

**Request for Proposals for the Position of Engineer for the Borough  
Of Bradley Beach Planning Board**

Date issued: April 22, 2013

Return Date & Time: May 10, 2013; no later than 12 noon

Return To: Mary Ann Solinski, Borough Clerk

Borough of Bradley Beach, 701 Main Street, Bradley Beach, NJ 07720

**FOR THE TIME PERIOD JULY 1, 2013 THROUGH JUNE 30, 2014**

The Borough of Bradley Beach Planning Board is soliciting proposals for the position of Planning Board Engineer to provide services to the Borough for all general engineering services related to the Planning Board. The Planning Board will select one qualified vendor for the position of Planning Board Engineer based upon a fair and open process, pursuant to N.J.S.A. 19:44A-20.4, et. seq.

The Borough of Bradley Beach may select an individual or a firm for this position, so long as the Planning Board is satisfied that the minimum requirements for such position will be met. No substitution may be made without the express written consent of the Borough of Bradley Beach Planning Board's governing body, which includes the Chairman and Members, which consent may be withheld in its sole discretion.

**Scope of Services:**

The Planning Board Engineer, or designee, shall perform the following duties as well as those prescribed by applicable law, subject to the review and approval of the Planning Board's Chairman:

- 1) Provide planning services as requested to the Borough of Bradley Beach Planning Board;
- 2) Perform such duties as are prescribed by general law and ordinance;
- 3) Attend regular meetings requested by the Borough of Bradley Beach Planning Board to provide general engineering advice;
- 4) Review of Subdivision, Site Plan and Variance Proposals;
- 5) Prepare Reports and Studies requested by the Board regarding feasibility investigations, economic comparisons, land use, Zoning and development proposals,

Page 2, REQUEST FOR PROPOSALS FOR PLANNING BOARD ENGINEER  
FOR THE BOROUGH OF BRADLEY BEACH

public projects and functions, including Master Plan Update 2013, as well as Zoning and financing schedules and preparation of reports and recommendations concerning other matters referred to the Engineer by the Board;

- 6) Arrange for the Board to examine all billing records relating to the services provided;
- 7) To advise the Board of any apparent discrepancies in any plans or documents, or any observed errors in construction or of the Engineer's inability for any reason whatsoever to provide services requested;
- 8) Provide an in-depth copy of the Engineer's current billing rates for various employees, titles and classifications;
- 9) Provide professional engineering services not otherwise classified herein when such services are requested by the Board;
- 10) Secure and maintain and to assure that his/her associated firm will secure and maintain Workmen's Compensation Insurance as required by Law and Liability Insurance as required to protect the Board, the Engineer and/or associated firm and their employees and agents from claims for bodily injury, death or property damage which may arise from the performance of his/her (their) services pursuant to this proposal;
- 11) Provide and maintain Professional Liability (Errors and Omissions) Insurance to protect the Engineer and/or associated firm for claims that arise from the negligent performance of the Engineer pursuant to this Proposal.

**Period of Service :**

If the Engineer is absent due to vacation or illness, or becomes temporarily or permanently unable to fulfill the terms of this Agreement, the services provided for by the proposal will become the responsibility of a qualified principal or associate of the Engineer's firm. In any case, any substitute Engineer is to be approved by the Chairman and members of the Planning Board.

**Affirmative Action Law of New Jersey, P.L. 1975 C. 127 / New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et. seq.**

The Engineer will comply with the State of New Jersey Affirmative Action and Discrimination requirements.

Page 3, REQUEST FOR PROPOSALS FOR PLANNING BOARD ENGINEER  
FOR THE BOROUGH OF BRADLEY BEACH

**Political Contribution Disclosure:**

The Engineer will provide a political contribution disclosure form.

**New Jersey Business Registration:**

The Engineer will provide a New Jersey Business Registration issued by the State.

**Requirements for Vendor Response to the Borough of Bradley Beach's Solicitation of Proposals:**

Interested parties wishing to provide a proposal in response to the Borough of Bradley Beach Planning Board's solicitation shall provide:

- 1) Full name and business address of entity or person submitting the proposal and the name of the key contact person;
- 2) Confirm the appropriate federal and state licenses to perform activities; and
- 3) Provide a New Jersey Business Registration certificate
- 4) Provide the Borough of Bradley Beach Planning Board with an original and ten (10) copies of its proposal.