

**CITY OF BAYONNE
REQUEST FOR QUALIFICATIONS**

CONSULTANT POOL FOR SURVEYING SERVICES

NOTICE POSTED: NOVEMBER 21, 2024

DUE DATE: DECEMBER 10, 2024 @ 10:00 a.m. prevailing time

PUBLIC READING: All proposals/responses will be opened at the City Law Department, Room 15, on DECEMBER 10, 2024 @ 11:30 a.m.

TAKE NOTICE: The City of Bayonne, 630 Avenue C, Rm. 15, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the “Client/Owner,” “City of Bayonne” and/or “City”) is seeking Qualifications for Professional Services Providers (hereinafter referred to in this notice and the various submission documents as the “respondent,” “provider,” “contractor,” “submitting party,” “applicant,” “vendor,” “service provider,” and/or “professional service provider”) for the following professional services in accordance with a “fair and open” contracting process as defined in the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44-20.4 et seq.):

PROFESSIONAL SERVICE/TITLE SOUGHT:

CONSULTANT POOL FOR SURVEYING SERVICES

PURPOSE OF REQUEST

The City of Bayonne (the “City”) is requesting qualification statements from qualified firms to provide Professional Surveying Services. Responses will be evaluated in accordance with the criteria set forth in this Request for Qualifications (“RFQ”). The City may select one or more respondents to provide professional services as needed during the qualification term. The City Council will approve a resolution prequalifying selected firm(s), if any. Thereafter, the City may elect to award contract(s) for professional services to pre-qualified firms during the qualification term.

SCOPE OF SERVICES

The City seeks the services of a firm (or firms) with meaningful experience in providing surveying services for urban and waterfront municipalities. Services to be provided may include, but not be limited to, the following. Note that selected firms do not need to have experience in all of these types of projects.

- Topographic surveys (conventional and/or LiDAR)
- Cadastral surveys, including establishment of property boundaries, easements and rights of way
- Subsurface utility investigations, including ground penetrating radar
- Aerial photogrammetry
- Construction stakeout
- “As-Built” surveys and certifications.

CONTRACT TERM

The contract time period will be for a period not to exceed one (1) year commencing from the contract date.

GENERAL REQUIREMENTS

AT A MINIMUM, THE RESPONDING FIRM OR ENTITY:

1. Must be certified to provide surveying services in the State of New Jersey.
2. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the CITY OF BAYONNE.
3. Must maintain an office location in the State of New Jersey, preferably near The CITY OF BAYONNE.
4. Must have demonstrated experience and capability with the scope of services set out herein.
5. Must provide a "Statement of Qualifications" with content as compliant as possible to that expressed below. Non-compliant content may not be considered.

STATEMENT OF QUALIFICATIONS (SOQ)

Format

Respondents shall include a Statement of Qualifications on 8.5" x 11" paper with type size no smaller than 11 points for narrative sections (but may be reduced for captions, footnotes, etc., as required while still maintaining legibility). Responses should not include hyperlinks, QR codes, or similar, that link to websites or additional online resources in their SOQ. All content submitted for consideration must be printed in the SOQ and adhere to the page limits provided above.

Contents of Statement of Qualifications

A. Cover Letter

Cover letter should be signed by a person empowered to commit the company to a contractual arrangement with the City of Bayonne. Cover letter should include a succinct understanding of the scope of this RFQ, in bold.

B. Experience and Approach

Provide at least five (5) but no more than ten (10) project examples completed within the past five (5) years by your firm that were similar in scope to those possible under this RFQ. For each project, provide a brief project summary, the date services were performed, dollar value of the project, identify the owner, and include the name and phone number of the owner's representative. In addition, indicate which member(s) of your proposed project team had key roles in the projects, and what those roles were. Describe the general tasks required to fulfill project requirements and your firm's approach to completing those tasks.

C. Organization/Staffing Plan

1. Provide an organizational chart of the proposed staff, their roles and reporting relationships, including staff of any subconsultants and/or subcontractors.
2. For proposed subconsultants (if any), please provide the name of each company, the office location, contact name and telephone number, and the services to be provided.

D. Key Personnel

Provide resumes for key team members and their roles in the projects identified above.

E. Cost

Provide the hourly rates for personnel and other charges including reimbursable costs that would apply to the scope of services detailed herein.

INSURANCE AND INDEMNIFICATION:

The contractor shall be required to have the following insurance coverage. Said coverage or certification of ability to obtain said coverage immediately upon contract award, shall be applicable to this proposal and be made a part of the proposal documents:

Insurance Requirements:

Worker's Compensation Insurance

Worker's Compensation Insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6.

General Liability Insurance

The contractor shall furnish evidence to the City prior to commencement of the work that he/she or any of his/her subcontractors perform and will provide Standard Liability for any operations to be performed by contractor or subcontractors as follows: General liability insurance shall be provided with limits of not less than \$2,000,000 per occurrence / \$5,000,000 aggregate to be amended based upon the specific work and values involved.

Automotive Liability Insurance

Automotive liability insurance covering the contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000 for any one occurrence and \$2,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

Professional Liability Insurance

Professional liability insurance covering contractor for claims arising from its representation of the municipality with limits of not less than \$1,000,000 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force and effect during the life of the contract.

