

BOROUGH OF NORTH CALDWELL
ESSEX COUNTY, NEW JERSEY
REQUEST FOR PROPOSALS AND QUALIFICATIONS
FOR DRAINAGE STUDY

OCTOBER 2018

PLEASE TAKE NOTICE that the Borough of North Caldwell requests submission of Proposals and Statements of Qualifications from qualified engineering firms to assist the Borough of North to review specific drainage systems in the Borough and to develop options and potential recommendations to improve and prevent future flooding events. Said Proposals will be received by the North Caldwell Borough Administrator, no later than October 23, 2018, by 4:30 p.m., prevailing time, at 141 Gould Avenue, North Caldwell, New Jersey 07006, after which time said Proposals will be opened and considered.

All Proposals must be on the Proposal forms obtained from the Borough of North Caldwell and must be enclosed in a sealed envelope bearing the name and address of the respondent and the words "RFP for Drainage Study". The envelope must be addressed to Frank Zichelli, Borough Administrator 141 Gould Avenue, North Caldwell, NJ 07006, and may be delivered by hand, overnight courier or mail. The envelope containing the Proposal must be received by the Borough Administrator by the date and time set forth above. No late Proposals will be accepted.

Proposal documents may be examined and obtained at the office of the Borough Administrator, 141 Gould Avenue, North Caldwell, NJ 07006, between the hours of 8:30 a.m. to 4:00 p.m.

All Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 *et seq.* (P.L. 1975, c. 127 as amended) and N.J.A.C. 17:27-1.1 *et seq.*

The Borough of North Caldwell reserves the right to waive any minor irregularities in or to reject any or all Proposals.

By order of the Borough of North Caldwell.

The Borough of North Caldwell is requesting proposals and statements of qualifications from qualified professional engineering consultants specializing in drainage to assist the Borough to review flooding that has occurred in the Borough and to develop options and potential recommendations to improve and prevent future flooding events.

The drainage areas to be studied are:

1. Cedar Grove Brook/Timber Brook/Green Brook/Oyster Pond (see attached).
This includes the full lengths of Cedar Grove Brook and Timber Brook to where they join to become the Green Brook and flow from a pond on Lakeside Avenue up to Walker's Pond.
Issue: Flooding has occurred at 15, 30, 31 and 32 Brookside Terrace as well as at properties on Acorn Place and White Oak Drive.
2. Fox Run/Wind Ridge/ Grover Brook (see attached).
This includes the Fox Run Detention Basin, Wind Ridge Detention Basin, Grover Brook and connecting streams.
Issue: The Fox Run Detention Basin has backed up flooding properties on Fox Run and the Wind Ridge Detention Basin has backed up and overflowed Wind Ridge Drive.
3. Sunset Drive (see attached).
Issue: Flooding of Sunset Drive has occurred, overflowed the curbline and flooded the home at No. 16.
4. Grandview Avenue (see attached).
This includes the pipe and open channel system located between Allen Road and Central Avenue.
Issue: This system has backed up causing flooding of 24, 26, 28 and 30 Grandview Avenue and of Shenandoah Drive.

II. SCOPE OF SERVICES

The Borough of North Caldwell is requesting proposals and statements of qualification from professional engineering consulting firms, licensed in the State of New Jersey specializing in drainage studies, hydrologic and hydraulic modeling and master plans, floodplain and floodway analysis, stormwater modeling, stormwater conveyance systems and volume control solutions. The professional engineering consultant will review the flooding that has occurred within the boundaries of the Borough of North Caldwell and develop options and potential recommendations that will improve if not resolve future flooding events. All recommendations shall be at a minimum, in compliance with New Jersey Department of Environmental Protection Requirements and the requirements of the New Jersey Residential Site Improvement Standards. Additionally, a summary of all State permits that may be required for each recommendation shall be provided.

To facilitate the review process and obtain the maximum degree of comparison, the following information should be included in each proposal:

A. General Information

1. Proposals must be submitted to Borough of North Caldwell by October 23, 2018, no later than 4:30 p.m. 141 Gould Avenue, North Caldwell, NJ 07006.
2. Proposals should be mailed or hand delivered. All costs incurred in the preparation of a proposal responding to this request will be the responsibility of the responder and will not be reimbursed by the Borough of North Caldwell.
3. Proposal shall not exceed 25 pages, excluding resumes. A suggested page limit is:

Title	Page Limit
Cover Letter	2
History of the Firm	1
Experience (narrative)	4
Project Management Team & Organizational Chart	2
Resumes (one page per person)	No Limit
Project Management Methodology/Approach	5
Examples of Similar Projects	4
Understanding of the Drainage Areas to be Studied	2
Proposed Time Schedule	1
References	1

