

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**FOR**  
**PLANNING BOARD ENGINEER – CY2021**

**ISSUED BY:**

**BOROUGH OF PENNS GROVE**

**Date Issued: November 24, 2020**

**Responses Due by: 10:00 a.m. – December 18, 2020**

**SHARON R. WILLIAMS, MUNICIPAL CLERK**

**Borough of Penns Grove**

**1 State Street, Penns Grove, NJ 08069**

**856-299-0098, ext. 102/103**

**856-299-3411**

**[swilliams@pennsgrove-nj.org](mailto:swilliams@pennsgrove-nj.org)**

**REQUEST FOR QUALIFICATIONS**  
**PLANNING BOARD ENGINEER**

The **Borough of Penns Grove** (referred hereafter as MUNICIPALITY) is seeking professional service proposals from qualified firms to provide **ENGINEERING SERVICES** to the Penns Grove Planning Board.

**I. Proposal Submission**

Each Applicant shall submit in a sealed and labeled envelope one original paper copy, clearly marked as the “ORIGINAL” plus ten (10) full ***bound***, complete and exact paper copies. The proposal must be addressed to:

**Borough of Penns Grove**  
**Attn: Sharon R. Williams, Municipal Clerk**  
**1 State Street**  
**Penns Grove, NJ 08069**

**The proposal must be received by: December 18, 2020 – 10:00 a.m.**

**Faxed or E-Mailed proposals will NOT be accepted or considered.**

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.). The MUNICIPALITY shall not be responsible for any costs associated with the oral or written presentation of the proposals. The MUNICIPALITY reserves the right to reject any and all responses, with or without cause, or waive any irregularities or informalities in the proposals. The MUNICIPALITY further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all applicants submitting responses. In the event that all proposals are rejected, the MUNICIPALITY reserves the right to re-solicit for proposals.

**II. Questions**

Any inquiry concerning this RFQ should be directed in writing to:

**Sharon R. Williams, Municipal Clerk**  
**1 State Street**  
**Penns Grove, NJ 08069**  
**856-299-0098, ext. 102/103**  
**856-299-3411**  
**[swilliams@pennsgrove-nj.org](mailto:swilliams@pennsgrove-nj.org)**

**BOROUGH OF PENNS GROVE**  
**REQUEST FOR PROPOSAL FOR THE POSITION OF**  
**PLANNING BOARD ENGINEER**

**Position and Term:**

The Borough of Penns Grove requests proposals from New Jersey licensed engineers interested in serving in the position of “Planning Board Engineer” from January 1, 2021 to December 31, 2021

**Minimum Requirements:**

Must be fully licensed and in good standing to practice civil engineering in the State of New Jersey. Must hold an NJPE, NJPLS, and CME.

Minimum of 6 years of experience serving as a Planning Board Engineer for a New Jersey municipality; and also have a minimum of 6 years’ experience in preparation of municipal tax maps.

Must carry minimum one million dollars professional liability insurance for errors and omissions.

**Fair and Open Process:**

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

In order to be considered applicants must submit their reply to the Office of the Borough Clerk at Borough Hall, 1 State Street, Penns Grove, New Jersey 08069, (856) 299-0098, ext. 103 or 102 on or before 10:00 a.m., December 18, 2020. At that time and place all proposals received shall be publicly opened and announced by the Borough Clerk or her designee.

Proposals will thereafter be received by the Penns Grove Planning Board, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the Borough of Penns Grove and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the Borough; (v) availability to accommodate meeting and interface requirements with the Borough Council and Borough Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup

staff, which are deemed most adequate to service the needs of the Borough; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The Borough reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the Borough.

The Borough's determination of the applicant who is most advantageous to the goals and objectives of the Borough, shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any Borough Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any Borough Official, Officer or employee to secure unwarranted privileges or advantages.

**Description of Services:**

Serve as Engineer for the Borough of Penns Grove Planning Board. Attend meetings with the Board as requested. Interface with the Secretary to track and/or administer all applications. Assists the Board in applications for Civil projects, i.e. streets, sewer, water, transportation. Prepares and oversees tax map preparation and revision. Provides professional engineering and land surveying services related to all aspects of the applications and other Board projects.

**Compensation:**

Compensation shall be based on a professional services contract to be negotiated by the Board with the applicant deemed to be the most advantageous.

The applicant awarded the Contract will be entitled to bill for services rendered in connection with projects funded through third party escrows. It is anticipated that the annual value of this Contract will exceed \$17,500.

**Qualification evaluation:**

1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the "Minimum Requirements" detailed above.

2. Please describe your experience with regard to engineering services for municipal road projects.
3. Please describe your experience with regard to engineering services for potable water projects.
4. Please describe your experience with regard to tax map preparation and maintenance.
5. Please describe your experience with regard to Wastewater Management Plan preparation.
6. Please describe your experience with regard to Sanitary Landfill Closure and Post Closure Care Plan preparation and administration.
7. Please describe your experience with regard to obtaining, designing and administering grants and/or loans from NJDOT, NJDEP, USDA, and NJDCA.
8. Please describe your knowledge and experience with regard to Municipal Land Use Law (MLUL).
9. Please describe your knowledge and experience with regard to the Residential Site Improvement Standards (RSIS).
10. Please list all public entities/agencies for which you presently serve as Municipal Engineer complete with term of appointment and contact person and related phone number.
11. Disclose and describe if you or any member of your firm have ever had their license suspended or revoked in New Jersey or any other state.
12. What is the location of your Office? In Penns Grove; in Salem County or out of Salem County.
13. Describe the resources of your office. Include details of support staff. Include information on other qualified engineers in your office who would be available to Borough Officials in the event you were absent or unavailable.
14. Please include Fee Schedule.