TOWNSHIP OF MEDFORD

COMBINED REQUEST FOR QUALIFICATIONS
AND REQUEST FOR PROPOSALS

2027 ANNUAL PROFESSIONAL SERVICES CONTRACTS -- ENGINEERS

Please take notice that the Township of Medford is soliciting Qualification Statements and Proposals through the fair and open process set forth in N.J.S.A. 19:44A-20.4, et seq., from interested and qualified persons and/or firms for the following professional engineering services.

In addition to submitting the General Requirements for All Professional Appointments form, *please include this form with your responses*.

Indicate below the services you or your firm propose to perform:

_____ Township Engineer

_____ Municipal Utilities Engineer

_____ Planning Board Engineer

_____ Zoning Board Engineer

I. Qualification Requirements: (Acknowledge by checking the appropriate requisites.)

_____ For all categories, the primary engineer assigned to the Township must have a NJ Professional Engineer's (P.E.) license.

_____ For Township Engineer, the primary engineer assigned to the Township must have a minimum of ten (10) years practicing NJ municipal/civil engineering, including a minimum of five (5) years engineering experience with NJ Pinelands Commission rules and regulations.

_____ For Township Engineer, the firm selected must be capable of performing engineering and related services in the following fields: civil engineering (including traffic control, land surveying, site design and planning); environmental assessments and permit compliance (including contracts with site remediation services/ professionals, as necessary); bridge, dam and structural engineering; construction management and inspection; site analysis and schematic design review for development or redevelopment of tracts or parcels; preparation of construction contract documentation and assistance with procurement; water, sewer and stormwater utilities engineering; and grant writing for project funding.

_____ For Utilities Engineer, the primary engineer assigned to perform work on behalf of the Township for Township-run municipal utilities must have a minimum of ten (10) years practicing in the specific field of engineering.

_____ For Planning Board Engineer and Zoning Board Engineer, the primary engineer assigned to perform work on behalf of the Township must have a minimum of seven (7) years practicing engineering within the parameters of the Municipal Land Use Law before Land Use boards in NJ and a minimum of three (3) years engineering experience with NJ Pinelands rules and regulations.

II. Mandatory Contract Terms *(In addition to the contract terms outlined in the General Requirements for All Professional Appointments form the signed proposed professional services agreement with Medford Township must include the following provisions):*

_____ The primary engineer(s) assigned to each respective field of engineering and performing work on behalf of the Township of Medford shall not be substituted without prior notice to the Township.

_____ Engineering fees shall be comparable to the rates charged by engineering firms performing civil engineering on behalf of municipalities and/or municipal boards within the Burlington County region for the respective area of practice/ engineering field.

_____ Engineering, professional and administrative support staff fees shall be based upon hourly rates which shall be accompanied, where appropriate, by applicable ASCE grades.

III. Specific Requirements or Duties:

Township Engineer:

1. Provide technical and engineering advice and assistance to the Township Manager and to various Township Departments, when requested.

2. Perform administrative and engineering work in the investigation, design, permitting, construction and maintenance of all public works projects.

3. Supervise the preparation of such surveys of either a topographical property line or structure/ proposed structure as may be required by the Township.

4. Prepare and supervise the preparation of such plans, sketches, blueprints and/or technical specifications as may be required by the Township Manager.

5. Perform all duties as may be required by a municipal engineer under State statutes.

6. Attend regular, special and/or adjourned meetings of the Township Council when requested by the Township Manager or Township Council.

7. As needed, prepare amendments to the Township's Development Regulations for stormwater management, flood plain regulations, newest traffic standards and related matters.

8. Supervise and provide engineering calculations, specifications and expertise required for the purchase of services, materials and/or equipment as directed by the Township Manager.

9. Perform such professional services as may be required in connection with any capital improvement program or project as directed by the Township Manager.

10. Be responsible for all normal engineering work in connection with the construction, reconstruction and repair of all Township roads and streets (including appurtenances); drainage basins, culverts, drain pipes and stormwater collections systems; and maintenance or repair of dams and bridges.

11. Be responsible for general administration and procurement of engineering-related contracts with third parties performing work for the Township as may be directed by the Township Manager.

12. Participate in various special projects and/or keep track of the work of other professionals who may perform services under grant programs administered by the State.

12. While performing duties or assignments and in the course of acting as a Township official, must always coordinate such activities with and through the Manager. The Manager shall at all times be responsible for the coordination of the Township Engineer's activities described above with any department, office, bureau, board or agency so that proper information and action may be taken to ensure compliance with the Ordinances of the Township of Medford.

Utilities Engineer:

1. Provide technical and engineering advice and assistance to the Director and Deputy Director of the Department of Public Works & Municipal Utilities (DPWMU) on utility operation and capital planning/ capital improvements.

2. Be responsible for all normal engineering work in connection with the construction, reconstruction and repair of all Township water mains and lines, towers/tanks and wells; sewer mains and lines, pump stations and treatment plant;

3. Assist DPWMU in drafting permit applications or permit renewal applications for the water and sewer utilities.

4. Provide advice and guidance on meeting permitting requirements for the water and sewer utilities; troubleshoot lab test results that exceed permit limits.

5. As requested, provide survey, engineering design, environmental permitting, technical specifications, contract administration and construction management for proposed upgrades to the Township's water and sewer utilities and/or extensions of same.

6. Periodically evaluate the respective utilities' chemical demands and propose changes to treatment processes or chemicals employed to achieve or maintain permit compliance and/or to contain costs.

7. As requested, provide technical guidance or insight in responding to various malfunctions or breakages of utility systems including, when necessary, declaring a condition to be an emergency enabling the Township to promptly hire a qualified contractor to respond to such.

8. When necessary, assist the Township in identifying and selecting specialized technical assistance to maintain and/or improve the operations of the respective utility or to troubleshoot intractable problems.

Planning Board Engineer or Zoning Board Engineer:

1. Attend regular or special meetings as requested by the Chair of the Planning or Zoning board.

2. Provide engineering consultation and review services (of proposed projects, plans and/or designs) in connection with all Planning or Zoning board applications.

3. Evaluate project proposals, plans, designs and/or applications in relation to statutory and regulatory standards and Township Ordinances and recommend alternatives when appropriate.

4. Prepare review letters including recommendations for changes to proposed projects, plans, designs and/or applications.

5. Prepare clear, technically sound, accurate and informative planning or zoning reports, studies and/or surveys containing findings, conclusions and recommendations.

6. Recommend or review proposed ordinances as may be requested by the Planning or Zoning board, or the Township.

7. Perform such other duties as may be required by State statutes, Township Ordinances, or administrative rules and regulations.

8. Demonstrate knowledge of engineering techniques, principles and standards in relation to the NJ Municipal Land Use Law, NJ Department of Environmental Protection statutes and regulations, NJ Pinelands Commission statutes and regulations, and Ordinances of the Township of Medford.

9. Submit all bills for professional fees for each application/applicant at least quarterly and not later than 30 days of a decision on the application. Failure to comply with the billing protocol will be to absolve the Township of the obligation to pursue the applicant for the professional's fees.