



REQUESTS FOR PROPOSAL

TOWNSHIP OF PLAINSBORO

Township Engineer

2025

Respond by: 11:00 a.m. – November 21, 2024

Respond to: Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with
N.J.S.A. 19:44A-20.5 et seq.*

I. Introduction

Plainsboro Township is seeking the services of a Licensed Professional Engineer, licensed in the state of New Jersey, to carry out the duties of Township Engineer.

II. Scope of Work

The duties of Township Engineer include:

1. As required by the Township, prepare engineering analysis, reports, surveys, designs, plans, specifications, applicable permit applications, cost estimates, and construction administration for various projects.
2. Provide engineering advice, assistance and services to the Governing Body, Staff, and all Departments, Committees, Boards and Agencies of the Township, as requested and authorized.
3. Attend such Township Committee or sub-committee meetings as requested, and perform such services as required.
4. Prepare and maintain Tax Maps under the supervision of a New Jersey licensed Land Surveyor.
5. Prepare annual operating budget, annual capital budget, and five-year capital needs recommendations, including implementation as directed.
6. Monitor and implement all engineering related matters in the Township's Master Plan as directed.
7. Provide staff support for meetings with Township and all public and private utilities.
8. Monitor proper functioning of Township traffic signals and intersections.
9. Monitor funding opportunities for Township projects via Federal, State and/or County programs. Prepare and submit grant/loan applications as requested for those projects as may be funded by Federal, State and/or County governmental agencies (i.e. HUD Community Development, NJDOT Trust Fund, Green Acres, etc.).
10. Attend meetings with civic groups as part of overall project implementation.
11. Provide project coordination between Township, Federal, State and or County government agencies.
12. Perform all other engineering services as directed for the Township's needs.

13. Maintain all maps, including Zoning Map, Official Map, Street Map, Utility Maps, Property Address Map, and other Engineering/Public Works Maps, as may be required.

III. Contents of Proposal

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm;
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to Plainsboro Township;
- Demonstration of experience in carrying out the duties of a Township Engineer or related experience;
- References from clients along with a list of past clients;
- Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Each submittal shall include one (1) original and three (3) copies.

IV. Fees and Costs

Interested firms should provide a complete description and itemization of rates. Indicate all consulting titles and classifications and associated hourly billing rates.

V. Selection Process

Township staff will review the proposals and make a recommendation to the Township Committee as to the recommended firm/professional. These recommendations will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The proposed cost of the services and proposed cost containment practices;
- D. Familiarity with the community.

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

VI. Response/Inquiries

All submittals should be clearly labeled ***“2025 RFP Enclosed”*** and forwarded to:

Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

Submittals must be received no later than 11:00 a.m. on November 21, 2024.

All inquiries should be directed to Bonnie Flynn, at (609) 799-0099 ext. 1502 or
bflynn@plainsboronj.com.