

**BOROUGH OF BLOOMINGDALE
101 HAMBURG TURNPIKE
BLOOMINGDALE, NJ 07403
MAYOR JONATHAN DUNLEAVY
GLENN SCHIFFMAN COUNCIL PRESIDENT**

**REQUEST FOR QUALIFICATIONS AND RATES FOR 2012
(FAIR AND OPEN PUBLIC SOLICITATION PROCESS
IN ACCORD WITH N.J.S.A. 19:44A-20.4 et seq)
PLANNING BOARD ENGINEER**

ISSUE DATE: January 17, 2012

DUE DATE: February 17, 2012, 10:00 AM

Proposals shall be submitted to Alan Gundersen, Chairman of Planning Board for the Borough of Borough of Bloomingdale, 101 Hamburg Turnpike, Bloomingdale, NJ 07403 no later than 10:00am February 17, 2012

NOTE: The Borough of Bloomingdale will consider proposal Statements only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for proposals.

GLOSSARY

The following definitions shall apply to and are used in this Request for proposals:

“Borough”- refers to Borough of Bloomingdale.

“Proposal Statement” – refers to the complete responses to this RFP submitted by the Respondents.

“Qualified Respondent” – refers to those Respondent(s) who (in the sole judgment of the Planning Board for the Borough) have satisfied the qualification criteria set forth in this RFP.

“RFP” – refers to this Request for proposals, including any amendments thereof or supplements thereto.

“Respondent” or “Respondents” – refers to the interested firm(s) that submit a PROPOSAL Statement(s).

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Borough of Bloomingdale Planning Board is soliciting Qualifications Statements from interested persons and/or firms for the provision of engineering services, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Borough with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Borough will consider only from firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the Planning Board). The Board intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Planning to provide the greatest benefit to the taxpayers of Bloomingdale.

1.2 Procurement Process and Schedule.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et.seq. The selection is subject to the “New Jersey Local Unit Pay-To-Play” Law, N.J.S.A. 19:44A-20.4 et.seq., however. The Planning Board has structured a procurement process that seeks to obtain the best services on behalf of the Borough while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ Qualification Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the Planning Board and its legal and/or financial advisors (collectively, the “members”). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Under no circumstances will a member of the review team review responses to an RFQ for a job which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and

experience of each Respondent, the Planning Board will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Planning Board) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Planning Board.

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Planning Board reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed to the Borough's Designated Contact Person, in writing.

Designated Contact Person:

Mr. Alan Gundersen
Chairman of Bloomingdale Planning Board
101 Hamburg Turnpike
Bloomingdale, NJ 07403

Qualification Statements must be submitted to, and be received by, the Borough, via mail or hand delivery, by 10:00 AM Prevailing Time on February 17, 2012. Qualification Statements will not be accepted by facsimile transmission or e-mail.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE

	ACTIVITY	DATE
1.	Issuance of Request for proposal	<u>January 17, 2012</u>
2.	Receipt of proposal statements	<u>February 17, 2012</u>
3.	Review by committee and recommendation for appt.	<u>March 15, 2012</u> Regular Meeting

Section 1.3 Conditions Applicable to RFQ.

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute an RFP
- This RFQ does not commit the Planning Board to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The Planning Board reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement.
- The Planning Board reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.

- The Planning Board reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- All Qualification Statements shall become the property of the Planning Board and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Planning Board (in the exercise of its sole discretion) in accordance with law.
- The Planning Board may request Respondents to send representatives to the Borough for interviews.
- Any and all Qualification Statements not received by the Planning Board Secretary by 10:00 a.m. Prevailing Time on February 17, 2012 will be rejected.
- Neither the Planning Board, nor their respective staffs, consultants or advisors (including but not limited to the Reviewing members) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

Section 1.4 Rights of Planning Board.

The Planning Board reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.

- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the Planning Board deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion). If terminated, the Planning Board may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Planning Board shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

1.5 Addenda or Amendments to RFQ.

During the period provided for the preparation of responses to the RFQ, the Planning Board may issue addenda that modify supplement or amend the provisions of this RFQ. Those addenda will be noticed by the Planning Board and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

1.6 Cost of Proposal Preparation.

Each proposal and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Planning Board, the Borough, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

1.7 Proposal Format.

Responses should cover all information requested in the Questions to be answered in this RFQ.

