

**The City of Union City (“City”) Request for Proposals From
Engineering Firms Interested in Providing Engineering Services
for the City Community Development Agency for the Period of
July 1, 2014 through June 30, 2015**

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, 2014 and ending June 30, 2015. 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 June 10, 2014. The RFP must be received no later than 11:00 a.m. on June 10, 2014 by:

Dominick 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" paper.

SCHEDULE OF ENGINEERING RATES

Department Manager	158.00
Assistant Department Manager	155.00
Sr. Project Manager	150.00
Project Manager	145.00
Assistant Project Manager	140.00
Sr. Project Engineer	130.00
Project Engineer	120.00
Asst. Project Engineer	110.00
Sr. Engineer	100.00
Sr. Design Engineer	95.00
Design Engineer	90.00
Engineer	80.00
Assistant Engineer	70.00
Sr. Technician	65.00
Technician	60.00
Data Collection Specialist	50.00
Sr. Project Planner	125.00
Project Planner	115.00
Sr. Planner	100.00
Planner	85.00
Planning Aide	65.00
Sr. Project Landscape Architect	115.00
Project Landscape Architect	105.00
Sr. Landscape Architect	95.00
Landscape Architect	85.00
Landscape Designer	75.00
Sr. Geophysicist	120.00
Sr. Environmental Scientist	130.00
Environmental Scientist	120.00
Geophysicist	110.00
Project Environmental Specialist	100.00
Sr. Environmental Specialist	85.00
Environmental Specialist	75.00
Environmental Technician	65.00
Principal Investigator	100.00
Sr. Archaeologist	90.00
Archaeologist	75.00
Architectural Historian	70.00
Crew Chief/Laboratory Director	65.00
Field Technician	60.00
Project Geotechnical Specialist	100.00
Sr. Geotechnical Specialist	90.00
Sr. Geotechnical Observer	80.00
Geotechnical Technician	65.00
Sr. Project Surveyor	125.00
Project Surveyor	120.00
Senior Surveyor	110.00

Surveyor/Party Chief	100.00
Assistant Surveyor	85.00
Surveyor Technician	65.00
Survey Crew - 1	155.00
Man Survey Crew - 2	185.00
Man Survey Crew – 3 Man	230.00
GIS Dept. Manager	130.00
Sr. GIS Specialist	105.00
GIS Specialist	90.00
GIS Technician	75.00
Project CADD Designer	120.00
Sr. CADD Designer	110.00
CADD Designer	95.00
Project CADD Operator	85.00
Sr. CADD Operator	75.00
CADD Operator	70.00
Assistant Construction Dept. Mgr.	125.00
Sr. Construction Project Manager	110.00
Construction Project Manager	100.00
Construction Manager	90.00
Sr. Project Observer	85.00
Project Observer	70.00
Sr. Observer	55.00
Observer	45.00
Permit Coordinator	95.00
Asst. Permit Coordinator	80.00

