

TOWNSHIP OF PEMBERTON
REQUEST FOR QUALIFICATIONS
AND REQUEST FOR PROPOSALS

2019 ANNUAL PROFESSIONAL SERVICES CONTRACT

Please take notice that the Pemberton Township Planning Board is soliciting Qualification Statements and Proposals/Quotes, through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional services:

Planning Board Traffic Engineer

Information regarding the General Criteria and Specific Criteria that will be used to evaluate Proposals, together with a complete RFQ/RFP package, may be obtained at the Township Clerk's Office, 500 Pemberton-Browns Mills Road, Pemberton, New Jersey, or by fax request at 609-894-2703 or by emailed request at acosnoski@pemberton-twp.com.

Qualification Statements and Proposals must be received by the Township Clerk no later than 12:00 p.m. (prevailing time) on February 14, 2019. A signed proposed professional services contract with Pemberton Township must be included in the submission. No responses will be accepted late. Any responses received after 12:00 p.m. will be returned unopened. Persons and firms responding to the Planning Board solicitation shall submit ten (10) bound copies and one (1) unbound copy of their Qualification Statement and Proposal/Quote.

Mailing address:

Township of Pemberton
Attn: Amy P. Cosnoski, Twp. Clerk
500 Pemberton-Browns Mills Road
Pemberton, NJ 08068

Physical address:

Pemberton Twp. Municipal Building
Attn: Amy P. Cosnoski, Twp. Clerk
500 Pemberton-Browns Mills Road
New Lisbon, NJ 08064

Qualification Statements and Proposals/Quotes will not be accepted by facsimile or e-mail. The Township shall not be responsible for delivery delays of any kind and will not accept any Qualification Statements and Proposals after the time set forth above.

PLANNING BOARD TRAFFIC ENGINEER

GENERAL CRITERIA: The Township of Pemberton desires to appoint a firm or firms to provide planning traffic engineering services to the Township. Applicant should demonstrate knowledge and experience with respect to all aspects of planning traffic engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Pemberton should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be certified to provide planning traffic engineering services in the State of New Jersey.
2. Must have a minimum of ten (5) years' experience in providing services to municipal planning boards.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Pemberton.
5. Knowledge and experience in MLUL, the RSIS; NJDOT; AASHTO; ITE; Highway Capacity Manuals; Pinelands CMP; and the Master Plan.
6. Must maintain a principal office location in close proximity to Pemberton Township so as to be able to respond to emergent matters promptly.
7. Must list past and present municipalities served as Planning Traffic Engineer.