

THE BOROUGH OF CARTERET  
61 COOKE AVENUE  
CARTERET, NEW JERSEY 07008

JOHN P. DUPONT  
DIRECTOR OF ENGINEERING

REQUEST FOR QUALIFICATIONS / PROPOSALS

ENGINEERING SERVICES

FOR FHWA / NJDOT FUNDED PROGRAM

ARTHUR KILL FERRY TERMINAL

CARTERET, NEW JERSEY

**THE BOROUGH OF CARTERET  
NOTICE FOR ENGINEERS**

The Borough of Carteret is inviting submittals from professional Engineering firms regarding a FHWA / NJDOT funded Program. The scope of work includes a new Ferry Terminal along the Arthur Kill Waterway on a portion of Block 5.02, Lot 1.01 which is currently owned by the DuPont Company and is situated adjacent to the Borough’s Waterfront Park. The scope of services includes preparation of plans and specifications; assisting the Borough in awarding bids; environmental permits; and inspection of construction. A concept site plan, wave analysis, hydrographic survey, and environmental assessment report are available at the Borough Offices located at 61 Cooke Avenue, Carteret, NJ 07008 and a copy may be requested at 732-541-3847 (John DuPont, Director of Engineering).

Separate Proposals – The Borough is seeking two separate proposals, one for firm qualifications and the second for proposed costs. Submissions should be divided into separate technical and cost proposals. The technical proposal must consist of three (3) copies separately bound. Proposers must submit one (1) cost proposal in a separate sealed envelope labeled “Cost Proposal – Ferry Terminal.”

Cost Proposal – The separate cost proposal must be a cost plus fixed fee proposal with a cap. Proposers must submit a cost proposal itemized by each major task and sub-task that is contained in the Scope of Services of this RFP, which is inclusive of all expenses. All consultants and sub-consultants must be cost basis approved by NJ DOT.

The consultant must submit the following:

- a list of all personnel working on the project, including sub-consultants, with job titles
- the hours per task for each employee
- the hourly wage rate for each employee with the effective date of hourly wages
- identification of DBE/ESBE firm(s) on the consultant team (a minimum of 15.7% of total budget must be allocated to the DBE/ESBE firm(s))
- overhead
- other direct expenses
- fee
- the length of time that each cost proposal is considered valid (minimum time – 90 calendar days from submission date).

Business Registration Certificate – Pursuant to N.J.S.A. 53:32-44, Consultant shall submit with its proposal a copy of its Business Registration Certificate issued by the State of New Jersey Department of Treasury.

Certified Firm Utilization – Federal Goal 15.7% ESBEs – Participation on federally funded projects should consist of ESBEs and/or DBEs. Firms certified as DBEs are considered ESBEs.

Qualification submittals will be evaluated according to the following criteria:

	Weight
1. Professional and Technical Experience	30
2. Capability to provide services in a timely manner/ firm’s geographical proximity to the Borough,	20
3. Past performance in terms of cost control, quality of work and performance schedules	30
4. Knowledge of local site conditions	10

A site review is scheduled for 10:00 am, Tuesday, June 29, 2010 at 61 Cooke Avenue, Carteret NJ. All interested firms are invited to attend.

Interested firms must submit proposals by 10:00 am Tuesday, July 6, 2010 to John P. DuPont, Director of Engineering, Borough of Carteret, 61 Cooke Avenue, Carteret, NJ 07008. Any proposals received after this date and time will be rejected.

All submittals must include evidence of Professional License to perform services in New Jersey and a certification that the firm's principals or staff have not been disbarred or otherwise disqualified by a federal, state or local governmental agency.

The Borough of Carteret is soliciting proposals for professional Engineering Services for Ferry Terminal at the Arthur Kill Waterway.

In addition to the specialized expertise necessary in site and marine engineering, the individual firm must exhibit a working knowledge of State contract laws and NJDEP Waterfront Development and Wetlands Permit Regulations.

Firms must also exhibit a past record of performance on public contracts including cost controls, quality of work and ability to meet schedules, as well as in dealing with NJDOT officials, forms and deadlines; and must exhibit capacity to perform work according to the implementation schedule prepared by the Borough of Carteret and comply with schedule, (copy attached). The proposal must state a firm fixed price for the services to be performed on the proposal form and contract form. The proposal must include cost breakdown for hourly fee and number of hours required for the proposer's assigned personnel.

