

**TOWNSHIP OF PEMBERTON**

**REQUEST FOR QUALIFICATIONS  
AND REQUEST FOR PROPOSALS**

**2018 SPECIAL PROJECT ENGINEERS**

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Please take notice that Pemberton Township 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:

**Special Project Engineers**

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 609-894-0979 or by emailed request at [acosnoski@pemberton-twp.com](mailto: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 December 13, 2017. **No responses will be accepted late.** Any responses received after 12:00 p.m. will be returned unopened. Responses will be opened and read on December 14, 2017 at 12:00 p.m. Persons and firms responding shall submit three (3) bound copies of their Qualification Statement and Proposal/Quote. All submissions must be delivered to the Township Clerk either in person or through the mail service as follows:

Mailing address:

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

Physical address:

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

Qualification Statements and Proposals/Quotes will not be accepted by facsimile and 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.

## TOWNSHIP SPECIAL PROJECT ENGINEER

### TOWNSHIP OF PEMBERTON

#### GENERAL CRITERIA FOR ALL PROFESSIONAL APPOINTMENTS

1. Resume with background and experience.
2. Experience and reputation in profession/field.
3. Knowledge of Pemberton Township and subject matter to be addressed in contract for professional services.
4. Availability to perform duties of position.
5. Compensation proposal.
6. Compliance with all New Jersey statutes for rendering of professional services to Pemberton Township including, but not limited to pay-to-play law, equal employment opportunity law, affirmative action, and business registration requirements as well as the Ordinances of the Township of Pemberton.
7. Particular factors that demonstrate that the professional appointment would be in the best interests of Pemberton Township.
8. Evaluation of specific criteria for professional appointment.
9. For those interested in making a submission for the Special Counsel Pool please note that the Township of Pemberton is creating a pool of qualified professionals from which to draw from for specific projects throughout 2018 relating to conflict attorneys, special litigation counsel, workers compensation counsel, labor counsel, tax foreclosures/bankruptcy counsel, bond counsel, tax appeal counsel. Please refer to the specific criteria for each of the services sought and indicate which positions you are interested in being placed on the list for provision of those services.
10. **A signed proposed professional services contract with Pemberton Township must be included in the submission.**

NOTICE: Proposals will be evaluated on the basis of the general criteria set forth above, the specific criteria for the professional position that is being sought, and will be determined on the basis of the most advantageous proposal, price and other factors considered.

## **TOWNSHIP SPECIAL PROJECT ENGINEER**

1. Provide technical and engineering advice and assistance to all township departments.
2. Perform administrative and engineering work in the investigation, design, construction and maintenance of all public works projects.
3. Supervise the preparation of such surveys of either a topographical property line or construction nature as may be required by the township.
4. Prepare and supervise the preparation of such plans, sketches and blueprints as may be required by the Mayor and/or Township Council.
5. Supervise the compilation and maintenance of the Water and Sewer Map, as well as the Official Map, Zoning Maps, Tax Maps, road maps and such other maps of the Township of Pemberton as are necessary, in accordance with the standards established by law.
6. Perform all duties as may be required by a municipal engineer under State statute.
7. Attend all regular, special and adjourned meetings of the Township Council as may be required by the Council.
8. Supervise and provide the engineering calculations, specifications and expertise required for the purchase of materials and equipment as directed by the Mayor or Township Council.
9. Perform such professional services as may be required in connection with any capital improvement program designated by the Mayor or Township Council.
10. Be responsible for all normal work in connection with the construction, reconstruction and repair of all township roads.
11. Be responsible for general administration of contracts with third parties performing work for the township in such instances as may be directed by the Mayor and/or Township Council.
12. In the performance of his duties or while acting as a township official always coordinate his activities with and through the Mayor. The Mayor shall at all times be responsible for the coordination of the Township Engineer's activities described above with any other department, office, bureau, board or agency so that proper information and action may be taken to ensure proper compliance with the Ordinances of the Township of Pemberton.
13. Perform related duties at the request of the Mayor and/or Township Council.