

PROFESSIONAL ENGINEERING SERVICES - Civil, Site, Environmental, Landscape

**SOMERSET HILLS SCHOOL DISTRICT
PUBLIC NOTICE**

The SOMERSET HILLS School District is seeking proposals for Engineering Services from July 1, 2024 through June 30, 2025. The understanding of the parties with respect to the services and fee arrangements is to be set forth in a formal agreement.

The Board reserves the right to reject any or all proposals and waive any informality in the process.

A. **BACKGROUND**

Somerset Hills Public School District (SHSD) is a regional school district serving students from Bernardsville, Far Hills, and Peapack-Gladstone, along with students from Bedminster who are sent to the district's high school as part of a sending/receiving relationship. Approximately 1,800 students are attending three schools; Marion T. Bedwell Elementary School, Bernardsville Middle School, and Bernards High School. There are approximately 290 staff members and an operating budget of \$46 million. Further information may be obtained by visiting the school district's website at <https://www.shsd.org>.

Proposers are advised that for any specific matter, the Board may retain the services of another Engineer.

Interested parties may attend a walk through scheduled for Wednesday, May 8, 2024, at 10:00 am starting at Administration Building, 25 Olcott Ave, Bernardsville, NJ 07924. Please contact Jaelyn Kacanski, Business Office Assistant at jkacanski@shsd.org, (908)204-1930 x1118 to confirm your attendance.

B. **SERVICE SPECIFICATIONS**

Scope of Service:

Somerset Hills School District, is requesting proposals from professional engineering firms able to provide a variety of engineering services (civil, site, environmental & landscaping) required by the district as needed. The engineering services desired include, but are not limited to preparation of plans, specifications and estimates of costs for construction projects, detailed studies on specific items, conducting investigations, preparation of reports, land surveying activities, construction inspection, and construction contract administration.

DESCRIPTION: Engineering and consulting services to be provided may include:

1. Preparation of plans and specifications for construction projects for a portion or the entire project. Services may include preliminary plans and cost estimates, necessary field work, drafting, design, surveying, bid assistance, construction inspection, and project management.
2. Preparation of specialized engineering studies on a variety of subjects including, but not limited to drainage studies, and construction feasibility studies.

3. Coordinate, facilitate and/or attend project-related meetings, such as pre-bid, preconstruction and project progress meetings.
4. Construction administration and engineering including, but not limited to review and approval of material submittals, daily construction observation and documentation, coordinating contractor's work and preparation of Engineer's Certificates.
5. Surveying activities including, but not limited to topographic survey, title search, easement legal description preparation, construction staking and cut-sheet preparation.

C. SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system, described below. The evaluation will be completed by a Selection Committee composed of administrators and board members from the district. The initial evaluation is to determine which, if any, Respondents are to be interviewed. During interviews, selected Respondent(s) will have the opportunity to discuss in more detail their qualifications, experience, proposed work plan, and fee proposal during the interview process. The interview shall consist of a presentation by the Respondent, including the person who will be the project manager on this Contract, followed by questions and answers. Consultants selected to do business with the district will be required to execute the standard Professional Services Agreement with the district (a sample agreement is included with this RFP).

D. MINIMUM INFORMATION REQUIRED EVALUATION CRITERIA

Respondents should organize Proposals into the following Sections: A. Professional Qualifications B. Past Involvement with Similar Projects C. Fee Proposal D. Appendices per checklist. The following Section describes the elements that should be included in each of these proposal sections and the weighted point system that will be used for evaluation of the proposals.

1. Professional Qualifications – 20 points
 1. State the full name and address of your organization.
 2. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Bios/resumes for those individuals within the firm that would be assigned to this project with an indication of the primary contact person. Qualifications and capabilities of any sub-consultants must also be included.
 3. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details which make the firm qualified for this work.
2. Past involvement with Similar Projects - 20 points The written proposal must include a list of specific experience in the project area and indicate proven ability in developing detailed designs and implementing similar projects for the firm and the individuals to be involved in the project. Include as a reference the contact person from the entity that the contract was with. Indicate the key personnel from your firm who worked on the project.
3. Fee Proposal - 40 points Fee proposals are to include the title, hourly rates, overhead factors, and any other details by which the overall and project element costs have been derived.

4. Additional Documentation- 20 points All forms delineated on the checklist must be submitted with the proposal.

E. PROPOSAL

The proposal shall include the following items:

1. Transmittal Letter: Each proposing Engineer shall submit a transmittal letter with their proposal that identifies the firm that is submitting the proposal and includes a commitment to provide services required by the SOMERSET HILLS School District.
2. Description of Services and Experience: All proposing Engineer should describe their practices and the services to be provided as well as acknowledge that they understand the scope of services sought by the Board. Provide sufficient information within your submission for evaluation. Information regarding your firm including ownership, list of major New Jersey educational clients and other pertinent information about your firm. Also please respond to the specific questions listed below:
 - a. Where is the firm headquartered? If the firm has multiple offices, from which office will the services for the district be provided?
 - b. How many years has the firm been practicing?
 - c. Provide a list of New Jersey School Districts for whom the firm has provided services, identifying any in Somerset County.
 - d. What is the firm's experience with Public School referendums?
 - e. Has the firm ever been released or terminated during its involvement from a project prior to completion? Please explain the circumstances including project name, location, dates, percent completion.
3. Names of individuals who will perform required tasks as well as the listing of their licenses, qualifications and experience. Identify persons who will serve as back up to the primary person including resumes of all parties.

Subcontracting; Assignment of Contract: No part of any work or services done for the Board may be subcontracted without first receiving written permission from the Board.

4. Fee structure: Submit hourly rates for all positions.

5. Documents:

Ownership Disclosure Statement
Non-Collusion Affidavit
C. 271 Political Contribution Disclosure Form
Contractor/Vendor Questionnaire/Certification
Affirmative Action Questionnaire, Affidavit and Exhibit A

New Jersey Business Registration Certificate
Certificate of Employee Information Report
Disclosure of Investment Activities in Iran
Certification of Non-Debarment (Prior to Award of Contract)

Please provide one original and one copies of your proposal.

D. INTERVIEW

The Board of Education reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Board reserves the right to request clarifying information subsequent to the submission of the proposal.

E. CONTRACT TERM

The initial term of the contract for Services shall be from July 1, 2024 through June 30, 2025 and may be renewed annually for two additional years.

F. SUBMISSION DEADLINE

PROPOSALS ARE TO BE SUBMITTED TO:

**Ms. Jinnee DeMarco
School Business Administrator/Board Secretary
25 Olcott Avenue, Bernardsville, NJ 07924**

BY: 11:00 a.m. PREVAILING TIME ON: TUESDAY, May 14, 2024

By mail, delivery service, or in person. Proposals that are submitted are to be sealed.

Proposals must be placed in a sealed envelope/package and marked as shown below on the front of the envelope/package. Proposals **must be** submitted in **duplicate** on the submittal forms as provided, and in the manner designated. The Board requires one original and one duplicate copy of the proposal package. The duplicate is necessary for processing the proposals. Respondents should also keep a complete copy of the proposal packet, exactly as submitted.

Envelope Label Information:

District:	Somerset Hills School District
Proposal No.:	RFP #2024-1
Services:	Architectural Services
Date:	May 14, 2024
Time:	11:00 a.m.
Respondent:	Name of Company
	Address City, State Zip

Failure to properly label the proposal envelope may lead to the rejection of the proposal!

The Board of Education does not accept electronic (e-mail) submission of bids or proposals.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

The Board of Education reserves the right to reject any or all proposals in whole.