An Affirmative Action Plan is required to be submitted as part of the proposal. Consultant to demonstrate record, ability and goals to make good faith affirmative action effort. Proposals without a licensed engineer will not be considered.

The successful proposer, (and all proposed sub-consultants), must have professional liability errors and omissions insurance from an insurance company which is acceptable to the Borough of Carteret and authorized licenses to conduct business in New Jersey. The policy shall be an "occurrence" policy totaling \$1,000,000 per occurrence.

#### SCOPE OF SERVICES

Scope of Engineering services will include but are not limited to the following services:

- 1) Geotechnical investigations – arrange for and oversee a subsurface soil investigation for the project.
- 2) Field survey and base mapping – Conduct field survey and prepare base mapping for the project design and permits.
- 3) Attendance at meetings at the request of Borough, i.e. staff & monthly council meetings.
- 4) Site and marine facility engineering design including stormwater management facility and site lighting designs. Dredging work is not to be included in the project construction contract, however, preparation of dredging plans included in this scope

of services. Site and marine facilities design may be based on the Borough's current facility concept plan noted above herein.

- 5) Site Remediation Coordination – Coordinate with current property owner (DuPont Company) and Borough environmental consultants as necessary to design an environmental cap for the site.
- 6) Agency Permit Acquisition – Identify all applicable EPA, NJDEP, and related regulations and acquire agency permits and approval to ensure project/Borough compliance. Tidelands Grant modification should also be investigated and obtained as necessary.
- 7) Traffic, Air, and Noise Studies related to the ferry terminal operation. Studies are to supplement EA Report and agency comments and requirements.
- 8) Project site and marine facility design coordination with Borough and the current property owner, DuPont Company and their environmental consultants to provide NJDEP approved site engineering controls for capping the site.
- 9) Bid Phase Services - Attend and conduct bid openings, review bid submittals and provide a written recommendation to Borough.
- 10) Contract Administration and Inspection Services
  - a. Conduct pre-construction conference prior to the start of the construction phase.
  - b. During construction phase hold regular meetings with Borough Officials and contractor and provide meeting minutes. Provide part time site inspections during the construction phase to check general conformance with the work, ensure progress, and during site inspections make random wage samplings adequate to ensure proper payment of wages pursuant to the regulations regarding Davis Bacon Wages and federal contracts, and any additional inspections required to resolve emergency and unforeseen conditions.
  - c. Prepare project close out process, including inspections, certifications and written recommendations. Consultant or his/her representative must make final inspections for the work done.
  - d. Certify application of payment to contractor for the work completed.

IMPLEMENTATION  
SCHEDULE

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On or Before  
DATE:

7/8/10	Award A/E contract
11/15/10	Complete plans and specifications
2/1/11	Award bid & obligate construction contract
4/1/11	Start Construction
12/1/11	Substantial Completion

The proposal should include a demonstration of understanding of the design work, evidence of the firm's ability to perform the work according to the Borough's implementation schedule, evidence that the principal of the firm is a licensed engineer in the State of New Jersey, a certification that only engineers licensed in the State of New Jersey shall perform the services under this contract, and a certified statement that the engineer, or firm, is not debarred or suspended or otherwise prohibited from professional practice by any Federal, State or Local agency.

It should be noted that the final agreement between the Borough and any professional services firm will depend upon execution of the US Dept of HUD Model Form of Agreement (form HUD-51915 or equivalent for Transportation projects) between the Borough and the professional services firm.

Provide the Borough with names, addresses and telephone numbers of three references of similar work done to the type requested.

The Borough reserves the right to reject any and all proposals submitted and to waive informalities there to and request additional information for all proposers. Any contract award will be made to the firm which, based on evaluation of all responses, is determined to be the best qualified to perform the duties required.

The respondent must ensure that all employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

Attention is called to the provision for equal employment opportunity and affirmative action.

All proposals must be mailed or delivered in a sealed envelope and received on or before Tuesday, July 6, 2010 at 10:00 a.m., and the outside of the envelope should be clearly marked and addressed to the Borough of Carteret, 61 Cooke Avenue, Carteret, New Jersey 07008, "Engineer Proposal for Ferry Terminal", Attention: John P. DuPont, Director of Engineering.