

SCHEDULE "A"

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY
ESTABLISHED QUALIFICATION CRITERIA**

The Township of Gloucester solicits statements of qualifications for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the positions sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the **Office of the Township Clerk, P.O. Box 8, 1261 Chews Landing Road, Blackwood, NJ 08012, no later than 12:00PM, Tuesday, December 15, 2015.** The Township requires two copies of each response as well as one response on disc. All responses shall be opened and announced publicly, immediately thereafter by the Township Clerk or her representative. Responses will be reviewed by the governing body. All appointments will be announced at a public meeting. **This appointment for Special Projects Municipal Engineer is for the calendar year of January 1, 2016 through December 31, 2016** and subject to the execution of an appropriate contract.

SPECIAL PROJECTS MUNICIPAL ENGINEER

GENERAL CRITERIA: The Township of Gloucester desires to appoint a firm or firms to provide special engineering projects and or services to the Township. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal entity. Any experience or knowledge of matters that directly affect the Township of Gloucester should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

- 1.) Must have all applicable licenses to perform general engineering services in the State of New Jersey.
- 2.) Must have a minimum of five (5) years' experience as a municipal engineer in providing engineer services and consulting in similar-sized municipalities.
- 3.) Engineering firm must multi-disciplined with expertise in road construction, construction management, dams and with engineers who hold licenses in these areas, MLUL experience, planners and landscape engineers on staff.
- 4.) Must be experienced in environmental assessments (wetlands, archaeological, endangered species and hydrologic studies), GIS, materials testing, surveying, traffic studies and drainage.

APPLICANT MUST DEMONSTRATE ABILITY TO:

- 1.) Prepare or cause to be prepared, plans, designs and specifications for Public Works projects and improvement.
- 2.) Provide and maintain surveys, maps, plans, specifications and control records with respect to Public Works projects in the Township.
- 3.) Provide technical and engineering advice and assistance to the Mayor, Council and Township Administrator.
- 4.) Ability to update the Tax Map as per the County Tax Assessor's needs.
- 5.) Attend all Mayor and Council Meetings as requested by the Township Administrator.
- 6.) Administer and oversee road opening permits on behalf of the Public Works Director.
- 7.) Prepare, review and approve construction plans and specification for all capital improvement projects as directed by the Township Administrator.
- 8.) Successful record of applying for and receiving road improvement grants.
- 9.) Ability to respond to resident concerns when an engineering project impacts their property as requested by the Township Administrator.
- 10.) Experience in engineering inspections of both residential developments and large commercial/ industrial projects (over 20,000 sq./ft.).
- 11.) Experience administering performance bond and maintenance bonds on behalf of the Township.

- 12.) Must demonstrate experience with engineering design, inspection and contract administration of annual municipal road projects totaling more than \$1 million.
- 13.) Documented experience with design, inspection and contract administration of large and small recreation projects.
- 14.) Provide fee schedule for services.
- 15.) Work with Township officials as needed for OPRA requests.

Each individual project throughout the year will require a "not to exceed" proposal.