INSTRUCTIONS TO BIDDERS

REQUEST FOR QUALIFICATIONS AND PROPOSAL THE BOROUGH OF LAVALLETTE, COUNTY OF OCEAN, NEW JERSEY

2027 CALENDAR YEAR

BOROUGH ENGINEER

The Borough of Lavallette, located on a barrier island in Ocean County, New Jersey, is a municipality of approximately 2,850 residents, which expands to approximately 30,000 residents during the summer season. The Borough is requesting a statement of qualifications and a proposal from engineering firms qualified to provide municipal engineering services. The Borough is seeking an engineering firm, which can perform all the duties of the Borough Engineer, as described throughout this Request for Qualifications and Proposal as well as review of any proposals that are given by Mayor and Council. Sealed qualifications and proposal must be received by the Borough of Lavallette on or before **Friday, December 18, 2026, at 10:00 am by the Municipal Clerk. Proposals can be mailed or hand** delivered to Lavallette Municipal Clerk's Office, Attn: Donnelly Amico, Municipal Clerk, 1306 Grand Central Avenue, 1st floor, Lavallette, NJ 08735.

The award of the contract shall be made after evaluation, by resolution of the governing body at their Lavallette Reorganization Meeting in January.

NOTICE TO BIDDERS

- Bidders are cautioned to read these specifications carefully and to execute all required documents and sign their proposals. All prices must be written in ink or typewritten and signatures must be in ink. Failure to comply with the provisions of this notice will result in rejection of the qualifications and proposal.

- Qualifications and proposal shall be enclosed in a sealed envelope addressed to the Borough of Lavallette with the front of the envelope plainly marked with the name and address of the bidder and name of item being bid on. Eight (8) copies of bid forms properly signed and executed and eight (8) copies of all other documents are required. The required forms are enclosed for your convenience and MUST BE USED when submitting proposal.

- No proposals shall be accepted after the hour specified. Additional bid forms and instructions may be procured from the Municipal Clerk of the Borough of Lavallette.

- Any prospective bidder who wishes to challenge the bid specification shall file such challenge in writing with the Municipal Clerk no later than three (3) business days prior to the opening of the bids. Challenges filed after that time shall be considered void and having no impact on the Borough or the award of the contract.

GENERAL DESCRIPTION OF DUTIES

- The firm shall provide routine engineering services determined and authorized by the governing body or a designee.

- The firm shall attend council meetings at the discretion of the Mayor and Council.

- The firm shall perform engineering, bid preparation and review, inspection services, permit preparation, and surveying services for specific projects as authorized by the Mayor and Council in the area of roads, buildings, public works matters, water, sewer and electric utilities.

- The firm shall complete and submit grant applications as requested by the governing body.

- The firm shall provide services for the Planning Board including review of each application together with appropriate plans under the Borough's current land use regulations, the Municipal Land Use Law and any other related State and Federal applicable laws and submit a report to the Planning Board citing any requirements, deficiencies and any recommended actions.

- The firm shall also be available for any other special planning projects that may be requested by the Planning Board.

- The firm shall attend any Planning Board meetings if requested by the Planning Board.

REQUIRED QUALIFICATIONS

A resume of qualifications of the individual proposed to be Borough Engineer, along with that of the firm, shall be provided. At a minimum, individual / firm must have the following:

- Professional Engineer licensed in the State of New Jersey with a minimum of ten (10) years municipal engineering experience.

- In house licensed Land Surveyor and staff experienced in survey for municipal projects and in the preparation of tax maps for state certification.

- Experience in completing and coordinating various Local, State and Federal Grant/Loan Applications, Agreements, Reimbursements and Certifications.

- Experience on construction administration and inspection of municipal construction projects.

- Experience with Municipal Land Use Law for Planning Board applications.

- Quick response time to emergencies or special meetings is important. Provide information regarding the office location of the proposed Engineer and where the design service is performed.

- The firm shall maintain a minimum of $1,000,000 Professional Liability Insurance.

