

**TOWNSHIP OF NEPTUNE
COUNTY OF MONMOUTH
STATE OF NEW JERSEY
REQUESTS FOR PROPOSALS/QUALIFICATIONS ZONING
BOARD OF ADJUSTMENT PROFESSIONAL ENGINEER
NT2017-11**

Sealed proposals will be received by the Township Clerk of the Township of Neptune, New Jersey and opened and read in public Committee Meeting room in the Township of Neptune Municipal Complex, 25 Neptune Boulevard, Neptune New Jersey, on **December 8, 2016 at 10:30 am** for the following:

Request for Qualifications from Individuals and/or Firms interested in Serving as “Zoning Board of Professional Adjustment Engineer” to the Zoning Board of Adjustment, Township of Neptune for the period January 1, 2016 through December 31, 2016. **BID/PROPOSAL # NT2017-11**

Successful applicants will be required to comply with requirements of N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Township of Neptune to do so. The Township of Neptune Zoning Board of Adjustment also reserves the right to conduct interviews of any or all applicants, as it deems necessary.

By order of the Township Committee of the Township of Neptune

KEVIN B.MCMILLAN, Mayor, Township of Neptune
RICHARD J. CUTTRELL, Municipal Clerk, Township of Neptune
MICHAEL J. BASCOM, Chief Financial Officer, Township of Neptune

**Request for Qualifications from Individuals and/or Firms Interested in Serving as “Zoning Board of Adjustment Professional Engineer” to the Township of Neptune Zoning Board of Adjustment for the Period January 1, 2017 to December 31, 2017
#NT 2017-11**

Introduction

Pursuant to the Fair and Open Process established by N.J.S.A. 19:44A-1, et seq., the Township of Neptune Zoning Board of Adjustment seeks Requests for Qualifications (“RFQ”) from Individuals and /or Firms licensed to practice Engineering in the State of New Jersey that wish to serve as Zoning Board of Adjustment Engineer. The successful individual/Firm must have significant experience in representing New Jersey public entities in a variety of areas of Engineering Consultation.

The successful Firm will provide the Zoning Board of Adjustment with Professional guidance relating to but not necessarily limited to the following:

The Zoning Board of Adjustment Professional Engineer shall be a New Jersey Licensed Professional Engineer. The Zoning Board of Adjustment Professional Engineer shall perform such duties as directed by the Director of Engineering and Planning, but not limited to: Engineering services, such as attendance at all regular and special Zoning Board of Adjustment Meetings, bulk variance, site plan and subdivision application reviews, redevelopment reviews, ordinance revision review and recommendations, and other professional Engineering advice and assistance to Zoning Board of Adjustment matters, including but not limited to conferences, appearance at advisory opinions, application review, testimony and other Professional Engineering matters related to Zoning Board of Adjustment business, or as may be directed by the Zoning Board of Adjustment.

The Zoning Board of Adjustment Engineer, as stipulated in the RFQ, is expected to be present at all meetings. If there is a change, adequate notice shall be given.

The Zoning Board of Adjustment Engineer shall bill services in accordance with the schedule outlined below: All billing shall be received monthly and sent with an executed Municipal Voucher. Billing shall be in accordance with NJSA 40: 55D-1, et seq. Billing for escrow accounts shall be as per Purchase Orders issued for said escrow account by the Township.

The Township has adopted the following hourly rate schedule for Professional Engineering Services rendered for Professional Engineering Services performed pursuant to this RFQ:

Principal Engineer:	\$150.00	Senior Draftsman:	\$ 70.00
Associate Engineer:	\$130.00	Draftsman:	\$ 60.00
Senior Engineer:	\$115.00	Senior Inspector:	\$ 80.00
Project Engineer:	\$105.00	Inspector:	\$ 70.00
Environmental Scientist:	\$ 100.00	3 Man Field Party:	\$155.00
Engineer	\$ 90.00	2 Man Field Party:	\$145.00
Project Manager:	\$ 90.00	Land Surveyor:	\$ 85.00
CADD Technician:	\$ 80.00	Senior Admin. Assistant:	\$ 55.00
Technician:	\$ 65.00	Administrative Assistant:	\$ 45.00
Chief Draftsman:	\$ 80.00		

If the firm is successful the following procedures will be implemented for each contract/job that the consultant is awarded within the Township:

1. Each job for which services are requested will be based upon an estimate from the professional consultant;
2. Based upon the estimate and/or proposal a Purchase Order will be issued for which services are required prior to commencement of work;
3. The Purchase Order number shall be referenced on all jobs and on all billing;
4. If for any reason, the professional consultant believe that there are additional services that will be required to complete the job, the obligation is on the part of the professional to notify the Township of the potential additional services and costs for same;
5. No additional work shall commence or prior to authorization and issuance of an additional Purchase Order or amendment to original Purchase Order;
6. Jobs that are billed on an hourly basis may have monies left in the Purchase Order upon completion;
7. Professional Consultants are required to invoice the Township of Neptune on a monthly basis for the previous month's work. If no work has been completed no bill shall be presented;
8. Professional Consultants are to provide monthly billing that provides the name of the person, hours spent, hourly rate and a description of work;
9. The Township of Neptune will not pay invoices that have a cumulative amount of work for numerous months; Billing shall be on a monthly basis;
10. The Township of Neptune based on the availability of funds shall pay consultants for work that has been completed in the prior month and the next available meeting, provided that the Purchase Order is in place and the funds have not been exceeded;
11. Unless a specific Purchase Order is issued, consultations with staff members, members of the Board or the Governing body under one hour shall not be billable to the Township;
12. The Township of Neptune shall not be charged and will not pay interest on any invoices;

Submission Requirements

Responses to this RFQ must be delivered in a sealed envelope bearing the title
And Bid/Proposal Number no later than **10:30 am** on **December 8, 2016** to:

Township Clerk, Neptune Township
Neptune Township Municipal Complex
25 Neptune Boulevard
Neptune, New Jersey 07753

Please submit one original and one copy of the Request for Qualifications (RFQ) on 8 ½" x 11" white paper.

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS – NON-CONSTRUCTION

All New Jersey and out of State Business Organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted with this proposal. No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The Contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the Contractor.

Before final payment of the contract is made by the Contracting Agency, the Contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the Contractor and each of its affiliates and each Subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into the State.

A Business Organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.144 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c. 110 (N.J.S.A. 5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

A sample Business Registration Certificate is attached. Other forms such as Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** acceptable.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at:

<http://www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity>

**TOWNSHIP OF NEPTUNE
COUNTY OF MONMOUTH
STATE OF NEW JERSEY**

STATEMENT OF OWNERSHIP

The Contractor is (check one): Individual: [] Partnership: [] P.A. [] L.L.C. []

Corporation: [] Joint Venture: [] Other: [] Specify: _____

NAMES:

ADDRESSES:

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

NAME OF CONTRACTOR: _____

SIGNED BY: _____

PRINT NAME & TITLE: _____

DATE: _____

NOTES:

A. Attach additional sheets as needed and check here [].

B. If an entity owns a 10% or greater interest in the Contractor, attach a list of the owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each person who owns a 10% or greater interest has been disclosed. **If no person or entity owns a 10% or greater interest in a listed entity, so state.**

Sample Business Registration Certificate (for example purposes only)

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)	Acting Director This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	