NOTE: **The Town of Secaucus will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Proposals.**

REQUEST FOR PROPOSALS

ISSUE DATE: June 2, 2015

DUE DATE: June 17, 2015

Issued by

Town of Secaucus

GLOSSARY

The following definitions shall apply to and are used in this Request for Proposals:

"Town" - refers to the Town of Secaucus.

"Qualification Statement" - refers to the complete responses to this RFP submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the Town) have satisfied the qualification criteria set forth in this RFP.

"RFP" - refers to this Request for Proposals, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested firm(s) that submit a Qualification Statement.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Town is soliciting Qualification Statements from interested persons and/or firms for the provision of Licensed Professional Engineering Services, as more particularly described herein. Through the Request for Qualification process described herein, persons and/or firms interested in assisting the Town with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFP. The Town will review Qualification Statements only from those interested persons and/or firms that submit a Qualification Statement that includes all the information required to be included as described herein (in the sole judgment of the Town). The Town intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Town to provide the greatest benefit to the taxpayers of Secaucus.

1.2. Procurement Process and Schedule.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44-20.4 et seq., and the Town's Pay-To-Play Ordinance, however. The Town has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFP Qualification Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFP, which will be applied in the same manner to each Qualification Statement received.

Proposals will be reviewed and evaluated by the Town and its legal and/or financial advisors (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFP. Under no circumstances will a member of the review team review responses to an RFP for a job which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Town will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFP (in the sole judgment of the Town)

will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Town.

The RFP process commences with the issuance of this RFP. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Town reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFP or the RFP process shall be directed to the Town's Designated Contact Person, in writing.

Designated Contact Person:

David Drumeler
Town Administrator
Town of Secaucus
1203 Paterson Plank Road
Secaucus, New Jersey 07094

Proposal Statements must be submitted to, and be received by, the Town, via mail or hand delivery, by 12:00 p.m. on June 17, 2015. Qualification Statements will not be accepted by facsimile transmission or e-mail.

Subsequent to issuance of this RFP, the Town (through the issuance of addenda to all firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this RFP in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Town.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE

	ACTIVITY	DATE
1.	Issuance of Request for Proposals	_____, 2015
2.	Receipt of Proposal Statements	_____, 2015
3.	Opening of Bids	_____, 2015
4.	Town Team Analysis of Bids	_____, 2015
5.	Appointment of Architect	_____, 2015 or thereafter

1.3. Conditions Applicable to RFP.

Upon submission of a response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Statement:

- This document is an RFP and does not constitute a Request for Qualifications ("RFQ").

- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.

- The Town reserves the right in its sole judgment to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.

- The Town reserves the right in its sole judgment to reject any Respondent that submits incomplete responses to this RFP, or a Statement that is not responsive to this RFP.

- The Town reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.

- All Statements shall become the property of the Town and will not be returned.

- All Statements will be made available to the public at the appropriate time, as determined by the Town (in the exercise of its sole discretion) in accordance with law.

- The Town may request Respondents to send representatives to the Town for interviews.

- Any and all Statements not received by the Town by 12:00 p.m. on June 17, 2015 will be rejected.

- Neither the Town, nor their respective staffs, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Statement or for participating in this procurement process.

1.4. Rights of The Town.

The Town reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- To determine that any Statement received complies or fails to comply with the terms of this RFP.
- To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
- To waive any technical non-conformance with the terms of this RFP.
- To change or alter the schedule for any events called for this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
- To conduct investigations of any or all of the Respondents, as the Town deems necessary or convenient, to clarify the information provided as part of the Statement and to request additional information to support the information included in any Statement.
- To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the Town may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- The Town shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

1.5. Addenda or Amendments to RFP.

During the period provided for the preparation of responses to the RFP, the Town may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Town and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

1.6. Cost of Proposal Preparation.

Each proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Town, its staff or consultants for reimbursement for the

payment of costs or expenses incurred in the preparation of the Statement or other information required by the RFP.

1.7. Proposal Format.

Responses should cover all information requested in the Questions to be answered in this RFP.

Responses which in the judgment of the Town fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2

SCOPE OF SERVICES

2.1 It is the intent of the Town to solicit Statements from Respondents that have expertise in the provision of Licensed Professional Engineering Services. Firms and/or persons responding to this RFP shall be able to demonstrate that they will have the continuing capabilities to perform these services.

See Technical Specification attached as Exhibit A.

SECTION 3

SUBMISSION REQUIREMENTS

3.1 General Requirements.

The Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it fees may be useful in evaluating its Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2 Administrative Information Requirements.

The Respondent shall, as part of its Statement, provide the following information:

a. A summary page containing information requested in this Statement.

b. Name, address and telephone number of the firm or firms submitting the Statement pursuant to this RFP, and the name of the key contact person.

c. A description of the business organization (i.e., corporation, partnership, join venture, etc.) of each firm, its ownership and its organizational structure.

