

**TOWNSHIP OF NEPTUNE
COUNTY OF MONMOUTH
STATE OF NEW JERSEY
REQUESTS FOR QUALIFICATIONS FOR
“COASTAL ENGINEER”
BID/PROPOSAL # PS-2019-28**

Sealed proposals will be received by the Township Clerk of the Township of Neptune, New Jersey and opened and read in Township Committee Room located on the upper level, in the Township of Neptune Municipal Complex, 25 Neptune Boulevard, Neptune New Jersey, on **December 18th, 2018** at **10:00 A.M.** for the following:

Request for Qualifications from individuals and/or Firms Interested in Serving as “Coastal Engineer for the Township Engineer and for Boards and Commissions on an as-needed basis” to the Township of Neptune for the period January 1, 2019 through December 31, 2019. **BID/PROPOSAL # PS-2019-28**

Successful applicants will be required to comply with requirements N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Township of Neptune to do so. The Township Committee of the Township of Neptune also reserves the right to conduct interviews of any or all applicants, as it deems necessary.

By order of the Township Committee of the Township of Neptune

Nicholas Williams, Mayor, Township of Neptune
Richard J. Cuttrel, Municipal Clerk, Township of Neptune
Michael J. Bascom, Chief Financial Officer, Township of Neptune

Introduction

Pursuant to the Fair and Open Process established by N.J.S.A. 19:44A-1, et seq., the Township of Neptune seeks Requests for Qualifications ("RFQ") from Individuals and/or Firms licensed to practice Engineering Services in the State of New Jersey that wish to serve as Coastal Engineer for various Coastal Projects within the Township. The successful individual/firm must have significant experience in representing New Jersey public entities in similar areas of engineering consultation and including prior Flood Mitigation Projects, Living Shoreline Projects and other projects similar in scope. The successful individual/firm will provide the Township Committee with professional engineering and guidance relating to, but not necessarily limited to Coastal Projects.

The Scope of Work Shall Include but not be limited to the following:

The Township of Neptune requests a proposal for Engineering Services for the Township of Neptune – FEMA Living Shoreline Project and other similar scope projects. The Township of Neptune applied for and received funded through FEMA for a living shoreline flood mitigation project. The scope of the project has been determined to be approximately 2100 linear feet of shoreline that needs preventative flood mitigation. It has been discussed and agreed that due to the nature of the area a living shoreline would be the best alternative for the ecosystem. The Township of Neptune will immediately be looking to move approved projects to design and construction. The various projects may be funded under the FMA, PDM, HMA, general capital or other applicable program. The work may be located in a flood zone and require specific engineering design criteria as a result of its location.

All Engineering services requested by either the Township Engineer or Township Committee, as follows, if applicable: design, consultation, field investigation, inspections, surveys, preparation of plans and specifications, coordination for permitting, preparation of miscellaneous applications, other Professional Engineering advice and assistance to Township Committee or Township Engineering matters, including but not limited to conferences, appearance at Township Committee or other meetings, telephone conferences and consultations

All completed plans and specifications and other work shall be delivered as specified with the required number of plans and CD of plan/drawing In AutoCAD 2009 or latest version. In addition, same plan shall be available in Adobe format. The Professional Engineering shall bill services in accordance with the schedule outlined below: All billing shall be received monthly for prior months work and with referenced Purchase Order number.

The Township has adopted the following hourly rate schedule for Professional Engineering Services rendered pursuant to this RFQ:

Principal Engineer:	\$150.00	Senior Draftsman:	\$70.00
Associate Engineer:	\$130.00	Draftsman:	\$60.00
Senior Engineer:	\$115.00	Senior Inspector:	\$80.00
Project Engineer:	\$105.00	Inspector:	\$70.00
Environmental Scientist	\$100.00	3 Man Field Party:	\$155.00
Engineer	\$90.00	2 Man Field Party:	\$145.00
Project Manager:	\$90.00	Land Surveyor:	\$85.00
CADD Technician:	\$80.00	Senior Administrative Asst.:	\$55.00
Technician:	\$65.00	Administrative Asst.	\$45.00
Chief Draftsman:	\$85.00		

The proposed scope of work for each approved grant project will be as follows:

Phase I – Investigation/Data Collection and Site Evaluation

During this phase, the Coastal Engineer shall attend an initial design meeting with Township personnel to review the needs of the Township with respect to shoreline project. The Coastal Engineering will review the following:

- Erosion History
- Tidal Range and Storm Surges
- Wind Waves
- Currents and Circulation Patterns
- Other Existing Data such as Bathymetry, sea level rise, icing conditions, flood zones and other data deemed applicable.