Responses which in the judgment of the Planning Board fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2

SCOPE OF SERVICES

It is the intent of the Planning Board to solicit Qualification Statements from Respondents that have expertise in the provision of professional services- Planning Board Engineer. Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

SECTION 3

SUBMISSION REQUIREMENTS

Section 3.1 General Requirements.

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Section 3.2 Administrative Information Requirements.

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of this Qualification Statement.
2. An executed Letter of Qualification (See Appendix A to this RFQ).

3. Name, address and telephone number of the firm or firms submitting the Qualification Statement pursuant to this RFQ, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
 - a) Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" mean persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
 - b) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
 - c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
5. An executed Letter of Intent (See Appendix B).
6. The number of years your organization has been in business under the present name.
7. The number of years the business organization has been under the current management.

8. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
9. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
10. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
11. Confirm appropriate federal and state licenses to perform activities (i.e.-Business Registration Certificate, etc.)

Section 3.3 Professional Information Requirements.

12. A narrative statement of the Respondent's understanding of the Planning Board's needs and goals, and how it would be able to meet the requirements in the scope of service.

13. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:

1. Description and scope of work by Respondent.
2. Name, address and contact information of references.
3. Explanation of perceived relevance of the experience to the RFQ.

14. Describe the services that Respondent would perform directly.

15. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.

16. Does the Respondent normally employ union or non-union employees?

17. Resumes of key employees.

18. List all immediate relatives of Principal(s) of Respondent who are Township employees or elected officials of the Township.. For purposes of the above, “immediate relative” means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1 Submission of Qualification Statements.

Respondents must submit an original and five (5) copies of their Qualification Statement to the Designated Contact Person:

Mr. Alan Gundersen
Chairman of Bloomingdale Planning Board
101 Hamburg Turnpike
Bloomingdale, NJ 07403

Qualification Statements must be received by the Planning Board Secretary no later than 10:00 am (prevailing time) on February 17, 2012 and must be mailed or hand-delivered. Qualification Statements forwarded by facsimile or e-mail will not be accepted.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound, and signed and acknowledged by the Respondent.

SECTION 5

EVALUATION

The Planning Board's objective in soliciting Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of Bloomingdale. The Planning Board will consider Qualification Statements only from firms or organizations that, in the Planning Board's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Borough in the manner described in this RFQ.

Proposals will be evaluated by the Planning Board on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Borough and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Borough;
4. Ability to meet timeframes for completion of projects or services as set by the Planning Board
5. Compensation information.
6. Other factors demonstrated to be in the best interest of the Borough.

SECTION 6

6.1 INSTRUCTIONS AND DUE DATE

1. Proposal statements must be submitted in SEALED ENVELOPE and be received by the Planning Board Secretary office via mail or hand delivery by 10:00am prevailing time on Friday **February 17, 2012..** Proposal statements will NOT be accepted via facsimile or e-mail.
2. All submissions must be accompanied by a stockholder disclosure statement N.J.S.A. S.A. 52:25-24.2(P.L.1977 c33).
3. Respondents must submit an original and two (2) copies of their proposal statement and submission to the designated contact person or his designee.

APPENDIX A

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

Chairman of the Planning Board Alan Gundersen
Borough of Bloomingdale [insert date]
101 Hamburg Turnpike
Bloomingdale, NJ 07403

Attn: Alan Gundersen, Chairman

Re: [insert title of RFP]

Dear Mr. Gundersen

The undersigned, as Respondent, has submitted the attached proposal statement in response to a Request for proposals (RFP), issued by the Bloomingdale Planning Board ("Borough"), dated [insert date], in connection with the services set forth above.

(Name of Respondent) HEREBY STATES:

1. The proposal statement contains accurate, factual and complete information. We affirm that the contents of our proposal statement (which proposal statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the proposal statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of the undersigned Respondent.

2. The undersigned Respondent is interested in being invited to respond to the Planning Board's request for proposals (RFP). It is the intent of Respondent, to complete and submit a proposal statement for the provision of the services set forth above and to enter into a contract for said services if selected and awarded a contract by the Bloomingdale Planning Board.

3. The undersigned Respondent agrees to participate in good faith in the procurement process as described in the RFP and to adhere to the Bloomingdale Planning Board Procurement schedule.

4. The undersigned Respondent agrees that all costs incurred by it (them) in connection with the preparation and submission of the proposal statement submitted in response to the RFP, or any negotiation which results there from shall be borne exclusively by the Respondent.

