

EXHIBIT “K”
CITY OF SALEM
REQUEST FOR PROPOSAL FOR THE POSITION OF
MUNICIPAL ENVIRONMENTAL/WASTEWATER
ENGINEER

Position and Term:

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

Description of Services:

Serve as Consulting Environmental/Wastewater 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 Public Works Manager 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 wastewater 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 wastewater related projects.

Minimum Requirements:

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

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

Minimum of 5 years of experience in municipal wastewater related engineering projects.

Must have a minimum of 5 years relevant experience in interfacing with NJDEP on all permitting and other regulatory matters related to wastewater infrastructure and wastewater management planning.

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; (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 wastewater treatment plant evaluation design.
3. Please describe your experience with NJDEP permitting and wastewater management planning matters.
4. Please describe your experience in providing technical and regulatory support related to the operation and management of wastewater systems.
5. Disclose and describe if you or any member of your firm have ever had their license suspended or revoked in New Jersey or any other state.
6. What is the location of your Office? In Salem City; in Salem County or out of Salem County.
7. Describe the resources of your office. Include details of support staff. Include information on other qualified wastewater/environmental engineers in your office who would be available to City Officials in the event you were absent or unavailable.