   1. Provide the names and business addresses of all Principals of the firm or firms submitting the Statement. For purposes of this RFP, "Principals" means persons possessing an ownership, interest in the Respondent. IF the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.

   2. If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and described the nature and extent of the parents' approval rights over the activities of the firm submitting a Statement. Describe the approval process.

   3. If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.

d. The number of years your organization has been in business under the present name.

e. The number of years the business organization has been under the current management.

f. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.

g. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.

h. Whether the business organization is now or has been involved in ay bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

i. Confirm appropriate federal and state licenses to perform activities.

3.3 Professional Information Requirement.

a. Respondent shall submit a description of its overall experience in the provision of the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate to the RFP.

1. Description and scope of work by Respondent.

2. Name, address and contact information of references.

3. Explanation of perceived relevance of the experience to the RFP.

4. Describe the services that Respondent would perform directly.

5. Describe those portions of the Respondent's services, if any, for which the Respondent uses a sub-contractor. Identify all subcontractors the Respondent anticipates using in connection with this project.

6. Resumes of key employees.

7. A narrative statement of the Respondent's knowledge of the Town's needs and goals.

8. List all immediate relatives of Principal(s) of Respondent who are Town employees or elected officials of the Town. For purposes of the above "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandchild, and in-laws by reason of relation.

9. Proposed rate schedule for the provision of services.

SECTION 4

SUBMISSION OF PROPOSAL STATEMENT

4.1 Submission to Designated Contact Person; Date.

Respondents must submit an original and five (5) copies of their Statement to the Designated Contact Person:

David Drumeler
Town Administrator
Town of Secaucus
1203 Paterson Plank Road
Secaucus, New Jersey 07094

Statements must be received by the Town no later than 12:00 p.m. on June 17, 2015, and must be mailed or hand delivered. Statements forwarded by facsimile or e-mail will not be accepted.

SECTION 5

EVALUATION

5.1 Evaluation Objective.

The Town's objective in soliciting Statements is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of Secaucus. The Town will consider Statements only from firms or organizations that, in the Town's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Town in the manner described in this RFP.

To be responsive, Statements must provide all requested information and must be in strict conformance with the instructions set forth herein. Statements and all related information must be bound, and signed and acknowledged by the Respondent.

5.2 Evaluation Criteria.

Proposals will be evaluated by the Town on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;

2. Knowledge of the Town and the subject matter addressed under the contract;

3. Availability to accommodate the required meetings of the Town; and

4. Other factors demonstrated to be in the best interest of the Town.

SCHEDULE A

To provide engineering services in connection with municipal land use, primarily possessing experience and knowledge of the Municipal Code of the Town of Secaucus and the Master Plan of the New Jersey Meadowlands Commission. In addition, the applicant shall assist the Town of Secaucus in reviewing and approving land use issues, including local zoning approvals and construction permit applications.

Appearance at Planning Board meetings will be periodically required.

TOWN OF SECAUCUS

CHECKLIST

The following items, as indicated below with an "x", shall be provided with the receipt of sealed submissions.

1. _____ Affidavit of Non-Collusion
2. _____ Disclosure of Ownership Form
3. _____ Insurance Requirement Acknowledgement Form
4. _____ Mandatory Equal Employment Opportunity Notice Acknowledgement
5. _____ Business Registration Certificate issued by the New Jersey Department of Treasury, pursuant to N.J.S.A. 52:32-44(1)(b) (P.L. 2004, c. 57)
6. _____ Service Entity Information Form
7. _____ Qualification Submission
8. _____ Acknowledgement of Secaucus Pay to Play Ordinance
9. _____ Disclosure Of Investment Activities In Iran
10. _____ Acknowledgment of Corrections, Additions or Deletions Form

_____(seal)
(Contractor)

BY: _____
(Authorized Signature)

_____
(Printed Name and Title)

1. AFFIDAVIT OF NON-COLLUSION

RE: Licensed Professional Engineering Services

STATE OF NEW JERSEY)
) ss.:
COUNTY OF)

I, _____ residing at _____ in the City/Town/Township/Borough of _____, and State of _____, of full age, being duly sworn according to law upon my oath depose and say:

1. I am the _____ of the firm of _____, the bidder making the bid for the above-named project, services and/or material bid, and I executed the Bid Proposal Form with full authority to do so; and I state that the bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named project and/or material bid, and that all statements contained in the bid and in this Affidavit are true and correct, and made with full knowledge that the Town of Secaucus (the "Board") relies upon the truth of the statements contained in the Bid Documents completed and submitted by the bidder, and in the statements contained in this Affidavit, in awarding the contract for the said project, services and/or material bid.

2. I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

_____
(Signature of Affiant)

Subscribed and sworn to before me
this _____ day of _____, 20__.

_____
(Printed Name)

_____
NOTARY PUBLIC

_____
(Title)

TOWN OF SECAUCUS

2. DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that "...no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the contracting or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individuals who own 10% or more of the stock or interest in the corporation or partnership".