TERM OF CONTRACT

January 1st, 2027 through December 31st, 2027

PROPOSALS SHALL INCLUDE, AT A MINIMUM, THE FOLLOWING INFORMATION. All PROPOSALS MUST BE SUBMITTED IN THE FOLLOWING MANNER AND ORDER

- Section 1: Proposal Sheet – Cover sheets provided (pages 10 & 11)

- Section 2: Qualifications and Experience - Provide detailed information describing the firm's qualifications, experience and ability to provide municipal engineering services.

- Section 3: Hourly Rates - Submit hourly rates to be paid for all engineering and surveying services for various staff positions within firm, as well as, any addition fees to be charged (i.e. photocopying, telephone, facsimile charges, messenger services or any other necessary expenses). Any travel to any matter in Lavallette, including Borough Hall will not include a charge for travel (portal to portal) time. Any travel outside of Lavallette for engineering matters shall also not be charged a travel (portal to portal) fee. Thus, all travel time shall be without charge.

- Section 4: Hourly Rates – Submit hourly rates to be paid for all Planning Board services for various staff positions within firm, as well as, any additional fees to be charged.

- Section 5: Municipal Experience - Provide a list of all municipalities to which you or the firm currently serves or has served as Municipal Engineer.

- Section 6: References- Provide a minimum of two (2) references from current governmental clients.

- Section 7: Office Location - Provide information regarding the location of the office.

- Section 8: Ethics Violations or Judgments- Provide disclosure of any ethics violation complaints, either pending or judgment rendered against the engineering firm or any individual currently employed by the firm, by the Local Finance Board and/or a Municipal Ethics Board.

- Section 9: Mandatory Affirmative Action / Americans with Disabilities
  All professional service agreements must, in addition to any other statutory requirements, include or have attached thereto:

  - Mandatory Affirmative Action Language for Goods and Services Contracts. The Affirmative Action Agreement is included in the bid packet and must be executed and submitted with the qualifications and proposal.

  - Mandatory Americans with Disabilities Act Language. The Mandatory Americans with Disabilities Act Language Certification is included in the bid packet and must be executed and submitted with the qualifications and proposal.

- Section 10: New Jersey Business Registration Requirements – Business organizations or individuals doing business in New Jersey are required to register with the Department of the Treasury, Division of Revenue. Each bidder shall submit a copy of its Business Registration Certificate with its bid. **FAILURE TO SUBMIT A COPY OF THE REQUIRED BUSINESS REGISTRATION CERTIFICATE WITH THE BID SHALL RESULT IN BID REJECTION.**

  - The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

  - Before final payment on the contract is made by the Borough of Lavallette, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

  - For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with the Borough of Lavallette.

    A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L. 2001,c.134(N.J.S.A. 52:32-44et al.) or subsection e. or f. of section 92 of P.L.1997,c.110(N.J.S.A.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for penalty of $25 for each day of violation, not to exceed $50,000 for each business registration copy not properly provided under a contract with the Borough of Lavallette.

- Section 11: Other information:
  Provide any additional information believed pertinent to the award of a contract for municipal engineering service.

QUESTIONS / ADDITIONAL INFORMATION

Any requests for additional information desired regarding the furnishing of said qualifications and proposal must be obtained by email at damico@lavallette.org. All questions or requests for additional information must be submitted no later than Monday, December 7, 2026.

EVALUATION OF THE REQUEST FOR QUALIFICATION AND SELECTION

The Borough reserves the right to accept the submission deemed most advantageous, price and other factors considered, by the governing body of the Borough of Lavallette.

The following information will be taken into consideration during the evaluation process:

- Whether the applicant meets all qualifications and requirements identified in this Request for Qualifications and Proposal.

- The level of experience of the proposed firm in providing legal services to governmental entities.

- The professional reputation and familiarity with laws and regulations governing New Jersey local governments demonstrated by the applicant firm.

- The adequacy of the applicant firm's facilities and the proximity and accessibility of such firm to the Borough of Lavallette.

