TOWNSHIP OF CINNAMINSON

REQUEST FOR QUALIFICATIONS / PROPOSALS

Special Projects Engineer

PROPOSAL DUE: Thursday, December 3, 2026 by 11:00 a.m.

I. PURPOSE AND INTENT

Through this Request for Proposal & Qualifications (RFP), the Township of Cinnaminson (hereinafter the "Township") seeks to engage a vendor as Special Projects Engineer for the year 2027. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. and Chapter 41, Article II of the Code of the Township of Cinnaminson.

II. PROPOSAL SUBMISSION

The Township requires the proposal be submitted in the following format:
One (1) original, hard copy, plus One (1) copy of the full proposal in PDF File Format on CD, shall be submitted in sealed envelopes and must be marked with the "Special Projects Engineer" and addressed to:

Lisa A. Passione, Township Clerk
Township of Cinnaminson
Township Municipal Building
1621 Riverton Road
Cinnaminson, NJ 08077

Faxed proposals will NOT be accepted.

Any inquiry concerning this RFP should be directed in writing to:

Julia Edmondson
Interim Township Administrator
Township of Cinnaminson
1621 Riverton Road
Cinnaminson, New Jersey 08077

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

III. GENERAL INFORMATION ON THE TOWNSHIP OF CINNAMINSON

The Township of Cinnaminson operates under a Township Committee Form of Government. The Township is approximately 8 square miles, has a population of 18,000 +/-, an annual operating budget of $21 million, approximately 100 employees. The Township Committee meets the first and third Mondays of each month as well as special meetings on an as-needed basis.

IV. MINIMUM QUALIFICATIONS

The successful applicant shall have a minimum of ten (10) years' experience as a municipal engineer.

The proposal shall provide a *resume* for all principals who will be assigned to work for the township or appear at meetings on behalf of the township.

The applicant shall have the following capabilities and provide the following services:

- The possess all applicable licenses to perform general engineering in NJ.
- Applicant must have at least ten (10) years' experience as municipal engineer in a similarly sized municipality.
- Firm must be multi-disciplined with expertise in road construction, construction management, dams, with engineers who hold licenses in these areas, MLUL experience, planners & landscape engineers on staff, experience in environmental assessments (wetlands, archaeological, endangered species, hydrologic studies), GIS, materials testing, surveying, traffic studies, drainage, and similar areas of expertise.
- The applicant must demonstrate the ability to:
    - Prepare, or cause to be prepared, plans, designs and specifications for public works projects and improvement.
    - Provide and maintain surveys, maps, plans, specifications and control records with respect to public works projects in the township.
    - Provide technical and engineering advice and assistance to the Township Committee and Township Administrator.
    - Ability to update the Tax Map as per the Tax Assessor's needs.
    - Attend all Committee meetings as requested by the Township Administrator.
    - Administer and oversee road opening permits on behalf of the Administrator.
    - Prepare, review and approve construction plans and specifications for all capital improvement projects as directed by the Township Administrator.
    - Successful record of applying for and receiving road improvement grants.
    - Ability to respond to resident concerns when an engineering project impacts their property.
    - Experience in engineering inspections of both residential developments and large commercial/industrial projects (over 20,000 sq/ft).
    - Experience administering performance bond and maintenance bonds on behalf of the township.
    - Must demonstrate experience with engineering design, inspection and contract administration of annual municipal road projects totaling more than $1 million.
    - Documented experience with design, inspection and contract administration of large and small recreation projects.
- The Special Projects Engineer may, in his/her discretion be assisted by employees of the Engineering firm with lesser levels of experience.
- Respond promptly to all engineering questions.
- Attend all meetings as requested

Proposal

Please attach a full and complete proposal demonstrating the way and manner in which the respondent meets the requirements of this RFQ/RFP. At a minimum the Proposal shall (a) outline the services to be provided, (b) attach a *resume* for the primary contact and all principal persons who will provide services to the township, (c) provide a summary of the experience of the entity in providing engineering services with emphasis on experience with municipalities and other local government entities, (d) set forth the manner of

calculating, amount and method of payment of the fees[1], and (e) provide a table of organization for the entity.

Additional Requirements

In addition to the foregoing all respondents shall fully comply with the requirements of the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 *et seq.*). The proposal shall include (a) a statement of ownership [stockholder disclosure certificate], (b) a list of any sub-contractors or contracted employees who will be providing services, (c) a statement of compliance with the Americans with Disabilities Act, (d) a mandatory equal employment opportunity notice and statement, (e) a Certificate of Liability Insurance in an amount not less than $2,000,000.00 single limit[2]. (f) copies of applicable producer insurance licenses for all persons providing engineering services, (g) a copy of the entity's N. J. Business Registration Certificate, (h) a copy of the entity's N.J. Certificate of Employee Information Report pursuant to N.J.A.C. 17:27-1.1 *et seq.,* (i) a Non-Collusion Affidavit, (j) Iran Statement and (k) Russia Belarus Statement.

The proposal shall be certified as containing true and accurate information and that the entity has the capability to provide all of the listed services.

[1] Travel associate expenses, if any, shall only be compensated from the office or another job site, whichever is shorter in time and distance.

[2] If awarded the contract, this certificate will be required to name Cinnaminson Township as an additional insured.