OLDMANS TOWNSHIP

Salem County, New Jersey

REQUEST FOR PROPOSALS

Township Engineer

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 Township 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).

The Township seeks a qualified engineering firm to provide general municipal engineering services, consulting services, infrastructure planning, construction administration, grant assistance, and technical support to Township officials and staff.

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 – TOWNSHIP ENGINEER SERVICES"

Submit:

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

SCOPE OF SERVICES

The Township Engineer shall:

- Serve as the principal engineering consultant to the Township.
- Attend Township Committee meetings, workshops, and special meetings as requested.

- Provide engineering advice and recommendations to the Township Committee, Township Clerk, Construction Official, Public Works Department, Water Department, and other municipal officials.
- Review and prepare engineering reports, studies, plans, specifications, estimates, and bid documents.
- Assist with capital improvement planning and budgeting.
- Prepare cost estimates for municipal projects and improvements.
- Provide engineering services for roads, drainage facilities, stormwater systems, water systems, sanitary sewer facilities, municipal buildings, and other public infrastructure.
- Review and administer public improvement projects.
- Perform construction observation and inspection services for municipal projects.
- Review subdivision, site plan, variance, redevelopment, and land development applications as requested by the Township.
- Review performance guarantees, maintenance guarantees, inspection escrows, and developer agreements.
- Assist with grant applications, grant administration, and project funding opportunities.
- Coordinate with NJDOT, NJDEP, Salem County, FEMA, USDA, DCA, and other governmental agencies.
- Assist with regulatory compliance matters and permit applications.
- Provide engineering services related to municipal water utility operations, water main improvements, emergency water repairs, and utility infrastructure.
- Assist with emergency response and public infrastructure failures as requested.
- Coordinate with Township professionals, including the Solicitor, Planner, Auditor, Risk Management Consultant, and Land Use Board professionals.
- Perform such other engineering services as may be requested by the Township Committee.

SUBMISSION REQUIREMENTS

Each proposal shall include:

1. Name, address, telephone number, and email address of the firm.
2. Description of qualifications and experience providing municipal engineering services.
3. Experience representing New Jersey municipalities.
4. Identification of the engineer who will serve as Township 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 Township engineering services.
8. Description of available staffing and response capabilities.
9. Proposed fee schedule, including:
    - Hourly rates;
    - Meeting attendance rates;
    - Inspection rates;
    - Grant administration rates;
    - Rates for special projects.
10. Disclosure of any actual or potential conflicts of interest.
11. Proof of professional liability insurance.

EVALUATION AND SELECTION

Proposals will be evaluated based upon:

- Qualifications and experience.
- Municipal engineering experience.
- Qualifications of assigned personnel.
- Availability and responsiveness.

- Experience with municipal infrastructure, water utility, drainage, and roadway projects.
- 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
- Resident Engineer Rate
- Engineering Technician Rate
- Meeting Attendance Rate
- Construction Inspection Rate
- Grant Administration Rate
- GIS/Mapping Rate (if applicable)
- Emergency Response 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: $_____

Resident Engineer Rate: $_____

Engineering Technician Rate: $_____

Meeting Attendance Rate: $_____

Construction Inspection Rate: $_____

Grant Administration Rate: $_____

GIS/Mapping Rate: $_____

Emergency Response Rate: $_____

Other Fees: $_____

Reimbursable Expenses: _____

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