4. Please provide 5 copies of your proposal and one electronic/USB version.

B. Qualifications and Experience

1. Submit a Cover Letter signed by an authorized representative of the respondent. The cover letter must state a commitment to provide consulting services with the proposed personnel specified in the submission. In addition, the letter should include a brief statement of understanding and approach to the Scope of Work. The cover letter shall also acknowledge receipt of any addenda issued.
2. Include a history of the firm.

performed by your firm on each project. For each project listed, provide a brief description of the scope of work, its location, completion date and contract costs. Also, provide current contact information for a key person for each of the listed projects.

4. Identify the project manager, key management and operating personnel from your firm who will provide direct services and identify their area of responsibility for this project. Provide a resume for each person who would have day-to-day responsibility for the development of this project, giving a summary of their pertinent experience and qualifications.
5. Identify all outside consultants that would be employed by the firm of this project. For each outside consultant listed, please provide the information requested in Item (4) above. The Borough under the contract will treat sub-consultants and all employees of such sub-consultant as if they were employees of the primary firm. The selected firm will not be allowed to use a sub-consultant firm that was not noted in the original proposal to the Borough without written approval from the Borough.
6. Identify the methodology that will be used to accomplish the scope of work and achieve the stated goals of the project. In outlining the approach for accomplishing the objectives of this Request for Proposals, respondents should consider, at a minimum, explaining/describing in adequate detail, such information as:
 - a) How the public and governmental agency stakeholders will be engaged in the analysis of the drainage systems and resulting recommendations and options;
 - b) How to identify existing and potential challenges (multi-jurisdictions, policy, implementation, etc.).
 - c) How baseline analysis will be conducted;
 - d) How performance measures will be developed;
 - e) How recommendations, options, costs and implementation strategies will be developed.
7. Provide examples of drainage studies, hydrologic and hydraulic modeling and master plans, floodplain and floodway analysis, stormwater modeling, stormwater conveyance systems, or volume control solutions that the team has prepared for referenced projects.
8. Supply a proposed time schedule for completion of the work that reviews and analyzes the flood events that have occurred in the Borough and provide recommendations and options for improvements to resolve and/or

9. Provide at least three professional references from similar projects completed in the last ten years.

IV. EVALUATION AND REVIEW OF PROPOSALS

- A. The Borough of North Caldwell, at its discretion, may request presentations by or meetings with any or all responders to clarify or negotiate modifications to the firm's proposal. However, the Borough of North Caldwell reserves the rights to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially as the most responsive on which the firm can purpose.
- B. The Borough will begin the evaluation process immediately after the deadline for submittal. The Borough of North Caldwell may establish an Evaluation Team that will review all proposals and recommend to the Governing Body the proposal that is most responsive and best meets the criteria set out herein and that is most advantageous to the residents of the Borough of North Caldwell.
- C. Proposal selection will be based primarily on the following criteria:
 1. Qualifications of the respondents as evidences by the knowledge, skills and experience of the firm's proposed team.
 2. Demonstrates proven consulting/engineering experience developing drainage studies, hydrologic and hydraulic modeling and master plans, floodplain and floodway analysis, stormwater modeling, stormwater conveyance systems, and volume control solutions.
 3. The verifiable present and past performance of the firm(s) as prime consultant/engineer(s) on other contracts in terms of quality of work and ability and experience to administer, manage and coordinate similar projects.
 4. Quality and innovation of previous projects of similar size and scope.
 5. Demonstrates an understanding of the planning process, budgeting, ability to schedule effectively and control quality and costs.
 6. The quality and effectiveness of the firm's past projects of similar scope.
 7. The firm's proposed project methodology and approach.
 8. Quality of information/data collection approach.
 9. Quality of public and governmental agency stakeholder engagement approach.
 10. Quality of project plan/component development methodology.
 11. The firm's proposed work schedule.

consulting services. If a satisfactory agreement cannot be reached with that firm, the Borough shall formally end negotiations and begin contract negotiations with the next most favored firm. The Borough reserves the right to reject all submitted proposals and issue a new Request for Proposal if necessary.

V. TERM OF AGREEMENT

This agreement is expected to be a long-term agreement with services expected to begin as soon as possible after award or around but no later than November 2018. Time is of the essence to complete the analysis and evaluation of the existing drainage systems. The selected consultant will enter into a contract directly with the Borough of North Caldwell, who will have sole authority to direct the consultant.