In addition to the above, the Coastal Engineer will conduct at least two (2) site visits. The following will be observed during those visits:

- Boat Drive Wakes
- Shoreline Geometry
- Water Quality Conditions
 - Including but not limited to Salinity, Turbidity, PH and Dissolved Oxygen
- Any additional observations or site considerations

Phase II-Preliminary Design

Based on the information gathered in Phase I, the consultant will provide and calculate an appropriate living shoreline, consisting of height, width, stone, and whatever other parameters are deemed pertinent based on field information and data collection. Preliminary sketches and specifications will be developed along with a preliminary engineering estimate. It is anticipated that this task will include a minimum of two (2) Meetings with the client.

Phase III-Design Review and Approval

The Township of Neptune upon review of the Preliminary Design will meet and advise the consultant of any issues or concerns that may need to be made. The consultant shall then provide to the Township of Neptune detailed engineering design drawings, estimate and specifications to ninety (90) percent completion along with any back up data. Said documents shall be provided to the Township of Neptune, Governing Body and Engineering for review prior to bid. Project plans shall be available and submitted for review in both PDF and AutoCAD format and Project Specifications shall be submitted for review in both word and PDF format. Project Construction Specifications shall be prepared in coordination with the Township Engineer prior to public bid. Said documents shall be provided to the Township of Neptune, Governing Body and Engineering for review prior to bid. A construction cost estimate shall be prepared prior to bid. Construction documents, including necessary drawings, technical specifications, and bid proposal shall be code compliant and prepared in accordance with the current Local Public Contracts Law.

Phase IV-Permit Support

A permit will need to be obtained for the NJ Department of Environmental Protection and the US Army Corp of Engineers in order to construct this project. The consultant shall advise any other necessary permits for the construction of the living shoreline project. The consultant, at the Preliminary Design Phase II shall start preliminary conversations with the NJDEP and determine what information will be required to obtain NJDEP permitting. A pre application meeting may be necessary. The consultant will work with the Township of Neptune and their permitting department to provide needed detailed information or support for said permits.

Phase V-Construction Support

During this phase the consultant will work directly with the Township of Neptune and also other consultants involved in the process for this project. This Task will include at a minimum the following items:

- At least four (4) meetings with the client to review design, bids, permits etc.
- The consultant shall be available for bid support during the bid process should questions arise regarding the design.
- The consultant will be responsible for being on site throughout the construction process for oversight and quality assurance.
- The consultant will be responsible for monitoring the contractor for compliance with any permit conditions and notifying contractor if there are any deficiencies.
- If necessary the consultant shall be available for progress meetings held onsite or at the Township of Neptune, during the duration of the project
- The consultant shall be responsible to keep daily inspection reports and make them available to the Township of Neptune.
- The consultant shall be responsible to aid in the review of payment applications from the contractor.
- The consultant will be responsible for performing a detailed post-construction inspection and survey of the project installation to ensure proper construction.

Phase VI-Project Closeout

The consultant will be responsible for final project review and preparation of a final punchlist for the contractor. The consultant shall prepare a final report to the Township of Neptune upon completion of the project and provide their signoff of the final product. The consultant shall be responsible for closeout of permits and coordinating with the Township of Neptune for any paperwork to be submitted for documentation to the appropriate agencies.

All of the above criteria will be analyzed with respect to the scope of the current project. This will be a factor in determining final design recommendations.

