

**Weehawken Township  
400 Park Avenue  
Weehawken, New Jersey 07086**

**REQUEST FOR QUALIFICATIONS / PROPOSALS TO SERVE AS  
RESERVOIR DESIGN ENGINEERING CONSULTANT TO THE TOWNSHIP OF  
WEEHAWKEN,  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

PLEASE TAKE NOTICE, the Township of Weehawken is seeking to enter into a contract ("the Contract") with a Reservoir Design Engineering Consultant ("the Service Provider") pursuant to the "fair and open process" as defined by the New Jersey "Pay-to-Play" Law, *N.J.S.A. 19:44A-20.4, et seq.*, for the Township's fiscal year ending June 30, 2013.

PLEASE TAKE FURTHER NOTICE, the Township of Weehawken will reserve the right to terminate the Contract with the Service Provider at any time, without cause, on thirty (30) days written notice.

Responses to this Request for Qualifications / Proposals shall be received by the Weehawken Township Clerk, or her designee, on MONDAY November 25<sup>TH</sup>, 2013, at 11:00 a.m., prevailing time, at 400 Park Avenue, Weehawken, New Jersey 07086, at which time said responses will be publicly opened and announced.

Responses must be enclosed in a sealed envelope. The Service Provider must indicate the following on the outside of the envelope: (1) the name and address of the Service Provider; and (2) **"Request For Qualifications / Proposals - RESERVOIR DESIGN ENGINEERING CONSULTANT"**. Responses may be delivered by hand, overnight courier or mail. The envelope containing the response must be received by the Township Clerk by the date and time set forth above. No late responses will be accepted. The proposer is solely responsible to ensure timely and proper delivery of the response.

The position will require the Service Provider to devote such time and effort as may be reasonably necessary to service the needs of the Township in connection with the Surveying, Design and Bidding Process for the planned project for certain passive recreational improvements, consisting of a perimeter walking path, including ADA accessibility, and safety fencing, as well as refurbishment of existing walking path, accessways and fencing at the Weehawken Reservoir, located at Palisade and Highpoint Avenues. Duties will include the following: preparation of topographic survey and basemap, preliminary and final designs and bid specifications, as well as oversight of the bidding and contract award processes. Details of the Township's proposed project may be obtained prior to the submission of proposals upon request from the

office of the Township Manager. The Service Provider should detail its ability to accomplish the functions for which it seeks to be engaged.

The Township will provide to the Service Provider suitable work facilities, supplies and other items as shall be reasonably necessary for the Service Provider to perform the obligations of the position. The Service Provider shall be an independent contractor and not an employee of the Township.

Responses must include:

1. Name of Service Provider;
2. Address or principal place of business of Service Provider offices and corresponding telephone and fax numbers;
3. Areas of expertise;
4. Names and addresses of all individuals holding a beneficial interest of ten percent (10%) or more in the Service Provider.
5. Detailed biography or resume of the Service Provider and, where applicable, of all principals of the Service Provider's firm and the background of the firm, as well as their education, experience, qualifications, number of years of service and experience in related matters and/or similar Dam and Reservoir projects.
6. List of other clients of the Service Provider that the Service Provider will be representing while representing the Township, and any other affiliations with those who participate in similar type projects;
7. At least two (2) references, who must have knowledge of your experience related to work providing consultation services in connection with similar projects and governmental regulations relating to Dams and Reservoirs in New Jersey;
8. Service Provider's ability to provide services in a timely fashion;
9. Compensation proposal, including, where applicable, the rates and time estimates, all expenses, and where appropriate, total cost or "not to exceed" amount; and
10. Any other information, which the Service Provider deems helpful or relevant.
11. N.J. Business Registration Certificate.

+/1 Affirmative Action compliance documentation or Service Providers (attached).

The selection criteria to be evaluated in awarding the Contract shall consist of the following:

- +1 Experience and reputation in the field;
- /1 Qualifications of the individual(s) who will perform the tasks and the amounts of their respective participation;
- 31 Knowledge of Weehawken Township, and of matters concerning Weehawken Township, and of the subject matter to be addressed under the Contract.
- .1 Availability to attend any required meetings and to attend to any and all other matters as requested by Weehawken Township from time to time.
- =1 Availability of personnel and other resources to provide such services in a timely fashion, including staffing and familiarity with the subject matter.
- @1 Compensation proposal.
- >1 Other factors if demonstrated to be in the best interests of Weehawken Township.

The Contract will be awarded based on the most advantageous responses, price and other factors considered. The Township reserves the right to reject all proposals if deemed by the Township, in its sole discretion, to be in the best interests of the Township.

By-order of James V. Marchetti,  
Jr., Weehawken Township Manager.