

Township of North Bergen  
4233 Kennedy Boulevard  
North Bergen, NJ 07047  
201-392-2027

Request For Proposals  
**General Engineering Services - RFP #NB2013-06**

**Sealed Proposals** must be delivered to the address stated above, by the time and date listed as the public opening. No late responses will be accepted. **The RFP # and Attn: Robert J. Pittfield must be clearly written on the outside of the envelope. Please submit 1 original and 1 copy of proposal.**

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the authority;
- d. Familiarity with North Bergen's topography and physical infrastructure;
- e. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- f. Compensation proposal must reflect and include the following components:
  - 1) An annual fee for the provision of a qualified representative and necessary and appropriate support personnel for the performance of field inspections, office engineering work as required by the Township, weekly engineering meetings to be held at Town Hall, responses to inquiries both by telephone and in person concerning sewers, utilities, tax maps, and other engineering questions, incidental sketches and reports as requested by Township Officials, and necessary services in connection with litigation involving the Township other than court appearances, appearances at depositions and preparation for same.
  - 2) Design fees: Fees provided for design services should be based on a percentage of construction costs for work involving new construction and/or the rehabilitation of existing facilities. Additionally, if a topographic or a utility survey is required for a project the design fee provided should be based on a percentage of the construction cost of the project.
  - 3) In addition to the above mentioned design fees, provide fees for inspection and supervision of construction. Such fees should be based on a percentage of construction costs for jobs involving resurfacing of roads, emergency sewer repairs, facility projects, and other projects. Note: On NJDOT projects the fee for inspection and related services shall be to the extent permitted by and eligible for reimbursement by the NJDOT.
  - 4) Fees for any work which is not within the scope of work described above should be provided based on an hourly rate schedule.

This contract will begin on January 1, 2013 and expire on December 31, 2013. However, design and construction administration projects may be for the length of the project, if the project extends past the annual contract completion date. The Township of North Bergen reserves the right to reject any and or all responses.

The Township reserves the right to approve additional engineering firms for design and construction administration (supervision and inspection) as set forth in items 2, 3 and 4 of this RFP.

Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action. Required affirmative action documentation includes one of the following:

- 1) A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.  
OR
- 2) A Certificate of Employee Information Report Approval.  
OR
- 3) An Affirmative Action Employee Information Report (Form AA302).

The public opening will be held in the Municipal Chambers of the Township of North Bergen located at 4233 Kennedy Boulevard, North Bergen, NJ, on Thursday, January 3, 2013, at 10:00am.

## **RFP # NB2013-06**

Robert J. Pittfield  
Chief Financial Officer