

**TOWNSHIP OF BURLINGTON
851 Old York Road
Burlington, New Jersey 08016**

PUBLIC NOTICE

NOTICE OF REQUEST FOR PROPOSALS FOR A PROFESSIONAL SERVICE

Please be advised that the Township of Burlington will be accepting proposals for the following:

Preliminary Cost Analysis for Water Treatment Modifications for PFAs

To obtain a copy of the RFP, contact Stacey Schwoebel, 851 Old York Road, Burlington, NJ 08016, telephone number (609) 239-5831 or email svail@twp.burlington.nj.us.

Sealed proposals will be opened on **Thursday, February 17th (2022) at 2:00 p.m.** by the Township Engineer at the Burlington Township Municipal Building, 851 Old York Road, Burlington Township, NJ 08016. Proposals received after this time will not be accepted. Proposals shall be labeled “RFP for Preliminary Cost Analysis for Water Treatment Modifications for PFAs” marked on the outside.

Respondents are required to comply with the requirements of N.J.S.A 10:5-31 et seq. and P.L. 1975, c. 127 (N.J.A.C.17:27), Affirmative Action Requirements, (N.J.A.C. 52:25-24.2) Statement of Ownership, (N.J.S.A 52:32-44) New Jersey Business Registration and Disclosure of Investments in Iran (Public Law 2012, c.25).

The award of contracts for providing the above will be made at a regular meeting of the Mayor and Council, who reserve the right to waive formalities and accept or reject any part or all of the submitted proposals as they may determine to be in the best interest of the Township of Burlington.

Stacey M. Schwoebel, QPA
Purchasing Agent

**BURLINGTON TOWNSHIP
REQUEST FOR PROPOSALS**

Preliminary Cost Analysis for Water Treatment Modifications for PFAs

The following process is designed to find qualified service providers in a fair and open manner for the provision of professional or other service contract based on qualifications, merit and cost effectiveness. The general requirements set forth below must be met in order for any proposer to be considered to provide such services, exempt from public bidding pursuant to N.J.S.A. 40A: 11-5 and within the scope of N.J.S.A. 19:44A-20.5 et seq., to the Township.

Response to the Request for Proposal (RFP) shall be used to determine whether the costs or fees proposed to provide the services are fair and reasonable, both in terms of the Township's budgetary interest, the general market rate for the requested services, and the level of experience, breadth of services, and expertise of the proposer.

Appointment shall end upon payment of the Proposer's final invoice.

Submissions:

Submission shall address how the proposer meets the qualifications for the desired position. Proposer to provide a single, lump sum (not to exceed) price for the professional services described herein.

1. Please submit two (2) copies of your proposal to the Township Engineer at the address listed below:
Mailing/Physical Address:
Township of Burlington
Attn: Scott W. Hatfield, PE, CME
851 Old York Road
Burlington, NJ 08016
2. Proposers will be required to include the following with its submission:
 - a. New Jersey State Business Registration
 - b. Non-Collusion Affidavit
 - c. Affirmative Action Document – “For Goods and Professional Services”
 - d. Statement of Ownership (N.J.A.C. 52:25-24.2)
 - e. Disclosure of Investments in Iran (Public Law 2012, c.25)
3. **Submissions must be received no later than Thursday, February 17th at 2:00 p.m.** Late submissions will not be accepted or considered. The Township assumes no responsibility for submissions misdirected in delivery or delayed in transmission.
4. The Township reserves the right to conduct an interview or interviews with the proposer to discuss the scope of the project as outlined in its proposal.
5. Proof of Insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township will be required prior to the award of any contract.

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6. All awards are subject to availability of funds. Acceptance of a contract will be by resolution acted on by the Township Council at a Township meeting.

By submitting a proposal, the proposer agrees and understands that the Township reserves the right and may exercise at its sole discretion the following rights and options with respect to this RFP:

- To accept or reject any or all proposals;
- To amend this RFP;
- To issue additional solicitations for proposals;
- To waive any irregularities in proposals should it be in the best interest of the Township;
- To enter into an agreement for only portions (or not enter into an agreement for any) of the services contemplated by the proposals;
- To select the proposal that best satisfies the interests of the Township

Evaluation:

The following criteria, not necessarily listed in the order of importance, will be used to review the proposals. The Township reserves the right to weigh its evaluation criteria in any manner it deems appropriate for the best interest of the Township:

- Experience and reputation in the field
- Qualification of individual(s) who will perform the service or activity
- Knowledge of the Township and the subject matter to be addressed by the contract
- Availability to accommodate and required meetings
- Compensation proposal
- Other factors, if demonstrated to be in the best interest of the Township

Disclaimer:

The contents and information provided in this Request for Proposals (RFP) is meant to provide general information to interested parties. The successful Proposers shall be required to execute an Agreement with the Township that will govern the rights, duties and obligations between the Township and the successful Proposer. Accordingly, the terms set forth within this request for proposals shall not constitute any Contract between the Township and the successful proposer. Moreover, the Township accepts no responsibility for any omissions or deletions relating to this RFP. However, the successful proposal will become part of the Agreement.

The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

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REQUEST FOR PROPOSALS**

Requirements to Qualify:

A consultant, firm or combination thereof wishing to submit a proposal must include the following in their response:

1. A brief history of the proposing entity, including general background, knowledge of development potential for large sites.
2. Resumes of the personnel assigned to the project.
3. A statement sustaining the resources of the proposing entity and the ability to carry out the scope of work.
4. Proposed fee.
5. References including contact information for at least two organizations to which the consultant has provided this type of service.

Scope of Services: Refer to Pages 5 & 6