

**EXHIBIT “I”**  
**CITY OF SALEM**  
**REQUEST FOR PROPOSAL FOR THE POSITION OF**  
**MUNICIPAL WATER ENGINEER**

**Position and Term:**

The City of Salem requests proposals from New Jersey licensed engineers interested in serving in the position of “Municipal Water Engineer”. The term of the Contract shall be for 1 year commencing January 1<sup>st</sup>, 2018 and ending December 31<sup>st</sup>, 2018.

**Description of Services:**

Serve as Consulting Engineer for the Mayor and Common Council for the City of Salem.

Attends meetings with the City Council, City Officials or Mayor as requested. Interface with Water Superintendent on a daily basis to track and/or administer all projects.

Provides engineering, consulting and oversight for projects related to evaluating, maintaining and upgrading the City’s potable water infrastructure.

**Compensation:**

Compensation shall be based on a professional services contract to be negotiated by the City with the applicant deemed to be the most advantageous.

Compensation may be provided through the successful award of grants or loans to be applied for for water related projects.

**Minimum Requirements:**

Must be fully licensed and in good standing as a professional engineer in the State of New Jersey.

Engineer must hold T-4 and W-4 licenses for operations of water systems in the State of New Jersey.

If incorporated, the firm must hold a New Jersey Certificate of Authorization to practice engineering.

Must have a minimum of 5 years experience in municipal water related engineering projects.

Must carry minimum one million dollars professional liability insurance for errors and omissions.

**Fair and Open Process:**

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

In order to be considered applicants must submit their reply to the Office of the City Clerk at 17 New Market Street, Salem, New Jersey 08079 (phone # 856.935.0372) **on or before 11:00 a.m. on December 8, 2017**. At that time and place all proposals received shall be publically opened and announced by the City Clerk or his designee.

Proposals will thereafter be received by the Mayor and Common Council of the City of Salem, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions(if any set forth below); (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the City of Salem and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the City; (v) availability to accommodate meeting and interface requirements with the Mayor and City Council and City Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the City; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The City reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the City.

The City's determination of the applicant who is most advantageous to the goals and objectives of the City, shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any City Official , Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to

cause or influence, any City Official, Officer or employee to secure unwarranted privileges or advantages.

**Qualification evaluation:**

1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the “Minimum Requirements” detailed above.
2. Please describe your experience with regard to ultra filtration water treatment plant design.
3. Please describe your experience with regard to the design of surface water treatment facilities for potable purposes.
4. Please describe your experience with regard to operation and management of water utility treatment plants and systems.