VI. RIGHT TO REJECT

The Borough of North Caldwell reserves the right to reject all proposals received in response to the RFP. A contract for the accepted proposal will be based upon the factors described in the RFP and to be determined at the sole discretion of Borough of North Caldwell.

PROCUREMENT, PROFESSIONAL SERVICE CONTRACTS

During the performance of this contract, the Contractor agrees as follows:

The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The Contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The Contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The Contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

of any recruitment agency which engages in direct or indirect discriminatory practices.

The Contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principals of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The Contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable Federal court decisions.

The Contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

Instructions Reference:	Statutory and Other Requirements VII–C
Description:	Meets statutory criteria for disclosure of bidder's ownership.

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten (10) percent or greater interest therein. Form of Statement shall be completed and attached to the bid proposal.

The Attorney General has concluded that the provisions of N.J.S.A. 52:25-24.2, in referring to corporations and partnerships, are intended to apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Bidders are required to disclose whether they are a partnership, corporation or sole proprietorship. The Stockholder Disclosure Certification form shall be completed, signed and notarized. Failure of the bidder to submit the required information is cause for automatic rejection of the bid.

holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

Check the box that represents the type of business organization:

- | | | |
|---|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation | | |

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Home Address: _____

Name: _____

Home Address: _____

Name: _____

Home Address: _____

Name: _____

Home Address: _____

Name: _____

Home Address: _____

Name: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____, 2__.

(Notary Public)

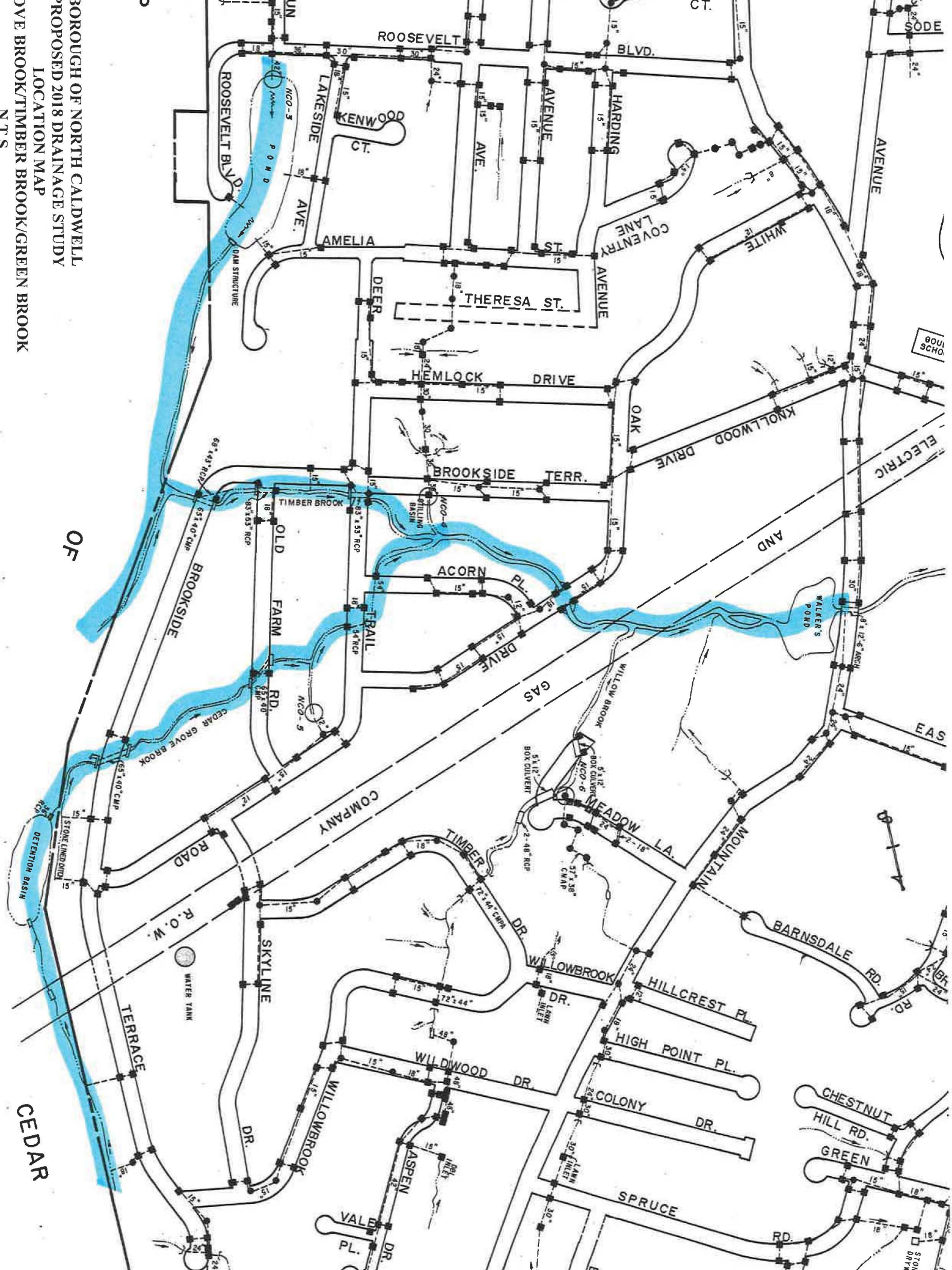
My Commission expires:

(Affiant)

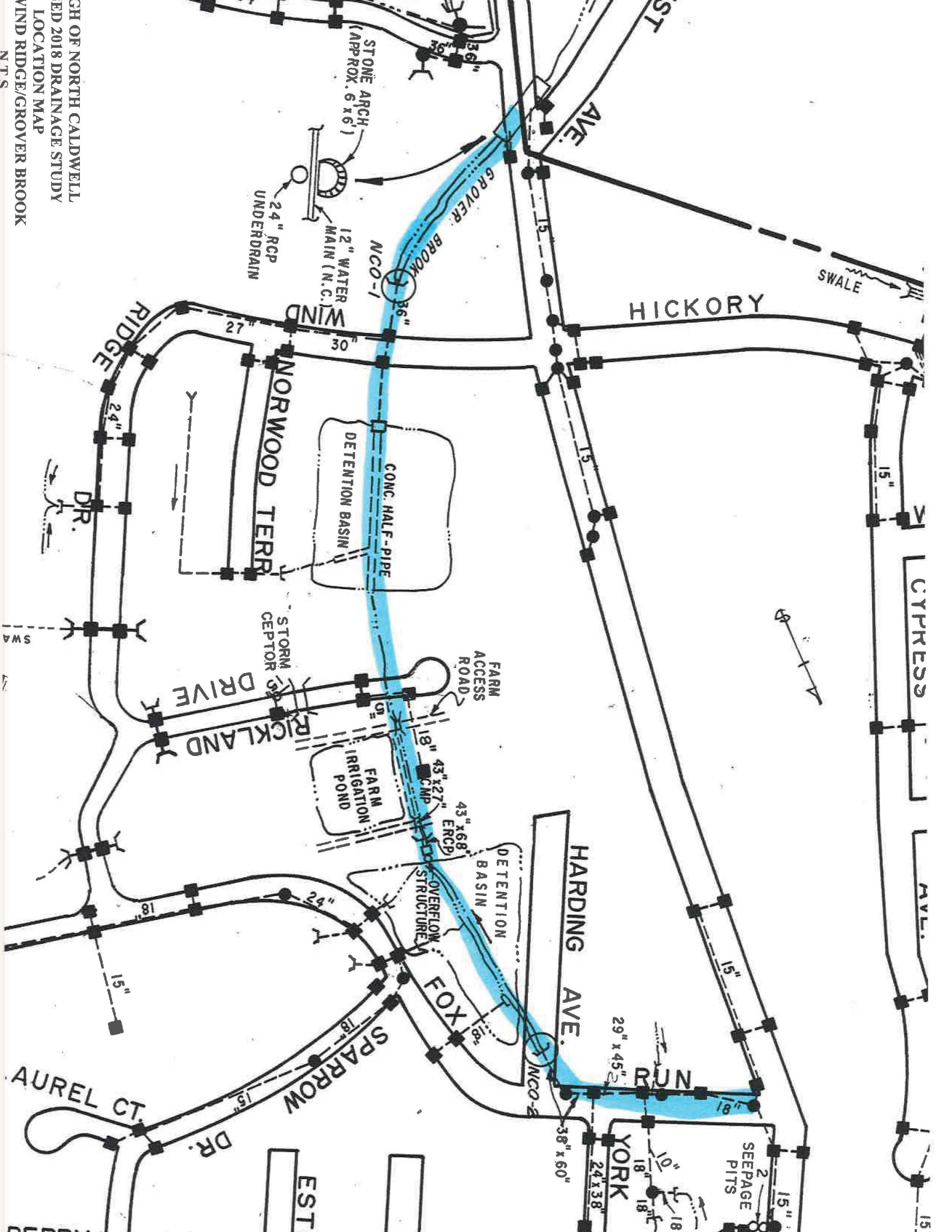
(Print name & title of affiant)

