

Request for Qualifications From Engineering Firms Interested in Serving as Engineer to the Washington Township Fire District

Introduction

The Washington Township Fire District seeks Requests for Qualifications ("RFQ") from engineering firms that wish to provide engineering services to the Washington Township Board of Fire Commissioners. The successful firm must have significant experience in providing engineering services to New Jersey public entities. Preference shall be given to firms that employ at least one Certified Municipal Engineer ("CME").

The successful firm will provide the Board with engineering services related to preparing site plans, providing site testing as required, reviewing and advising the Board on any applications presented to it and any other matters as directed by the Board or designee.

Professional Information and Qualifications

Copies of this standardized submission requirements and selection criteria are on file and available from the Business Administrator. Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which engineers will be assigned to work with the Board;
3. Description of firm's engineers' education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
4. Experience related to providing engineering services to public entities;
5. At least four (4) references, three (3) of which must have knowledge of your service to public entities;
6. Examples of your record of success (or significant achievements) servicing public entities;
7. The firm's ability to provide the services in a timely fashion (including staff familiarity and location of key staff);

8. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount; and

9. Any other information which the interested firm deems relevant.

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost competitiveness.

Submission Requirements

RFQ must be postmarked or hand-delivered to the office no later than **December 31, 2017** to:

Nancy Corson
Washington Township Fire District P
PO Box 653
Turnersville, NJ 08012

Please submit one original and five (5) copies of the RFQ. Use white 8 1/2" x 11" paper.