

**The City of Union City (“City”) Request for Proposals From  
Engineering Firms Interested in Providing Engineering Services  
for the City for the Period of July 1, 2013 through June 30, 2014**

**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 for a contract period beginning on July 1, 2013 and ending June 30, 2014. 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 City 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 City.

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; 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.

### **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 June 28, 2013. The RFP must be received no later than the above stated time and date by:

William Senande, City Clerk  
City of Union City  
3715 Palisade Avenue  
Union City, New Jersey 07087

Please submit one original and five (5) copies of the RFP. Use white 8 ½" x 11" paper.