

**TOWNSHIP OF BLOOMFIELD  
PUBLIC NOTICE  
REQUEST FOR QUALIFICATIONS TO PROVIDE  
PLANNING, DESIGN & ENGINEERING SERVICES  
FOR PARKS & RECREATION IMPROVEMENT PROJECTS**

The Township of Bloomfield is soliciting a Request for Qualifications (“RFQ”) to provide

**PLANNING, DESIGN & ENGINEERING SERVICES  
FOR PARKS & RECREATION IMPROVEMENT PROJECTS**

for a contract period beginning on January 1, 2020 and ending December 31, 2020.

Sealed submissions will be received by the Township Clerk, or designated representative for the Township of Bloomfield, County of Essex, State of New Jersey on **Thursday, May 28<sup>th</sup>, 2020 at 10:30A.M. prevailing time, in the Township Clerk’s office, Room 214, Municipal Building, Municipal Plaza, Bloomfield, New Jersey 07003, OR the designated DROP AREA in the lobby of Police Headquarters, 1 Municipal Plaza, Bloomfield, New Jersey, 07003,** then publicly opened and read aloud in the Clerk’s office. YOU ARE REQUIRED TO SUBMIT ONE (1) UNBOUND COPY OF THE PROPOSAL AND ONE (1) ELECTRONIC COPY ON A CD OR A THUMB DRIVE.

All proposals shall include all of the information requested in the Standardized Submission Requirements and selection criteria, which is available on the internet at <https://www.bloomfieldtwpnj.com/DocumentCenter/View/396/Standardized-Submission-Requirements-for-Professional-Services-PDF>. Proposals will be deemed incomplete if all of the documents are not submitted according.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Mayor and Council reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Mayor and Council shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Mayor and Council of the Township of Bloomfield, Essex County, New Jersey.

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PLANNING, DESIGN & ENGINEERING SERVICES  
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The Township of Bloomfield is seeking a Request for Qualifications (RFQ) from qualified Professional Architectural/Engineering Consultants licensed to practice in the State of New Jersey with specific and demonstrated experience, knowledge and expertise in the design and renovation of public parks, playgrounds and sport facilities. Services will include planning, design, cost estimates, creation of specifications for bid, review of bids, inspections, construction support and contract administration.

Proposals shall be submitted by professionals that are capable and can demonstrate proven backgrounds in the type of work. In addition, all interested professionals shall have sufficient, readily available resources in the form of trained personnel, support services and specialized consultants to carry out to complete projects deemed necessary by the township.

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

1. Consultant's professional qualifications, availability and experience of key personnel working on the project.
2. Understanding of project Scope of Work, appropriateness of work proposed.
3. Prior experience and familiarity working with municipal projects.
4. Prior experience and familiarity working with the design and renovation of public parks, playgrounds and sport facilities.

**Submission:**

Each proposal must contain:

1. Name, qualifications and experience of principal who will oversee the relationship.
2. Name and qualifications of any other individual who may assist the principal in #1 above.
3. Statement of Availability to perform work outlined in the Scope of Services.
4. Hourly Rate Sheet depicting fees for all services applicable to this scope of work.
5. Copy of Business Registration Certificate.
6. Copies of other required disclosure information.

**Selection:**

The Mayor and Council reserve the right to reject any or all proposals.

Selection will be based on the following criteria, in order of rank:

1. Qualifications of the primary principal and support staff.
2. General experience of the firm.
3. Experience with communities the size and complexity of Bloomfield.
4. Familiarity with Bloomfield, Essex County and the State of New Jersey.
5. Fee.

**ALL RESPONSES MUST MEET THE ABOVE REQUIREMENTS AND THE REQUIREMENTS CONTAINED IN THE TOWNSHIP'S STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES.**