Professional Information and Qualifications

Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all engineers or firm's offices and corresponding telephone and fax numbers. Please note specifically which engineers or other design professionals who will be assigned to work with the Township Committee and in what capacity;
3. Description of education, experience, qualifications, number of years with the firm, for the firm's Engineers and other professional who will work with the Township Committee. Include a descriptive narrative of their experience with projects similar to those described above;
4. Experience related to representation of Municipalities, Marinas and other public entities;
5. At least four (4) references, three (3) of which must have knowledge of your representation of a public entity;
6. Examples of your record of success representing other agencies;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Any other information which the interested firm deems relevant;
9. A copy of your New Jersey Business Registration Certificate;
10. A completed Statement of Ownership form (Attached below).

Selection Criteria

1. The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:
2. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
3. Experience and references;
4. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter, and;
5. Cost effectiveness.

If the firm is successful the following procedures will be implemented for each contract/job that the consultant is awarded within the Township:

1. Each job for which services are requested will be based upon an estimate from the professional consultant;
2. Based upon the estimate and/or proposal a Purchase Order will be issued for which services are required prior to commencement of work;
3. The Purchase Order number shall be referenced on all jobs and on all billing;
4. If for any reason, the professional consultant believe that there are additional services that will be required to complete the job, the obligation is on the part of the professional to notify the Township of the potential additional services and costs for same;
5. No additional work shall commence or prior to authorization and issuance of an additional Purchase Order or amendment to original Purchase Order;
6. Jobs that are billed on an hourly basis may have monies left in the Purchase Order upon completion;
7. Professional Consultants are required to invoice the Township of Neptune on a monthly basis for the previous month's work. If no work has been completed no bill shall be presented;
8. Professional Consultants are to provide monthly billing that provides the name of the person, title of person, hours spent, hourly rate and a description of work;
9. The Township of Neptune will not pay invoices that have a cumulative amount of work for numerous months; Billing shall be on a monthly basis;
10. The Township of Neptune based on the availability of funds shall pay consultants for work that has been completed in the prior month at the next available meeting, provided that the Purchase Order is in place and the funds have not been exceeded;
11. Unless a specific Purchase Order is issued, consultations with staff members, members of the Board or the Governing body under one hour shall not be billable to the Township;
12. The Township of Neptune shall not be charged and will not pay interest on any invoices;

Submission Requirements

Responses to this RFQ must be delivered in a sealed envelope bearing the title and Bid/Qualification Number no later than **10:00am** on **December 18, 2018** to:

Proposals shall be sent to:

Township of Neptune
25 Neptune Boulevard
Neptune, NJ 07754
Attn: Rick Cuttrell

Should you have any questions, please contact Leanne R. Hoffmann, PE, PP, CME, Director of Engineering and Planning at 732.988.5200, ext. 228.

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS – NON-CONSTRUCTION

All New Jersey and out of State Business Organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted with this proposal. No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The Contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the Contractor. Before final payment of the contract is made by the Contracting Agency, the Contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the Contractor and each of its affiliates and each Subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into the State.

A Business Organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.144 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c. 110 (N.J.S.A. 5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

A sample Business Registration Certificate is attached. Other forms such as Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** acceptable.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at:

<http://www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity>

**TOWNSHIP OF NEPTUNE
COUNTY OF MONMOUTH
STATE OF NEW JERSEY**

STATEMENT OF OWNERSHIP

The Contractor is (check one): Individual: [] Partnership: [] P.A. [] L.L.C. []

Corporation: [] Joint Venture: [] Other: [] Specify: _____

NAMES:

ADDRESSES:

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

NAME OF CONTRACTOR: _____

SIGNED BY: _____

PRINT NAME & TITLE: _____

DATE: _____

NOTES:

A. Attach additional sheets as needed and check here [].

B. If an entity owns a 10% or greater interest in the Contractor, attach a list of the owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each person who owns a 10% or greater interest has been disclosed. **If no person or entity owns a 10% or greater interest in a listed entity, so state.**

Sample Business Registration Certificate (for example purposes only)

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 352 TRENTON, N.J. 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)	Acting Director This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	