

**BOROUGH  
OF  
HADDON HEIGHTS**

**FAIR AND OPEN PROCESS  
N.J.S.A. 19:44A-20.4 ET SEQ.**

***REQUEST FOR PROPOSALS***

***SPECIAL PROJECTS ENGINEER FOR PURPOSES OF  
CREATING A GRANT COMPLIANT ASSET MANAGEMENT  
PLAN FOR THE BOROUGH'S  
SANITARY SEWER SYSTEM AND OTHER SPECIAL  
PROJECTS AS ASSIGNED***

## **BOROUGH OF HADDON HEIGHTS**

### **REQUEST FOR PROPOSALS FOR SPECIAL PROJECTS ENGINEER**

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5, sealed qualifications will be received by the Borough of Haddon Heights at its offices at 625 Station Avenue, Haddon Heights, New Jersey 08035, on May 24, 2018 at 10:00 a.m., prevailing time, for the following:

#### **SPECIAL PROJECTS ENGINEER FOR PURPOSES OF CREATING A GRANT COMPLIANT ASSET MANAGEMENT PLAN FOR THE BOROUGH'S SANITARY SEWER SYSTEM AND OTHER SPECIAL PROJECTS AS ASSIGNED**

**TERM: JUNE 1, 2018 THROUGH DECEMBER 31, 2018**

- I. **PURPOSE:** The purpose of this Request for Proposals is to solicit interest from qualified engineering firms to provide professional engineering services for the Borough of Haddon Heights for the creation of an Asset Management Plan for the Borough's Sanitary Sewer System. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the Borough.
  
- II. **BACKGROUND:** The Borough of Haddon Heights' Sanitary Sewer System consists of three (3) sanitary sewerage pump stations and a collection system consisting of approximately 115,000 linear feet of gravity sanitary sewer main, 4,700 linear feet of sanitary sewer force main, and over 400 sanitary sewer structures (manholes and chambers). One (1) of the sanitary sewerage pump stations is over ninety (90) years old, one (1) station is almost sixty (60) years old, with the third station fully reconstructed in 2015. The gravity sanitary mains are generally over ninety (90) years old and vary in size from 8 inches to 15 inches in diameter. The gravity sanitary mains generally consisting of terracotta/cement pipe but there are also sections of cast iron and ductile iron pipe. The force mains are 8 inches in diameter and generally consists of cast iron and ductile iron pipe. The sanitary sewer manholes are generally brick and mortar structures.

Until 1987, the Borough conveyed all of its sewerage to the Borough's Wastewater Treatment Plant located along the south branch of Newton Creek at the Borough's former Public Works Yard. In 1987 the treatment plant was decommissioned and the Borough connected to the Camden County Municipal Utilities Authority Regional Sewer System.

The Borough intends to fund the creation of the Asset Management Plan utilizing the Small System Asset Management program of the New Jersey Environmental Infrastructure Trust Program ("NJEIT"). The Borough has directed that at a minimum, the Plan shall include the following: asset inventory and condition assessment level of services; critical assets; life cycle costing and a long-term capital funding strategy. The Borough is committed to accomplish at least one (1) project from the Plan with a value of at least \$250,000.00 funded through the NJEIT.

**III. PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:**

1. Three (3) copies of the qualifications must be submitted to the Borough Clerk/Administrator, Borough of Haddon Heights, 625 Station Avenue, Haddon Heights, New Jersey 08035, no later than May 24, 2018 at 10:00 a.m. Any qualifications received after said date and time, whether by mail or otherwise, will be deemed non-responsive. No qualifications will be accepted after the date set forth above. Qualifications must be submitted in a sealed envelope with the name of the firm or individual submitting the proposal clearly marked on the outside of the envelope. It is recommended that each proposal package be hand-delivered. The Borough assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, telephone, or email is not permitted. The final selection shall be made in the sole discretion of the Mayor and Council.
2. All questions regarding this Request for Proposals should be made, in writing, to Kelly Santosusso, Borough Clerk, Borough of Haddon Heights, 625 Station Avenue, Haddon Heights, NJ 08035.

**IV. CRITERIA FOR EVALUATION OF QUALIFICATIONS.** The Request for Qualifications Review Committee will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the field;
2. Knowledge of the subject matter of the services to be provided to the Borough;
3. Knowledge of the Borough, its affairs and operations;
4. Availability to accommodate any required meetings of the Borough or its staff.
5. Compensation proposal;
6. Compliance with the minimum qualifications established by the Borough for the position/assignment.
7. Other factors determined to be in the best interest of the Borough.

**IV. PROPOSAL REQUIREMENTS:** The Borough of Haddon Heights is requesting qualifications for a Special Projects Engineer for purposes of creating a grant compliant asset management plan for the Borough's Sanitary Sewer System and other Special Projects. Proposals should include the following sections, further detailed below.

