

February 12, 2018  
Township of Cedar Grove  
525 Pompton Ave Cedar Grove, New Jersey 07009

#### Notice of the Solicitation of Qualifications for Professional Services

Under a Fair and Open Process please be advised the Township of Cedar Grove is accepting sealed proposals for professional engineering design services for the rehabilitation of one (1) potable water storage tank – VFW Tank (500,000 gallons). **The first phase (Phase 1)** shall include the preparation of field information, including flow tests, and any other relevant data shall be collected by the design firm. The Township water department will assist in operating the hydrants and supplying any existing information on file. Part of the design of the tank rehabilitation shall include the use of the Township’s water system model to determine the method of placing the tanks out of service while still maintaining adequate domestic and fire protection flow throughout the system. **A total Lump Sum price shall be submitted for this phase.**

**Phase II** shall include development of plans, bid specifications, and contract documents (12 sets) for bidding and construction in accordance with applicable state (NJ Local Public Contracts Law) and federal laws, and in accordance with NJDEP’s potable water requirements. The plans and specifications shall provide all necessary information for the complete removal and proper disposal of existing paint systems, repair to any worn or defective materials of the tanks, and the application of new paint system for a complete tank rehabilitation process. The specifications shall direct that all labor, materials and any items necessary and incidental to the complete the work shall be included in the price bid for the work. Prospective providers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27; and with P.L. 2001, C. 134 (C.52:32-44 et al) by submitting a copy of their Business Registration Certificate (BRC) with their proposal. **A total Lump Sum price shall be submitted for this phase.**

**Phase III** shall include placing the plans and specifications out to bid, addressing any questions and/or addendums arising during the bid process, attending the bid opening, reviewing the bid documents and recommending award of the project. **A total Lump Sum price shall be submitted for this phase.**

**Phase IV** shall include engineering inspection of the rehabilitation work from start to completion. Log sheets detailing the day’s activities as well as photos shall be included in the inspection services. Any issues arising during the rehabilitation process shall be brought to Township officials’ attention and assistance shall be provided with compiling a solution. A detailed report with photos shall be submitted to the Township upon completion. **A total Lump Sum price shall be submitted for this phase.**

**A lump sum cost or rate with a maximum dollar amount not to exceed** shall be provided for each phase of work. The final bid documents shall be completed within 60

days of signing contract. Included in the prices bid and as part of the scope of work one (1) meeting at Town Hall shall be included to discuss the plans and specifications at 90% completion.

Proposals shall be submitted to the Kathy Stutz, Township Clerk, Township of Cedar Grove, 525 Pompton Avenue, Cedar Grove, N.J. 07009 during normal business hours (Mon – Fri, 8:30am-4:30pm), no later than Thursday March 29, 2018 at 10:00 a.m. at which time sealed proposals will be opened. **The submitted packets shall be clearly labeled with the Project Name.**

Proposals will be evaluated on the basis of the most advantages to the Township of Cedar Grove, all factors considered.

The evaluation will consider:

1. Experience and reputation in the field.
2. Knowledge of the Township of Cedar Grove and subject matter addressed under the contract.
3. Availability to attend any required meetings.
4. Compensation proposal.
5. Other factors if demonstrated to be in the best interest of the Township of Cedar Grove.

Contracts will be awarded as provided by law at public meetings. This proposal is being solicited through a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.