OLDMANS TOWNSHIP

Salem County, New Jersey

REQUEST FOR PROPOSALS

Conflict Engineer Services

RFP ISSUE DATE

November 2, 2026

PROPOSALS DUE: December 1, 2026, at 12:00 PM (Noon), Eastern Time

CONTRACT TERM

January 1, 2027 – December 31, 2027

SUBMIT TO

Acting Township Clerk, Christine Pippet

Oldmans Township Municipal Building

40 Freed Road, Pedricktown, NJ 08067

CONTACT

856-299-0780

www.oldmanstownship.com

PURPOSE

The Township of Oldmans is soliciting proposals from qualified professional engineering firms licensed to practice in the State of New Jersey to serve as Conflict Engineer for the period of January 1, 2027, through December 31, 2027.

This Request for Proposals is being issued pursuant to the requirements of N.J.S.A. 19:44A-20.7 and N.J.S.A. 40A:11-5(1)(a)(i).

NOTICE TO PROPOSERS

Sealed proposals will be accepted until:

December 1, 2026, at 12:00 PM

at:

Oldmans Township Municipal Building
40 Freed Road
Pedricktown, NJ 08067

Proposals received after the deadline will not be considered.

Proposals shall be submitted in a sealed envelope clearly marked:

"RFP – CONFLICT ENGINEER SERVICES"

Submit:

- One (1) electronic copy on USB drive in PDF format.
- Six (6) hard copies.

SCOPE OF SERVICES

The Conflict Engineer shall:

- Provide professional engineering services to the Township when the Township Engineer or Planning Board/Land Use Board Engineer has a conflict of interest or is otherwise unable to serve.
- Review subdivision, site plan, variance, conditional use, redevelopment, and land development applications as assigned.
- Review zoning matters and provide technical comments when requested.

- Prepare engineering review reports and recommendations.
- Attend Township Committee, Planning Board/Land Use Board, or other municipal meetings as requested.
- Review stormwater management plans, drainage reports, utility plans, grading plans, and related engineering submissions.
- Review performance guarantees, maintenance guarantees, inspection escrows, and developer escrow accounts.
- Perform inspections related to development projects and municipal improvements.
- Provide engineering testimony during public hearings.
- Coordinate with municipal professionals, including the Township Engineer, Board Engineer, Planner, Solicitor, Construction Official, and Zoning Officer.
- Assist with capital projects, infrastructure improvements, grant-funded projects, and redevelopment matters when assigned.
- Provide engineering services related to roads, drainage, stormwater, water, sewer, and public improvements as requested.
- Perform such additional engineering services as may be requested by the Township.

SUBMISSION REQUIREMENTS

Each proposal shall include:

1. Name, address, telephone number, and email address of the firm.
2. Qualifications and experience in municipal engineering and land development review.
3. Description of experience representing New Jersey municipalities, planning boards, zoning boards, or land use boards.
4. Identification of the engineer who will serve as Conflict Engineer.
5. Qualifications and resumes of key personnel assigned to the Township.
6. Three municipal references.
7. Description of the firm's approach to providing conflict engineering services.
8. Proposed fee schedule, including:

    - Hourly rates;
    - Meeting attendance rates;
    - Application review rates;
    - Inspection rates;
    - Rates for special projects.
9. Disclosure of any actual or potential conflicts of interest.
10. Proof of professional liability insurance.

EVALUATION AND SELECTION

Proposals will be evaluated based upon:

- Qualifications and experience.
- Municipal engineering experience.
- Experience serving as a conflict engineer for municipalities.
- Qualifications of assigned personnel.
- Availability and responsiveness.
- References and past performance.
- Cost effectiveness.

The Township reserves the right to request additional information, conduct interviews, and select the proposal determined to be in the best interest of the Township. The lowest fee proposal will not necessarily be selected.

The appointment shall be made by resolution of the Township Committee.

REQUIRED DOCUMENTS

The successful proposer shall provide all documents required by law, including:

- New Jersey Business Registration Certificate.
- Ownership Disclosure Certification.
- Non-Collusion Affidavit.

- Certificate of Insurance.
- Affirmative Action documentation.
- Professional Engineering License.
- Any additional forms required by the Township or State of New Jersey.

CONTRACT TERM

The contract shall be for the period of:

January 1, 2027, through December 31, 2027

Any reappointment shall be subject to approval by the Township Committee and permitted by law.

COMPENSATION

The proposal shall clearly identify all fees and charges, including:

- Principal Engineer Rate
- Project Engineer Rate
- Meeting Attendance Rate
- Application Review Rate
- Zoning Review Rate
- Variance Review Rate
- Inspection Rate
- Redevelopment Review Rate
- Reimbursable Expenses
- Any Other Fees

QUESTIONS

Questions regarding this RFP shall be directed to:

Christine Pippet, Acting Township Clerk
Township of Oldmans
40 Freed Road
Pedricktown, NJ 08067
Phone: (856) 299-0780

Any addenda issued for this RFP will be posted on the Township website.

RESERVATION OF RIGHTS

The Township reserves the right to:

- Reject any or all proposals.
- Waive minor informalities.
- Request additional information from proposers.
- Conduct interviews.
- Negotiate contract terms as permitted by law.
- Make an award in the best interest of the Township.

PROPOSAL CERTIFICATION

Firm Name: _____

Address: _____

Telephone: _____

Email: _____

Authorized Representative: _____

Signature: _____

Date: _____

FEE PROPOSAL

Principal Engineer Rate: $_____

Project Engineer Rate: $_____

Meeting Attendance Rate: $_____

Application Review Rate: $_____

Zoning Review Rate: $_____

Variance Review Rate: $_____

Inspection Rate: $_____

Redevelopment Review Rate: $_____

Other Fees: $_____

Reimbursable Expenses: _____

Additional Comments: _____

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