1. If the service entity is a **partnership**, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.

2. If the service entity is a **corporation**, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.

3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of **that** corporation.

COMPLETE ONE OF THE FOLLOWING STATEMENTS:

I. Stockholders or Partners owning 10% or more of the company providing the submission:

Name	Address

II. No Stockholder or Partner owns 10% or more of the company providing this submission:

SIGNATURE:_____ DATE:_____

III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE:_____ DATE:_____

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

_____ Limited Partnership _____ Limited Liability Corporation

_____ Limited Liability Partnership _____ Subchapter S Corporation

SIGNATURE:_____ DATE:_____

TOWN OF SECAUCUS

3. INSURANCE REQUIREMENTS AND ACKNOWLEDGMENT FORM

Certificate(s) of Insurance shall be filed with the Town Clerk's Office upon award of contract by the Mayor and Council.

The minimum amount of insurance to be carried by the Service Entity shall be as follows:

GENERAL LIABILITY INSURANCE

Limits shall be a minimum of $1,000,000 for each claim and $1,000,000 aggregate each policy period and Town shall be named as and additional insured.

Acknowledgement of Insurance Requirement

_____ _____

(Signature) (Date)

_____

(Printed Name and Title)

4. MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE
(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful professional service entity's requirement to comply with requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

The successful professional service entity shall submit to the Town of Secaucus, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the Town of Secaucus to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) during normal business hours.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

COMPANY:_____

SIGNATURE:_____ PRINT NAME:_____

TITLE:_____ DATE:_____

TOWN OF SECAUCUS

6. SERVICE ENTITY INFORMATION FORM

If the Service Entity is an INDIVIDUAL, sign name and give the following information:

Name:_____

Address: _____

Telephone No.: _____ Social Security No.: _____

Fax No.: _____ E-Mail: _____

If individual has a TRADE NAME, give such trade name:

Trading As: _____ Telephone No.: _____

****

If the Service Entity is a PARTNER, give the following information:

Name of Partners_____

Firm Address: _____

Telephone No.: _____ Federal Tax ID No.: _____

Fax No.: _____ E-Mail: _____

Social Security No.: _____

Signature of Authorized Agent: _____

****

If the Service Entity is INCORPORATED, give the following information:

State whose laws incorporated: _____

Location of Principal Office: _____

Telephone No.: _____ Federal Tax ID No.: _____

Fax No.: _____ E-Mail: _____

Name of Agent in charge of said office upon whom notice may be legally served:

_____

Telephone No.: _____ Name of Corporation:_____

Signature: _____ By: _____

Title: _____ Address: _____

TOWN OF SECAUCUS

7. SUBMISSION FORM

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degree and certifications:

2. References and record of success of same or similar service:

3. **Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):**

_____

_____

_____

_____

_____

4. **Cost details, including the hourly rates of each of the individuals who will perform services and all expenses:**

_____

_____

_____

_____

_____

Firm_____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone No.:_____ Fax No.:_____

TOWN OF SECAUCUS

ACKNOWLEDGMENT OF SECAUCUS PAY TO PLAY ORDINANCE

Chapter 26 of the Secaucus Code addresses "Pay to Play" reforms in the Town of Secaucus. The undersigned acknowledges that he/she has read and understands the ordinance. Moreover, the undersigned represents that he/she, his/her firm, spouse and child living at home has not (and will not) solicited or made any contributions of money, pledge of contribution, including in-kind contributions in excess of the allowable limits within two (2) calendar years immediately preceding the date of the contract or agreement or the effective date of Chapter 26, whichever is shorter, to: (i) any municipal candidate or holder of public office having ultimate responsibility for the award of a contract, or (ii) to any Town of Secaucus party committee, or (iii) to any candidate committee, PAC or CPC that regularly engages in, or whose primary purpose is the support of Secaucus municipal elections and/or municipal parties, between the time of first communication between that professional business entity or vendor and the municipality regarding a specific professional services agreement or goods and services agreement, as the case may be, and the later of the termination of negotiations or rejection of any proposal, or the completion of the contract or agreement.

Subscribed and sworn to before me
this _____ day of _____, 2015

_____
Notary Public
State of _____
My Commission Expires _____

_____
(Signature of Professional)

_____
(Type or print name of Affiant and Title under signature)

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

OPS Number: _____ **Proposer:**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:

___ is not providing goods or services of $20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,

AND

___ is not a financial institution that extends $20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Town of Secaucus under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____ Relationship to Proposer:

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date:

Proposer Contact Name:_____ Contact Phone Number:

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature:

8. ACKNOWLEDGMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM

I, _____

of the firm _____

hereby acknowledges that any corrections, additions and/or deletions have been initialed and dated in this Submission Package.

_____
(Signature)

_____
(Type or print name of Affined and Title, under signature)

_____
(Date)

(END OF SUBMISSION)