

**BOROUGH OF CHESILHURST
CAMDEN COUNTY
NEW JERSEY**

**BOROUGH ENGINEER:
CONFLICT/SPECIAL PROJECTS
REQUEST FOR PROPOSAL**

Project Name: BOROUGH ENGINEER: CONFLICT/SPECIAL PROJECTS

RFP Due By: May 1, 2025, 10:30 A.M.

RFP Submitted By: _____

NOTICE TO RESPONDENTS

**REQUEST FOR PROPOSAL
BOROUGH OF CHESILHURST
NOTICE FOR SOLICITATION OF REQUESTS FOR PROPOSALS FOR PROFESSIONAL
SERVICES UNDER FAIR AND OPEN PROCESS**

NOTICE IS HEREBY GIVEN THAT the Borough of Chesilhurst, County of Camden, State of New Jersey is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, for the following Professional Services for the period of April 21, 2025 through December 31, 2025:

General Professional Services:

Borough Engineer -Conflict & Special Projects

The RFP packages are available online at <https://chesilhurstboro.org> and at Borough Hall, Borough of Chesilhurst, 201 Grant Avenue, Chesilhurst, NJ 08089 during regular business hours (9:00 AM to 2:00 PM).

Interested respondents shall submit one (1) unbound original for further copying (if necessary) and four (4) bound copies.

Sealed proposals, not subject to public bidding, will be accepted up until 10:30 AM on **May 1, 2025** in the office of the Borough Municipal Clerk. Submission of qualifications for consideration by the Borough of Chesilhurst will be used as a basis for an award for Professional Services most advantageous to the Borough. Thereafter, the Mayor and Council of the Borough of Chesilhurst shall publicly select the professional for the Borough positions listed above, which selection shall be confirmed and/or approved as required by law.

BOROUGH ENGINEER: CONFLICT/SPECIAL PROJECTS

Section 1 - GENERAL CRITERIA: The Borough of Chesilhurst desires to appoint an individual or firm to provide Conflict Engineer/Special Projects services to the Borough starting May 1, 2025 to December 31, 2025.

Section 2 - FAIR AND OPEN PROCESS: The selection of a qualified respondent is subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A20.4 et seq. The Borough has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive environment to assure that each person and/or firm is provided an equal opportunity to submit a proposal in response to the RFP. Proposals will be evaluated in accordance with the criteria set forth in this RFP which will be applied in the same manner to each proposal received.

Section 3 - SERVICES TO BE PROVIDED: The individual selected shall serve for a term on one (1) year as per N.J.S.A 40A:9-139. Additional appointments beyond that one year shall be at the discretion of the Governing Body.

1. Serve as Conflict/Special Projects Engineer for the Borough and handle all engineering needs of the Borough that cannot be handled by the Borough Engineer as deemed appropriate by the Governing body and/or in accordance with governing law.
2. May be required to attend meetings of the governing body as directed as well as interface with the Borough's Administration to track and administer projects.
3. May be required to provide professional engineering services or land surveying services upon request or assist the Municipality in grant applications

Section 4 - MANDATORY MINIMUM REQUIREMENTS: The proposal submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications and requirements set forth in this RFP and shall incorporate the information requested below. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

The Borough reserves the right to hold oral discussions with individuals and/or firms of their choice for clarification of their proposal. The Borough further reserves the right to request additional information.

1. The firm must utilize licensed civil engineers and planners in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment. Must hold a NJPE, NJPLS and CME.
2. Must have a minimum of five (5) years' experience serving as a municipal engineer for a New Jersey municipality. Ten (10) years of experience preferred. Provide details of past municipal experience including municipality, position held and length of service.
3. Must list present municipal or government authorities represented. Include a contact name, position and phone number.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Chesilhurst including, but not limited to: civil

engineers, land surveyors, planners, environmental scientists and construction clerks.

5. Must maintain a bona fide principal office in the State of New Jersey.
6. Provide resumes of partners, shareholders and associates in the firm expected to deliver legal services to the Borough.
7. Must describe any special services available to municipal clients.
8. Description of any other factors the proposing party believes is relevant to its ability to provide the Borough with superior service.

Section 5 - COST PROPOSAL: Respondent must provide a proposal for compensation or a schedule of fees to be charged for such professional services as detailed in Section 3 – Services to be Provided. The cost proposal must include whether travel for attendance at meetings is included in hourly fee as well as what out of pocket expenses will be charged.