Certificates of the Required Insurance

Certificates of Insurance for those policies required shall be with an insurance company authorized to do business in the State of New Jersey and shall name the City as an additional insured.

Indemnification

The contractor shall indemnify, defend, and save harmless the City, at the contractor's own cost and expense, from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him/her, by reason of any act or omission of the said contractor, his agents or employees, in the delivery of goods or services, execution of the work, or in the guarding of it.

WORK PRODUCT/DELIVERABLES

All documents and writings necessary to render advice to the City and to represent the CITY OF BAYONNE in connection with surveying matters. All such work product shall be the property of the City of Bayonne.

OPRA COMPLIANCE

Records received, retained, retrieved, or transmitted under the terms of this contract and as a result of the "work" performed by contractor for or on behalf of the City may constitute public records as defined in N.J.S.A. 47.3-16, and are legal property of the City. The contractor(s) named in this contract must agree to administer and dispose of such records in compliance with the State's public record laws and associated administrative rules. In the event a claim is filed against the City with the Government Records Counsel or, in the Superior Court of New Jersey, or otherwise arising out of documents that Common were requested of the City or its contractor(s) under the Open Public Records Act or Law and the contractor(s) failed to provide the documents, the contractor(s) shall be responsible to defend, indemnify and hold the City harmless with respect to any such claims, fines or penalties imposed.

BASIS OF AWARD EVALUATION CRITERIA

An evaluation team will review all responses. The team will determine if the responses satisfy the Requirements, determine if a response should be rejected and then evaluate the responses based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on price and other factors.

Listed below are the criteria that the **CITY OF BAYONNE** will consider in the evaluation of each response. The arrangement of the criteria does not imply order of importance in the selection process. All criteria will be used to select the successful respondent.

1. Requirements
Possess the general requirements stated herein.
2. Understanding of the Requested Work
The responses will be evaluated for general compliance with instructions and requests issued in the request for qualifications (RFQ). Non-compliance with significant instructions shall be grounds for disqualification of responses.
3. Knowledge and Technical Competence

This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.

4. Management, Experience and Personnel Qualifications

Expertise of the respondent shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to those requested in this RFQ. In addition to relevant experience, respondents shall provide personnel qualifications in the Response/Proposal.

5. Cost

Price shall be based on rates set forth in the RFQ, as submitted in the cost proposal. Prices are firm for twelve (12) months. Any services not included as part of any resulting contract scope of services or cost proposal must be approved and authorized by the CITY OF BAYONNE before such work is initiated. The CITY OF BAYONNE shall pay for such approved services, at the rate or cost agreed upon between the CITY OF BAYONNE and contractor.

BE ADVISED THAT absent an express written notice to the contrary in the detailed requirements, all responses are:

1. To be submitted on "The Standardized Professional Service RFQ SUBMISSION FORMS," which can be accessed on the City of Bayonne website (<https://www.bayonnenj.org/Content/pdf/submission-forms.pdf>).
2. Are Subject to the Standardized "General Instructions, Submission and Selection Criteria for Professional Service Contracts". The above-mentioned standardized documents are available on the City of Bayonne Website (<http://www.BayonneNJ.org>) under the heading "RFQ – RFP's" by clicking on the link "Requirements for Submission," "Click here to view Requirements." and clicking on the links under Paragraphs No. 1 and No. 2. Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the City Law Department, 630 Avenue C, 1st Floor, Rm. 15, Bayonne, NJ 07002. The Law Department is open during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

SEALED RESPONSES SHALL INCLUDE:

1. The City's Standardized Professional Service RFQ SUBMISSION FORMS which include:
 - a. The "Proposal, Qualifications and Costs Submission Form" signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
 - b. A signed and notarized "Non-Collusion Affidavit."
 - c. A signed Disclosure of Ownership form.
2. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at "<http://www.state.nj.us/treasury/revenue/busregcert.htm>".
3. A copy of State of NJ, Department of the Treasury, Division of Revenue and Enterprise Services, Certificate of Good Standing. Information on this Certificate can be obtained on the web at <https://www.njportal.com/dor/businessrecords/>.

4. Disclosure of Investment Activities in Iran, available here:
[DisclosureofInvestmentActivitiesinIran.pdf \(nj.gov\)](#)
5. Certification of non-involvement in prohibited activities in Russia or Belarus. Respondents must complete the certification, available here:
6. [DisclosureofProhibitedActivitesinRussiaBelarus.pdf \(nj.gov\)](#)
7. Such other documents and materials as required herein or may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this RFQ.

SUBMISSION DEADLINE AND PUBLIC READING:

One (1) original and three (3) copies of sealed responses must be received in the Sealed proposals/responses must be received in the City Law Division, 630 Avenue C, 1st Floor, Room 15, Bayonne, New Jersey 07002 on or before the date and time (“due date” set forth in this notice (also referred to as the “submission deadline”). The City’s Law Director and/or his designated representative will receive submissions up to the submission deadline.

The City reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submissions that in its judgment is in the best interest of the City.

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John F. Coffey II, Esq., Law Director, City of Bayonne, 630 Avenue C, Rm. 15, Bayonne, NJ 07002