The City of Union City ("City") Requests Proposals From Engineering Firms Interested in Providing Engineering Services for the City Community Development Agency for the Period of July 1, 2015 through June 30, 2016

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Request for Proposals ("RFP") from engineering firms that wish to provide general engineering services to the City Community Development Agency ("CDA") for a contract period beginning on July 1, 2015 and ending June 30, 2016. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. as amended. (Affirmative Action). Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57). The successful firms must have significant experience in providing engineering services to New Jersey municipalities and/or other New Jersey public entities. Preference shall be given to firms that employ at least one Certified Municipal Engineer ("CME").

The successful firms will provide the CDA with engineering services relating, but not necessarily limited to planning and designing capital improvements for public buildings, roads, parks and recreational facilities. Additionally, the successful firms will provide engineering services in technical and administrative areas such as municipal budgeting, traffic engineering, pavement management, storm water management, water system operations, municipal land use, public contracts law, personnel practices, data management, infrastructure maintenance and any other matter as directed by the CDA.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 *et seq*.

Professional Information and Qualifications

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested firm shall submit the following information:

1. Name of Firm;

2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which engineers will be assigned to work with the City

3. Description of firm's engineers' education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;

4. Experience related to providing engineering services to public entities;

5. At least four (4) references, three (3) of which must have knowledge of your service to public entities;

6. Examples of your record of success (or significant achievements) servicing public entities;

7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);

8. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount. Please note that the City has set the hourly rates as attached to this request for proposals; and

9. Statement of corporate ownership (c.52:25-24.2)

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;

2. Experience and references;

3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and

4. Cost competitiveness. The City will pay for engineering services, no higher, than the attached fee schedule.

Submission Requirements

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on Friday June 5, 2015. The RFP must be received no later than 11:00 a.m. on Friday June 5, 2015 by:

Dominic Cantatore Acting City Clerk
City of Union City
3715 Palisade Avenue

Union City, New Jersey 07087

Please submit one original and two (2) copies of the RFP. Use white 8 ½" x 11" papers.

ENGINEERING FIRMS BILLABLE HOURLY RATES

TITLE	RATE
Technical Assistant	$ 40.00
Senior Technician	$ 60.00
Assistant Technical Professional	$ 70.00
Technical Professional	$ 105.00
Senior Professional	$ 115.00
Project Professional	$ 125.00
Senior Project Professional	$ 135.00
Technical Manager	$ 140.00
Senior Technical Manager	$ 140.00
Project Manager	$ 145.00
Senior Project Manager	$ 145.00
Principal Project Manager	$ 150.00
Principal	$ 150.00