5. The undersigned Respondent hereby declares that the only persons participating in this proposal statements as Principals are named herein and that no person other than those herein mentioned has any participation in this proposal statement or in any contract to be entered into with respect thereto. Additional person may subsequently be include as participating principals, but only if acceptable to the Bloomingdale Planning Board. The undersigned Respondent further declares that this proposal statement is made without

connection with any other person, firm or parties who has submitted a proposal statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. The undersigned Respondent acknowledge and agrees that the Bloomingdale Planning Board may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Bloomingdale Planning Board shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

7. The undersigned Respondent acknowledges that any contract executed with respect to the provision of the above referenced services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

8. The undersigned Respondent acknowledges and agrees that it will be obligated to satisfy the requirements set forth in this RFP at the time of submission of its proposal statement. The Respondent hereby states that (as of the date hereof) it has a reasonable expectation that it will be able to satisfy such criteria and requirements as of the date of its submittal.

[Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.]

(Signature of Chief Executive Officer)

(Typed name and Title)

Typed name and Firm

Date

(If a joint venture, partnership or other formal organization is submitting a proposal statement, each participant shall execute this Letter of Intent.)

APPENDIX A

LETTER OF QUALIFICATION

(Note: To be typed on Respondent’s Letterhead. No modifications may be made to this letter)

(insert date)

Attn: Mr. Alan Gundersen
Chairman of Bloomingdale Planning Board
101 Hamburg Turnpike
Bloomingdale, NJ 07403

Dear Mr. Gundersen:

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Borough of Bloomingdale Planning Board (“Borough”), dated February 17, 2012, in connection with the Planning Board’s need for Professional Services-Planning Board Engineer.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)	(Signature of Chief Financial Officer)
_____	_____
(Typed Name and Title)	(Typed Name and Title)
_____	_____
(Type Name of Firm*)	(Type Name of Firm)*
_____	_____
Dated: _____	Dated: _____

*If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

APPENDIX B

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter).

(insert date)

Attn: Mr. Mr. Alan Gundersen
Chairman of Bloomingdale Planning Board
101 Hamburg Turnpike
Bloomingdale, NJ 07403

Dear Mr. Gundersen:

The undersigned, as a Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Bloomingdale Planning Board ("Borough"), dated January 17, 2012, in connection with the Planning Board's need for Professional Services-Planning Board Engineer.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agree) to participate in good faith in the procurement process as described in the RFQ and to adhere to the Planning Board's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results there from shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Planning Board for the Borough. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
5. (Name of Respondent) acknowledges and agrees that the Planning Board may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any

case, the Planning Board shall have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

6. (Name of Respondent) acknowledges that any contract executed with respect to the provision of (insert services) must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Type Name of Firm)*

Dated: _____

*If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.

INTRODUCTION AND GENERAL INFORMATION

1. delivery of deliverables?
2. Does the firm document prior municipal/State experience?
3. Does the firm document its availability to attend all scheduled/required public and special meetings?
4. To what extent does the firm rely on in-house resources vs. contracted services?
5. Is there the availability of in-house and contract resources documented?
6. Documentation of experience in performing similar work by employees?
7. Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
8. Does the vendor demonstrate cultural sensitivity in hiring and training staff?
9. Does the firm have Municipal land use experience?

10. Does your firm have a planner on staff?
11. Is your firm familiar and have direct experience with the Highland Commission?
12. Is your firm familiar with the Borough of Bloomingdale Municipal Codes?

5.1.1 Cost Criteria:

1. Relative Cost – How does the cost compare to other similarly scored proposals?
2. Full Explanation – Is the price and its component charges, fees, etc., adequately explained and documented?
3. Does the proposal include quality control and assurance programs?
4. Does the firm have the sufficient financial resources to meet its obligations?

All awards are and shall be subject to the availability of funds for the professional services in the 2012 Temporary and/or Final Budgets.

SECTION 6

6.2 INSTRUCTIONS AND DUE DATE

4. Proposal statements must be submitted in SEALED ENVELOPE and be received by the Borough Administrators office via mail or hand delivery by 10:00am prevailing time on **Friday, February 17, 2012..** Proposal statements will NOT be accepted via facsimile or e-mail.
5. All submissions must be accompanied by a stockholder disclosure statement N.J.S.A. S.A. 52:25-24.2(P.L.1977 c33).