OLDMANS TOWNSHIP

Salem County, New Jersey

REQUEST FOR PROPOSALS

Utility Mark-Out 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 firms to provide Utility Mark-Out Services 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 contractor to locate and mark Township-owned underground utilities and facilities in response to New Jersey One Call requests and emergency situations.

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 – UTILITY MARK-OUT SERVICES"

Submit:

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

SCOPE OF SERVICES

The Utility Mark-Out Contractor shall:

- Provide utility locating and mark-out services for Township-owned utilities and infrastructure.
- Respond to all New Jersey One Call System locate requests affecting Township facilities.

- Locate and mark municipal water mains, water services, valves, hydrants, sewer mains, force mains, storm drainage facilities, and other Township-owned underground utilities.
- Provide emergency utility locating services as needed.
- Maintain compliance with the New Jersey Underground Facility Protection Act and all applicable regulations.
- Utilize appropriate utility locating equipment and industry-standard marking practices.
- Maintain records of all locate requests and mark-outs performed.
- Coordinate with Township staff, utility companies, contractors, and engineers as necessary.
- Respond to routine and emergency mark-out requests within required timeframes.
- Provide after-hours, weekend, and holiday emergency response services when necessary.
- Assist with utility infrastructure mapping and verification when requested.
- Notify the Township of damaged, exposed, or unsafe utility conditions discovered during field operations.
- Perform such additional utility locating 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 providing utility mark-out services.
3. Experience working with municipalities, utilities, or public agencies.
4. Identification of personnel assigned to the Township.
5. Description of utility locating equipment and technology utilized.
6. Three municipal or utility references.
7. Description of routine and emergency response capabilities.
8. Proposed fee schedule, including:

    - Routine mark-out rates;
    - Emergency mark-out rates;
    - Hourly rates;
    - Mapping and utility verification rates.
9. Disclosure of any actual or potential conflicts of interest.
10. Proof of insurance coverage.

EVALUATION AND SELECTION

Proposals will be evaluated based upon:

- Qualifications and experience.
- Experience providing utility locating and mark-out services.
- Municipal experience.
- Response times and availability.
- Qualifications of assigned personnel.
- References and past performance.
- Available equipment and technology.
- 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.
- Any utility locating certifications or qualifications.
- 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:

- Routine Mark-Out Rate
- Emergency Mark-Out Rate
- Hourly Rate
- After-Hours Response Rate
- Weekend/Holiday Response Rate
- Utility Mapping 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

Company Name: _____

Address: _____

Telephone: _____

Email: _____

Authorized Representative: _____

Signature: _____

Date: _____

FEE PROPOSAL

Routine Mark-Out Rate: $_____

Emergency Mark-Out Rate: $_____

Hourly Rate: $_____

After-Hours Response Rate: $_____

Weekend/Holiday Response Rate: $_____

Utility Mapping Rate: $_____

Other Fees: $_____

Reimbursable Expenses: _____

Additional Comments: _____

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