Section 6 - NUMBER OF COPIES: Respondent must provide one signed original and at least four copies of their Proposal of which one must be unbound (for photocopying purposes).

Section 7 - SUBMISSION DEADLINE: Proposals must be received in a sealed envelope designating “Borough Engineer: Conflicts/Special Projects RFP” by the Borough no later than 10:30 AM prevailing time on May 1, 2025 and must be mailed or hand-delivered Borough Hall as listed. All responses shall be opened and announced publicly immediately thereafter by the Borough Clerk or her representative.

Section 8 - INSURANCE AND INDEMNIFICATION:

The Respondent awarded the contract must assume all risks connected with this work. The Respondent awarded the contract shall comply with all State Laws and Regulations concerning Worker’s Compensation and shall maintain such insurance as will protect the Respondent against all claims for damages for personal injury, including death, and property damage which may arise during or as a result of the work done under this Contract, either by the Respondent awarded the contract or by any subcontractor or anyone directly or indirectly employed by either of them.

The Respondent awarded the contract must provide proof of Professional Liability Insurance. It is required by professionals who have expertise in a specific area because general liability insurance policies do not offer protection against claims arising out of business or professional practices such as negligence, malpractice or misrepresentation. Common claims that professional liability insurance covers are negligence, misrepresentation, violation of good faith and fair dealing and inaccurate advice. A typical policy will provide indemnity to the insured against loss arising from

any claim or claims made during the policy period by reason of any covered neglect, error or omission committed in the conduct of the insured's professional business during the policy period.

The Respondent awarded the contract shall not commence work under this Contract until all insurance required by this section has been obtained and such insurance has been approved by the Borough of Chesilhurst, nor shall the Respondent allow any subcontractor to commence work until all similar insurance required of the subcontractor has been obtained and approved. The Respondent's insurance shall apply to and provide coverage for all subcontractors and/or suppliers unless the Respondent forwards to the Borough the Certificate of Insurance for the subcontractor and/or supplier. Insurance coverage shall remain in effect until all work under the Contract has been accepted by the Borough and at all times thereafter when the Respondent may be replacing defective work.

The Respondent awarded the contract shall furnish the Borough with proof of insurance by providing a Certificate of Insurance from the authorized agent. The Borough of Chesilhurst shall be named as an additional insured. The Respondent awarded the contract shall give the Borough 30 days written notice of any material change in, cancellation of, or expiration of the policies. Any insurance company providing coverage must be authorized to do business in the State of New Jersey.

The following insurance is required:

Professional Liability – Minimum of \$1,000,000 errors and omissions per occurrence

General Liability – Minimum of \$1,000,000 per occurrence based upon the specific work and values involved. The Borough shall be named as additional insured with respect to general liability.

Worker's Compensation and Employer's Liability – Statutory

Section 9 - INDEMNIFICATION: The selected individual or firm shall defend, indemnify and hold harmless the Borough of Chesilhurst, its officers' agents, and employees from any and all claims and costs of any nature whether for personal injury, property damage, or other liability arising out of or in any way connected with the individual or firm's acts or provisions under this proposal.

Section 10 – FINANCIAL DISCLOSURE: The Respondent as a “professional”, if required by law, shall file a Financial Disclosure Statement pursuant to a Local Government Ethics Law NJSA 40A:9-22(1) et seq.

Section 11 – LAW AGAINST DISCRIMINATION AND AFFIRMATIVE ACTION: The Respondent as a “professional” shall file a statement as to compliance with NJSA 10:5-1 et. Seq.

Section 12 - EVALUATION: The Borough's objective in soliciting proposals is to enable it to select a respondent that will provide high quality and cost-effective services to the citizens of Chesilhurst. The Borough will consider proposals only from Respondents that, in the Borough's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Borough in the manner described in the RFP.

Proposals will be evaluated by the Borough on the basis of which is the most advantageous, price and other factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Borough of Chesilhurst and the subject matter to be addressed under this contract;
3. Availability to accommodate any required meetings of the Borough;
4. Compensation proposal;
5. Other factors, if determined to be in the best interest of the Borough of Chesilhurst and its agencies.

The Borough shall not be obligated to explain the results of the evaluation process to any Respondent.

BOROUGH OF CHESILHURST
GLORIA ROSE, BOROUGH CLERK