1. Scope of Services;
2. Resume;
3. Facilities;
4. Conflict of Interest;
5. Fees.

V. **DETAILED EXPLANATIONS:** The following explains what the Borough expects in each of the major sections:

1. **SCOPE OF SERVICES:** - The Borough of Haddon Heights is requesting qualification statements to provide professional engineering services for the Borough of Haddon Heights for services as set forth below. Your response should detail the firms qualifications to provide that type of service.
  - A. Special Projects Engineer for purposes of creating a grant compliant Asset Management Plan for the Borough's Sanitary Sewer System and other special projects as assigned.
    - 1) All respondents must demonstrate their ability to create an Asset Management Plan for the Borough according to the New Jersey Asset Management Policy. At minimum, each respondent shall demonstrate their understanding and approach to each of the following five mandatory components:
      - a) Asset Inventory/Mapping and Condition Assessment;
      - b) Level of Service;
      - c) Criticality/Prioritization Assessment;
      - d) Life Cycle Costs;
      - e) Long-Term Capital Funding Strategy.
    - 2) Additionally, if respondents have ideas or approaches that fall outside the five (5) mandatory components listed above but which would bring value to the Borough's Asset Management Plan then the respondent should outline and explain each approach in their scope of services. Respondents should label these ideas and approaches as "Value Added Work" in their proposals.

VI. **QUALIFICATIONS:**

1. **MINIMUM QUALIFICATIONS:** A firm must designate one (1) engineer to serve as Special Projects Engineer for the purposes set forth herein. The designated engineer must be licensed as an engineer in the State of New Jersey for at least 10 years and have represented municipalities and municipally-owned sewer utilities for at least ten (10) years. The individual engineer should be a certified municipal engineer. The engineer must be thoroughly familiar with the Municipal Land Use Law and the Local Public Contracts law. The engineer must also be experienced in preparing bid specifications for various municipal construction projects and knowledge and experience in preparing and submitting grant applications. The firm and/or engineer must have sufficient support staff to provide all services required by the Borough of Haddon Heights including, but not limited to, the preparation of all plans and documents necessary and incidental to the performance of the engineer's duties and responsibilities.

2. **RESUME:** All resumes submitted to the Borough of Haddon Heights shall include the following:
- A. Name and address of your firm and the corporate officer authorized to execute agreements.
  - B. A brief description of your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.
  - C. The names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the Borough and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Borough.
  - D. A listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person.
  - E. A statement of your firm's insurance coverage. Firms need not provide an insurance certificate specific to the Borough in responding to this RFP. An insurance certificate will be required prior to commencing work after selection of a firm to provide services relative to a specific project.
  - F. A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.
3. **FACILITIES – OFFICE LOCATIONS:**
- A. For your firm's facilities which will service this project:
    - 1) The location;
    - 2) Firm personnel assigned to this location;
    - 3) Activities of the firm performed at this location;
  - B. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.
4. **CONFLICT OF INTEREST:** - Disclosure of any potential conflicts of interest that the firm may have in performing these services for the Borough of Haddon Heights.
5. **FEES:** The Borough of Haddon Heights will be utilizing the New Jersey Infrastructure Bank's Small System Asset Management Plan financing program. The maximum funding available under the program is \$100,000.00. Any response that exceeds \$100,000.00 will not be considered by the Borough. Respondents shall provide information outlining the level of effort they will provide to each of the mandatory

components as well as "Value Added" services. Respondents shall provide the number of hours and an hourly rate for each job classification for each component (i.e. Level of Service - Project Manager hours, Drafter hours, Surveyor hours, etc.) Respondents shall provide a sub-total for each component and provide an overall total for the project. Hourly rates should be inclusive of the respondent's overhead rate and fixed fee. The respondent who is selected will be awarded a not-to-exceed contract based on the amount included in their proposal. The resulting contract will not be a lump sum contract. All invoicing under the resulting contract shall indicate the number of hours performed by each job classification for each task.

**VII. COMPLIANCE:** In addition, all qualifications shall comply with P.L. 1977, c.33 requiring submission of a statement of corporate ownership, N.J.S.A. 52:32-44 requiring submission of a New Jersey Business Registration Certificate and the collection of use taxes; and with P.L. 1975, c.127 and N.J.A.C. 17:27-1 et seq., requiring compliance with equal employment opportunity and affirmative action laws and the submission of proof of compliance therewith.

**VII. RESERVATION OF RIGHTS:** The Borough reserves the right to reject any and all qualifications, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

Borough of Haddon Heights

Date: \_\_\_\_\_

\_\_\_\_\_  
Kelly Santosusso, Borough Clerk