

**REQUEST FOR QUALIFICATIONS**

**FOR**

**ENVIRONMENTAL ENGINEERING AND  
LICENSED SITE REMEDIATION PROFESSIONAL (LSRP)  
SERVICES**

**FOR THE**

**TOWNSHIP OF GLOUCESTER**



**Issued by:**

**Township of Gloucester**

Physical Address: 1261 Chews Landing Road,  
Laurel Springs, NJ 08021

Mailing Address: P.O. Box 8,  
Blackwood, NJ 08012



TOWNSHIP OF GLOUCESTER  
PUBLIC NOTICE

Notice is hereby given that the Township of Gloucester (“Township”) requests qualifications for the provision of **Environmental Engineering and Licensed Site Remediation Professional (LSRP) Services** (the “Services”) in connection to a redevelopment project in the Township of Gloucester, County of Camden, New Jersey. The qualifications are being sought as part of a ‘fair and open process’ pursuant to N.J.S.A. 19:44A-20.4 et seq.

Request for qualification responses shall be received by the Township of Gloucester, 1261 Chews Landing Road, Laurel Springs, NJ 08021 until **11:00 am** prevailing time on Wednesday, **May 25, 2016**, at which time the proposals will be publicly opened and read.

Responses may be delivered by hand, overnight courier or mail. The sealed envelope containing the response must be received by the Purchasing Agent by the date and time set forth above. Individuals/and or firms are to submit **one (1) original and four (4) copies** of their responses to: **Purchasing Agent**, Township of Gloucester, 1261 Chews Landing Road, Laurel Springs, NJ 08021 (physical location), or by mail to P.O. Box 8, Blackwood, NJ 08012. No late responses will be accepted.

The Township of Gloucester reserves the right to reject any and all submissions, to waive any deficiencies and to suspend or abandon this process at any time.

## TOWNSHIP OF GLOUCESTER

### REQUEST FOR QUALIFICATIONS FOR ENVIRONMENTAL ENGINEERING AND LICENSED SITE REMEDIATION PROFESSIONAL (LSRP) SERVICES

#### GENERAL CONDITIONS

##### 1.0 INTRODUCTION

The Township of Gloucester (“Township”) is soliciting Qualifications from interested persons and/or firms for the provision of **Environmental Engineering and Licensed Site Remediation Professional (LSRP) Services**, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Township with the provision of such services must prepare and submit a Qualifications Statement in accordance with the procedure and schedule in this RFQ. The Township will review Qualifications only from those firms that submit all the information required to be included as described herein (in the sole judgment of the Township). The Township 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 Township to provide the greatest benefit to the taxpayers of the Township of Gloucester. The Township of Gloucester reserves the right to reject any and all submissions, to waive any deficiencies and to suspend or abandon this process at any time.

##### 2.0 SCOPE OF SERVICES

It is the intent of the Township to solicit Qualifications from Respondents that have expertise in the provision of **Environmental Engineering and Licensed Site Remediation Professional (LSRP) Services**. Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

##### ENVIRONMENTAL ENGINEERING AND LSRP SERVICES

**1.) Appointment of Environmental Engineer.** There shall be a Township Environmental Engineer who shall be appointed by the governing body and shall be under a contract for services to be performed. In lieu of appointing an individual, the governing body may appoint a firm. The member of the firm acting as Township Environmental Engineer shall be a licensed Professional Engineer, and a LSRP in the State of New Jersey. The Environmental Engineer shall perform such duties as:

- A. Oversee the remediation of municipal contaminated sites in connection with a redevelopment project in the Township of Gloucester in accordance with the New

Jersey Department of Environmental Protection's applicable standards and regulations for responsible parties.

- B. The Township Environmental Engineer shall perform such duties as are prescribed by general law, ordinance, and the New Jersey Department of Environmental Protection Site Remediation Program.
- C. Provide technical advice and assistance to other Township departments as needed. Maintain all papers, documents, memoranda, reports and other materials relating to the administration of the duties of the Township Environmental Engineer. Upon the termination of his services with the Township, the Township LSRP shall forthwith surrender to the Township all such property.
- D. Attend Township meetings as requested by the Mayor and Council.
- E. When directed by the Mayor and Council, the Township Environmental Engineer shall provide the services necessary to prepare and provide detailed reports and studies requested by the Mayor and Council.
- F. Provide technical advice and assistance to other Township departments as needed.

### **3.0 SUBMISSION REQUIREMENTS**

The applicant/proposer shall in response to the Township's RFQ, at a minimum, include the following information:

- A. Qualification requirements to compete for the needed service or activity as set forth in the "duties and responsibilities" of the position defined in the Township's RFQ. Qualifications, at a minimum, shall include requirements defined as follows:
  - 1. Name and contact information for the firm submitting the RFQ, and the name of the key contact person.
  - 2. List and/or organizational chart identifying key personnel.
  - 3. Resumes of key personnel. Resumes should include post-high school education, professional affiliations and memberships, and relevant experience.
  - 4. Copies of current professional licensure and certifications, including Professional Engineer and LSRP licenses.

5. A description of the firm's overall experience in providing the type of services sought in the RFQ.
6. References, including dates served and contact information
7. Identification of proposed subcontractors and description of services to be provided.
8. New Jersey Business Registration Certificate.

#### **4.0 EVALUATION CRITERIA**

Qualifications will be evaluated by the Township on the basis of the most advantageous, all relevant factors considered. The Township will solicit Proposals from the firms deemed most qualified. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Township and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Township; and
4. Other factors demonstrated to be in the best interest of the Township.