailing time on September 15, 2021, at 501 Washington Avenue, Woodbine, New Jersey 08270.

Please note that no proposals will be accepted after the due date and time noted above.

The applicant/proposer shall submit 8 copies of his/her proposal in a sealed envelope designating the position to the Borough Clerk. All appointments will be announced at a public meeting.

Each envelope must be clearly marked **Competitive Contract – Small Cities Project Engineer, FY 2021 Small Cities Award**. Forward proposals to the Borough of Woodbine, Attention Lisa Garrison, Borough Clerk, 501 Washington Avenue, Woodbine, NJ 08270.

Financial assistance for this activity is made possible by a grant from the New Jersey Department of Community Affairs, Division of Community Resources, New Jersey Small Cities Community Development Block Grant (CDBG) Program, Philip D. Murphy, Governor of the State of New Jersey, and Sheila Y. Oliver, Lt. Governor of the State of New Jersey and Commissioner of the New Jersey Department of Community Affairs. Funding for the State's CDBG Program was provided by a grant from the United States Department of Housing and Urban Development, State Community Development Block Grant Program.

Minimum Requirements:

All statements of qualifications for this professional service contract shall include as a minimum the following information.

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
 - A. Identify the person who will be primarily responsible for the services required by the Borough of Woodbine and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in the proposal and on behalf of the Borough of Woodbine.
 - B. Identify persons who will serve as back up to the primary person including resumes of all parties.
2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Borough of Woodbine.

Scope of Services:

The Borough of Woodbine desires to appoint an individual, affiliated with a multi-disciplined Consulting Engineering Company, to serve as in the limited appointment role of Small Cities Project Engineer. Applicants should demonstrate knowledge and experience and document staff capabilities with respect to all aspects of consulting engineering services typically required by a municipality including but not limited to roadways; transportation; storm sewer systems; wastewater collection and treatment systems; water distribution and water treatment systems; surveying; tax map preparation and maintenance; site and master planning; environmental and permitting services; construction observation; as well as a general knowledge and capability relative to small airports. Any experience or knowledge of matters specifically relating to the Borough of Woodbine should be addressed in the proposal.

The role of Small Cities Project Engineer will be limited to services related to an FY 2021 Small Cities award to, in consultation with Borough and Cape May County officials, replace the aging water system beneath portions of Adams Avenue and Franklin Street and reconstruction of sidewalks, curbing and driveways to satisfy the Americans with Disabilities Act (ADA) requirements.

Minimum Qualifications/Evaluation Criteria:

1. Must be licensed to provide engineering service in the State of New Jersey
2. Must have a minimum of twenty (20) years of experience in providing engineering services to municipalities and must demonstrate expertise in the disciplines listed in the Scope of Services above
3. Must have knowledge of and experience with Engineering for projects funded by the New Jersey Department of Community Affairs' Small Cities Program
4. Must be experienced in obtaining permits and approvals from various State, County and Local Regulatory Agencies
5. Must maintain a principal office location in close proximity to the Borough of Woodbine so as to be able to respond to emergent matters promptly
6. Must be experienced in planning and zoning and have served as a consultant to a Planning and/or Zoning Board
7. Must be experienced in the preparation of grant applications and dealing with funding agency programs
8. Must list past and present municipalities Municipal Engineering positions
9. Must have a New Jersey Certified Public Works Manager on staff
10. Must provide a cost estimate for services.

Submission

Proposing firms shall provide evidence that the minimum qualifications are met. Proposal should include a list delineating the numbers and types of public clients represented by the engineer and firm.

Evaluation of Proposals

The Borough of Woodbine intends to award a professional services contract for the defined scope of work under the Competitive Contracting Process in accordance with the provisions of

NJSA 40A:11-4.1 *et seq.* and NJSA 19:44A-20.4 *et seq.* The decision by the Borough of Woodbine as to what constitutes a Competitive Contracting process shall be final.

The proposals will be evaluated by the Mayor and Council of the Borough of Woodbine based upon information supplied by each Proposer in response to this RFQ and the following criteria:

- Ability to meet all minimum qualifications
- Overall knowledge and familiarity with the operations of the Borough of Woodbine
- Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey
- Qualifications and experience of the professional
- Qualifications and experience of the other members of the professional's firm
- The cost of the services as proposed in the response

Any questions regarding this Request for Qualifications should be directed to Lisa Garrison, Borough Clerk of the Borough of Woodbine.

Please submit 8 copies of the proposal to:

**Borough of Woodbine
501 Washington Avenue
Woodbine, New Jersey 08270
609-861-2153**

Each envelope must be clearly marked **Competitive Contract – Small Cities Project Engineer, FY 2021 Small Cities Award.**

All submissions must be received at the Borough Clerk's office on or before September 15, 2021, at 10:00 a.m.