- The cost of providing basic hourly services. It should be noted that cost of services is important to the governing body, but it is not necessarily the most critical factor in evaluating the firm's suitability to serve as Borough Engineer for the Borough of Lavallette.

BOROUGH OF LAVALLETTE PROPOSAL SHEET

REQUEST FOR QUALIFICATIONS AND PROPOSAL
THE BOROUGH OF LAVALLETTE, COUNTY OF OCEAN, NEW JERSEY

BOROUGH ENGINEER

2027 CALENDAR YEAR

Company Name: _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

Schedule Attached: Yes _____ No _____
(Check One)

In accordance with the Instructions to Bidders and request for qualifications and proposal, the undersigned hereby certify that they have read and understand the same and propose to furnish the services as specified. The undersigned hereby certifies that this proposal is genuine and is made without collusion with any person, firm or corporation making a proposal for the same service.

Company _____

Address _____

_____

Telephone _____

Signature _____

Title _____

AFFIRMATIVE ACTION AGREEMENT

The Contractor here agrees that during the performance of an agreement with the Borough of Lavallette, it will in all respects comply with Chapter 127 of the Public Law of 1975 and further states agreement as follows:

A. The Contractor will not discriminate against any employee or applicant for employment because of his age, race, creed, color, national origin, ancestry, marital status or sex. The Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

B. The Contractor in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex.

C. The Contractor will send to each labor union or representative of workers with which he has a Collective Bargaining Agreement or other agreement or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

Company _____

Signature _____

Title _____

AFFIDAVIT FOR AFFIRMATIVE ACTION

STATE OF _____)
: SS.:
COUNTY OF _____)

_____being duly sworn, deposes and says that he/she resides at:

_____and that he/she is the _____of
(Title)

_____
(Partnership/Corporation)

who signed the above Proposal or Bid, that during the term of this contract, he will agree to the Plan for Affirmative Action as outlined in the NOTICE TO BIDDERS, and more particularly detailed in the contract documents.

_____
(Signature of Affiant)

Subscribed and sworn to before me this _____
day of _____, 2026

_____
(Notary Public)

AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals with Disabilities

The CONTRACTOR and the BOROUGH OF LAVALLETTE do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et. seq.) which prohibits discrimination based on disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the BOROUGH OF LAVALLETTE pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. If the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the BOROUGH OF LAVALLETTE in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the BOROUGH OF LAVALLETTE, its agents, servants and employees from and against all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay and all charges for legal services and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith.

The BOROUGH OF LAVALLETTE shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the BOROUGH OF LAVALLETTE or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the BOROUGH OF LAVALLETTE or its representatives.

It is expressly agreed and understood that any approval by the BOROUGH OF LAVALLETTE of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the BOROUGH OF LAVALLETTE pursuant to this paragraph

It is further agreed and understood that the BOROUGH OF LAVALLETTE assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the BOROUGH OF LAVALLETTE from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.
The BOROUGH OF LAVALLETTE does not discriminate based on handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The BOROUGH OF LAVALLETTE shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CRF, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

"The BOROUGH OF LAVALLETTE considers it to be a substantial conflict of interest for any company desiring to do business with the BOROUGH OF LAVALLETTE to be owned, operated or managed by any BOROUGH OF LAVALLETTE employee, nor shall any BOROUGH OF LAVALLETTE personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the BOROUGH OF LAVALLETTE".

I HEREBY CERTIFY COMPLIANCE WITH THE FOREGOING.

Partnership
The undersigned is a Corporation under the law of the State
Individual
of _____, having principal offices

at _____.

_____
NAME OF COMPANY, CORPORATION OR INDIVIDUAL
-Please Print-

SIGNED BY: _____

_____
-Print Name and Official Title-

ADDRESS: _____

_____
-Include Zip Code-

TELEPHONE: _____ E-MAIL ADDRESS_____

FEDERAL IDENTIFICATION NO._____