

**TOWNSHIP OF GREEN**

**NOTICE OF REQUEST FOR PROPOSALS - TOWNSHIP ENGINEER**

Notice is hereby given that the Township of Green, Sussex County, New Jersey will be accepting proposals from New Jersey licensed engineers for the position of Township Engineer for the year 2018. Interested parties should submit a written proposal addressing the criteria established by the Township.

The request for proposal package for the position of Township Engineer may be obtained at the following address during regular business hours (8:30 am to 3:30 pm) in the Township Clerk's office at 150 Kennedy Road, Tranquility, New Jersey 07879, (908) 852-9333.

Interested respondents shall submit one original and six copies of their proposal. The Township of Green requires that the proposal be submitted no later than December 8, 2017 prior to 3:30pm. This is not a bid and no public reading of the proposals will be held.

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**TOWNSHIP ENGINEER - GREEN TOWNSHIP**

The request for proposals is for the position of Township Engineer for the Township of Green. It does not include the position of Land Use Board Engineer. The Green Township Land Use Board will make their own selection for their professional engineer. The Board may or may not also select the Township Engineer to fulfill the Board Engineer positions.

The following information shall be submitted by the applicant. The Township Committee shall select candidates for an in-person interview after reviewing all submitted proposals. Each applicant should submit the following information with their proposal.

1. An executive summary of not more than two pages identifying and substantiating why the applicant is best qualified to provide the requested services.
2. A staffing plan listing the person who will be assigned to the engagement if the applicant is selected. This individual will be the applicant's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individual who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the firm.
3. A description of the applicant's experience in performing services of the type required by the position of Township Engineer. Specifically identify client size and specific examples of similarities with the scope of services required under for the position of Township Engineer.
4. The location of the office, if other than the applicant's main office, at which the applicant proposes to perform services required for the position of Township Engineer.
5. Provide references including the contact names, titles, address and phone numbers.
6. In its proposal, the applicant must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Township.
7. Documentation that the applicant meets the minimum qualifications for the position as outlined hereinafter.

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**MINIMUM QUALIFICATIONS**

Prospective applicants must meet the following minimum qualifications:

- Must be a currently Licensed New Jersey Professional Engineer.
- Must have a Certificate of Authorization if a corporation.
- Must be a Certified Municipal Engineer in the State of New Jersey.
- Must have a minimum of ten (10) years' experience in providing consulting engineering and related discipline services to a New Jersey municipal government in a community with similar demographics as the Township of Green.
- Must document that the firm has a sufficient staff to provide the necessary consulting services required in the field of municipal engineering including, but not limited to, licensed engineers, licensed land surveyors, engineering technicians, CAD technicians, field inspectors, etc.
- Must provide a detailed description of the company's qualifications and experience. The description shall include the resumes of the personnel who will be assigned to provide services to the Township of Green.
- Must document experience in municipal capital and public works projects including, but not limited to, road reconstruction, drainage facilities, public buildings and facilities and recreational facilities, etc.
- Must document that the firm has knowledge and experience with Federal, State, County and Municipal rules, regulations, standards, permitting procedures, grant applications and all other requirements as it relates to consulting municipal engineering services.
- Must document that the firm has knowledge and experience with the latest New Jersey Department of Environmental Protection's Municipal Stormwater Regulation Program.
- Must document that the firm has knowledge and experience in all related fields of Geographical Information Systems.



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**FEE PROPOSAL**

The applicant shall provide a proposed fee schedule to the Township for all engineering services, itemized by each type of service (i.e., professional engineer, assistant engineer, surveyor, project inspector, office staff, if applicable, etc.)

**MANDATORY REQUIREMENTS**

**INSURANCE**

The applicant is required to provide proof of insurance as follows:

1. Worker's Compensation Insurance as required by Law and Liability Insurance as required to protect the Municipality, the Engineer and/or his associated firm and their employees and agents from claims for bodily injury, death or property damage which may arise from the performance of his/their services pursuant to this Proposal.
2. Professional Liability (Errors and Omissions) Insurance to protect the Township Engineer and/or his associated firm for claims which arise from the negligent performance of the Engineer pursuant to this Proposal. Unless higher limits are requested, the limits of said insurance shall be at least \$1,000,000 aggregate.
3. If awarded a contract, the applicant shall be required to provide a Certificate of Insurance in favor of the Township, listing the Township as an additional named insured.

**AFFIRMATIVE ACTION CERTIFICATION**

If awarded a contract, the applicant will be required to comply with the requirements of P.L.1975,C.127,(N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the applicant shall present one of the following to the Township:

1. A photocopy of a valid letter from the U.S. Department of Labor that the applicant has an existing Federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of letter).  
OR
2. A photocopy of their approved Certificate of Employee Information Report.  
OR
3. An Affirmative Action Employee Information Report (Form AA302)

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NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L.1975, C.127.

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The following questions must be answered by all Applicants:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES\_\_\_\_\_ NO\_\_\_\_\_

If yes, please submit a copy of such approval.

2. Do you have a State Certificate of Employee Information Report Approval?

YES\_\_\_\_\_ NO\_\_\_\_\_

If yes, please submit a copy of such certificate.

The undersigned Applicant certifies that he is aware of the commitment to comply with the requirements of P.L.1975,c.127 and agrees to furnish the required documentation pursuant to the law.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

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**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

**(Part A)**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement

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bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

**(Part B)**

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions. The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

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**AMERICANS WITH DISABILITIES ACT**

**Equal Opportunity For Individuals With Disabilities**

The Applicant and the Township of Green do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit or service on behalf of the Township pursuant to this contract, the Applicant agrees that the performance shall be in strict compliance with the Act. In the event that the Applicant, its agents, servants, employees or sub-contractors violate or are alleged to have violated the Act during the performance of this contract, the Applicant shall defend the Township in any action or administrative proceeding commenced pursuant to this Act. The Applicant shall indemnify, protect and save harmless the Township, its agents, servants and employees from and against any and all suits, claims, losses, demands or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Applicant shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Township grievance procedure, the Applicant agrees to a proposal by any decision of the Township which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township or if the Township incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Applicant shall satisfy and discharge the same at its own expense.

The Township shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Applicant along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Township or any of its agents, servants, and employees, the Township shall expeditiously forward or have forwarded to the Applicant every demand, complaint, notice, summons, pleading or other process received by the Township or its representatives.

It is expressly agreed and understood that any approval by the Township of the services provided by the Applicant pursuant to this contract will not relieve the Applicant of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Township pursuant to this paragraph.

It is further agreed and understood that the Township assumes no obligation to indemnify or save harmless the Applicant, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this

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agreement. Furthermore, the Applicant expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Applicant's obligations assumed in this agreement, nor shall they be construed to relieve the Applicant from any liability, nor preclude the Township from taking any other actions available to it under any other provisions of this agreement or otherwise by law.