

**NORTH BERGEN PARKING AUTHORITY**  
**4225 BERGEN TURNPIKE**  
**NORTH BERGEN, NEW JERSEY**  
PHONE 201-869-6200

Request For Proposals  
**Engineering Services**

**Sealed Proposals** must be delivered to the address stated above, by the time and date listed as the public opening. No late responses will be accepted. **RFP: Engineering Services and Attn: Robert P. Baselice must be clearly written on the outside of the envelope. Please submit 1 original and 2 copies of proposal.**

Proposals will be evaluated by the North Bergen Parking Authority on the basis of the most advantageous price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the authority;
- d. Familiarity with North Bergen's topography and physical infrastructure;
- e. Other factors to be demonstrated to be in the best interest of the North Bergen Parking Authority;
- f. Compensation proposal is to be provided for the following project:

The project will include construction of a parking lot located at 1130-34-51<sup>st</sup> Street, formally known as Block 193, Lot 18, Qual. M, as set forth in the records of the Township Tax Assessor, which lot consists of the following dimensions: 75 x 129. The project will include a guard rail along the west end of the lot and required drainage as determined by the engineer in consultation with the Owner. The selected firm will provide the following:

1. Design Development Phase. The Engineer shall provide the design, drawings, specifications, bid ready documents, contract forms and estimated project budget summary. The documents will also consist of drawings, plans, elevations, construction details and layout of spaces;
2. Governmental requirements/permitting. Any and all requirements of local, county, state and federal governments, including addressing any required permitting;
3. Bidding. Prepare and advertise the Notice to bidders, prepare a sufficient number of the bidding documents available to prospective bidders, maintain a distribution and retrieval log and the deposit amounts, organize and conduct a pre-bid conference for bidders, prepare responses to questions from prospective bidders and prepare clarifications, prepare any requests for substitutions, and distribute addenda prior to the bid opening date.

Attend the bid opening, prepare a report recommending the award of the project and distribute the bidding results;

4. Construction Phase. The Engineer shall provide for the administration of the Contract between the Owner and the Contractor. The Engineer shall advise and consult with the Owner during the construction phase. Construction phase services terminate on the date the Engineer issues the final Certificate for Payment.

The Engineer shall visit the site at intervals during the construction phase and assess whether the work is being performed according to the Contract specifications and drawings. The Engineer shall keep the Owner informed about the progress and quality of the work completed and point out deviations from the contract documents and any deficiencies observed in the work.

The Engineer has the authority to reject work that does not meet the Contract Document specifications.

The Engineer shall respond in writing when asked to interpret and decide matters concerning performance and requirements of the Contract Documents.

5. Pay Requests. The Engineer shall review and certify all requests for payment and maintain a record of same.

6. The Engineer shall review the Contractor's submittals, submittal schedule, shop drawings, and product data and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the contract specifications and drawings. All submittals shall be sent to the owner electronically or by hard copy.

7. The Engineer shall review and respond to requests for information about the contract drawings and specifications. If necessary the Engineer shall prepare and issue supplemental Drawings and Specifications.

8. The Engineer shall review and approve, and prepare all change orders submitted by the Contractor or Owner.

9. The Engineer shall conduct inspections of the construction site to determine progress, the date of substantial completion, the date of final completion, issue the certificate of substantial completion. The Engineer shall obtain written warranties and other documents as specified from the Contractor and issue a final Certificate for Payment.

10. The Engineer shall conduct an inspection with the Owner and generate a list of corrections for the Contractor.

11. The Engineer shall forward to the Owner any consent of surety or sureties, releases and waivers of liens or bonds that indemnify the Owner against the liens and any other documentation required under the Contract Documents.

12. The Engineer shall provide a schedule for completion of the following

Design Phase  
Bid Phase  
Permitting  
Contract Award and Mobilization  
Construction Administration

13. Provide a list with references for the design and construction of three (3) parking lot projects.

14. The attached bid form will summarize the cost to furnish the following services and provide a total cost for the above specified work.

Design  
Permitting  
Bid  
Construction

15. The reimbursable costs will not be part of the Engineering fees.

This contract will be for the length of the project. The North Bergen Parking Authority reserves the right to reject any and or all responses. Any questions should be directed to Robert P. Baselice at the above number or by email. The email address is [nbpa2005@aol.com](mailto:nbpa2005@aol.com).

Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action. Required affirmative action documentation includes one of the following:

- 1) A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.  
OR
- 2) A Certificate of Employee Information Report Approval.  
OR
- 3) An Affirmative Action Employee Information Report (Form AA302).

The public opening will be held in the Offices of the North Bergen Parking Authority located at 4225 Bergen Turnpike, North Bergen, NJ, on Thursday, April 11, 2013, at 12:00pm.

Robert P. Baselice  
NBPA Executive Director  
March 25, 2013

**Bid Form**

To: North Bergen Parking Authority  
4225 Bergen Turnpike  
North Bergen, New Jersey 07047

I have read and understand the Request for Proposal and other provisions to provide Engineering services for construction of a parking lot at 1130-34-51<sup>st</sup> Street, North Bergen, New Jersey.

I hereby propose to complete the Engineering services specified for:

	TOTAL
Design	_____
Permitting	_____
Bidding	_____
Construction	_____
	_____
	Total Bid Price

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of owner or authorized agent