(Corporate Seal)

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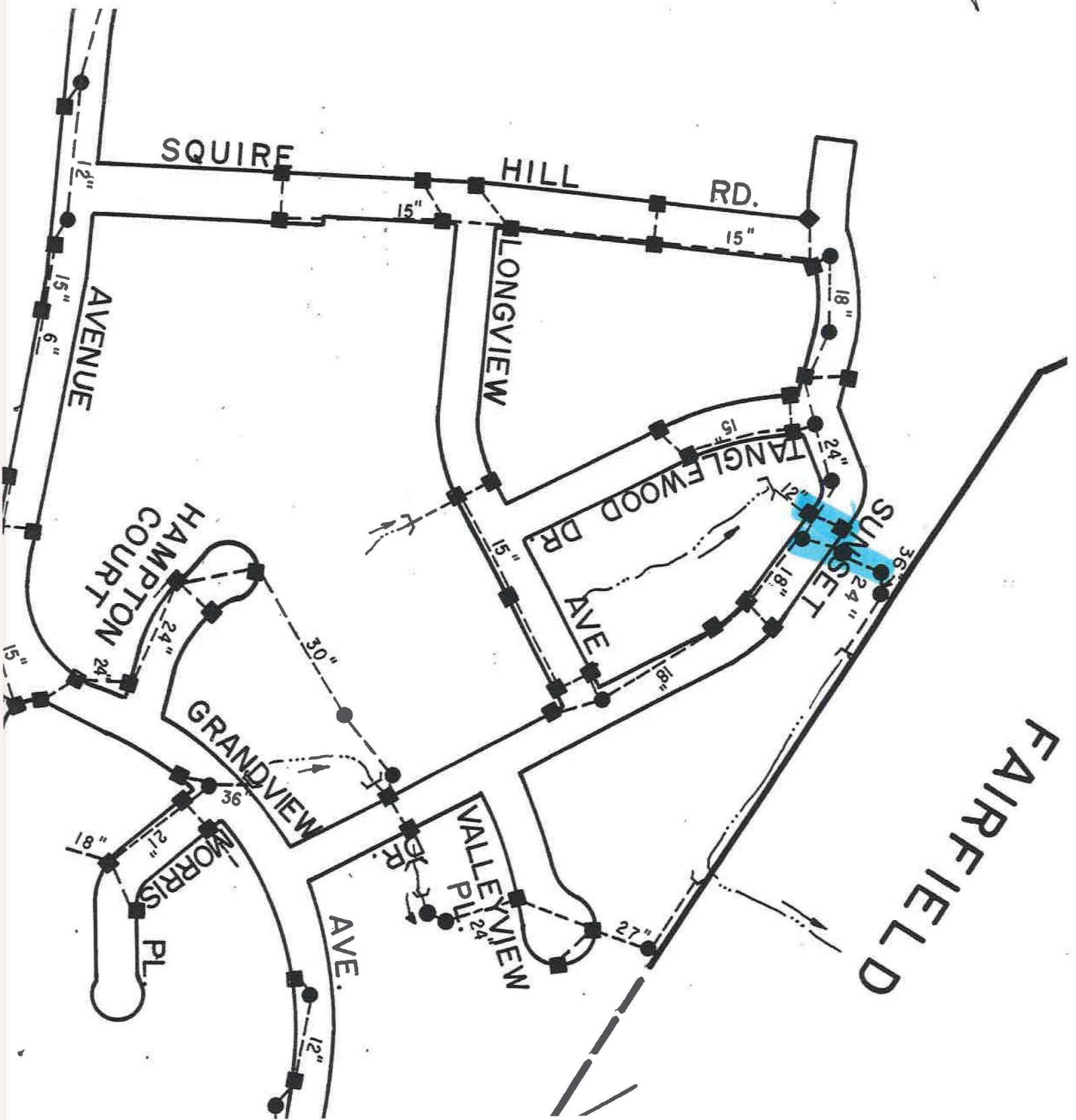


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ED 2018 DRAINAGE STUDY
LOCATION MAP
ND RIDGE/GROVER BROOK
NTS





OF NORTH CALDWELL
2018 DRAINAGE STUDY
CATION MAP
N.T.S.



DROUGH OF NORTH CALDWELL
PROPOSED 2018 DRAINAGE STUDY
LOCATION MAP
SEW AVENUE PIPE AND OPEN CHANNEL
N.T.S.

