

**BOROUGH OF WOODBINE  
NOTICE OF SOLICITATION  
REQUEST FOR QUALIFICATIONS AND PROPOSALS**

**Notice of Solicitation**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20.5 et seq. New Jersey Pay to Play, New Jersey Campaign Contributions and Expenditures Reporting Act, the Borough of Woodbine located at 501 Washington Avenue, Woodbine, New Jersey 08270 is seeking RFQ's/RFP's for professional services to be provide to the Borough of Woodbine as listed below:

**Special Project Engineer—Pavement Condition Assessment Project**

A copy of the RFQ/RFP is on file at the Borough Clerk's Office at 501 Washington Avenue, Woodbine New Jersey 08270 and may also be downloaded from the Borough's website.

All submissions must be received by the Borough Clerk on or before September 25, 2024 by 3:00 p.m. at the Borough Clerk's office located at 501 Washington Avenue, Woodbine, New Jersey 08270. All questions concerning this notice should be addressed to the Borough Clerk, Laurie Boyd, at 609-861-2153.

All statements of qualifications for professional service contracts shall include as a minimum the following information.

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
  - A. Identify the person who will be primarily responsible for the services required by the Borough of Woodbine and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in the proposal.
  - B. Identify persons who will serve as back up to the primary person including resumes of all parties.
2. Provide a preliminary schedule for this project and describe the ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Borough of Woodbine.
3. Any experience or knowledge of matters specifically relating to similar projects and particularly in New Jersey should be addressed in the submission.
4. A sample copy of an insurance certificate reflecting the coverages noted hereafter in this document.

**Borough of Woodbine**  
**Special Projects Engineer—Pavement Condition Assessment Project**

**Scope of Services:**

The Borough of Woodbine, Cape May County, has a total of 32.45 miles of roadways, of which 19.61 miles are maintained by the municipality and 12.84 miles by Cape May County. The Borough seeks to engage a qualified consultant to collect, process, and map pavement condition data on all 32.45 miles of roads within the municipality.

The Borough is seeking to satisfy data gathering requirements with regards to FHWA's HPMS reporting in order to help the Borough in optimizing the condition of its pavement network. The Borough wishes to develop an optimized roadway improvement program that considers the needs of the pavement network and current available funding levels. Optimization will involve maximizing the long-term performance of the pavement network within the forecasted budget by selecting a mix of fixes for a prioritized listing of project segments. This will also help the Borough identify pavement preservation candidates and to identify appropriate pavement treatment types based on the collected pavement condition data and other pertinent factors.

To obtain the pavement condition data, the scope of work will include collecting and recording the distress types, severities, and quantities including linear cracking, fatigue cracking, rutting, and patched areas. Right-of-way imagery will be collected on a segment-by-segment basis. Pavement condition will be reported in terms of the Surface Distress Index (SDI) per NJDOT's New Jersey Pavement Management System's Pavement Condition Indices & Analysis. Rut depths (all wheel paths and the average) will be reported. Average cross-slope will be collected and reported. GPS coordinates to sub-meter accuracy, including Latitude and Longitude, will be reported along with locations per the Borough's Linear Referencing System (LRS). The pavement condition and inventory data will be provided electronically for every segment of each road and must be compatible for use with a GIS system. Similarly, video image files and links will be provided every 20 ft electronically for easy access and integration into a GIS system.

The consultant will collect data on all the roads within the Borough's network with integrated vehicles that use the latest technology on roadway inspection, particularly 3D laser cameras that provide objective and automatic identification of roadway distresses and can also measure pavement roughness in the form of International Roughness Index (IRI). Additionally, pavement thickness data will be obtained simultaneously using Ground Penetrating Radar (GPR) systems.

Upon completion of the data collection and analysis phases of the work, the consultant shall compile and provide a draft version of a summary report to the Borough and thereafter attend an in-person meeting with representatives of the Borough to present their findings and recommendations. The Borough recognizes that the report will contain significant technical data, but the findings and recommendations of the report must be written in plain and easily understandable language. Any appropriate changes resulting from the Borough's review as well as the presentation meeting shall thereafter be incorporated into the final version of the report.

In addition to providing the electronic data and video files, the final deliverable will be the summary report and a list of prioritized road segments by pavement treatment type based on current conditions. The report and all associated data shall be provided in electronic format (flash drive). In addition, three (3) paper copies of the report shall be provided.

**Proposed Fees:**

Each proposer shall submit, for consideration by the Borough, their anticipated fees for the professional services associated with the above work using the following list of items. During the course of work, it may also be necessary for the Borough to meet with the consultant to discuss issues and the project status. In that regard, an allowance of \$6,000.00 (Item 11) for these meetings has been included in the list of tasks which shall be based upon the hourly billing rates for the respective personnel involved. This meeting allowance does not include the kickoff and draft report presentation meetings (included in Items 1 & 9), the cost of which is to be included in those respective items noted below. In addition, an allowance of \$1,000.00 (Item 12) for reimbursable expenses such as copying, and postage has been included in the list of tasks. Mileage charges for all vehicles utilized on the project whether it be for collection of onsite data, site evaluations or meeting attendance shall not be included in the reimbursable expense line item. Any costs of mileage shall be included in the various prices listed in the main items (Items 1 through 10) for performing the work. In order to establish rates to be used for meeting and reimbursable expenses, consultants must submit a copy of their standard hourly billing rates for the various classes of employees who would typically be involved as well as a list of typical reimbursable expenses that are anticipated.

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
1. Project Setup & In person Kick-off Meeting	1	LS	\$	\$
2. Data Collection	1	LS	\$	\$
3. Data Processing & Reporting	1	LS	\$	\$
4. Physical Inventory of Assets of Interest	1	LS	\$	\$
5. Asphalt Thickness Evaluation	1	LS	\$	\$
6. Selection of Treatment Types	1	LS	\$	\$
7. Development of Data-Driven Logic for Treatment Selection	1	LS	\$	\$
8. Project Segmentation, Treatment Selection & Prioritization	1	LS	\$	\$
9. Prepare draft report & Attend In Person Presentation meeting with Borough	1	LS		
10. Prepare and submit Final Report	1	LS	\$	\$
11. Meeting Allowance	1	LS	\$ 6,000.00	\$ 6,000.00
12. Reimbursable Allowance	1	LS	\$ 1,000.00	\$ 1,000.00
<b>GRAND TOTAL</b>				<b>\$</b>

The Borough of Woodbine reserves the right to negotiate the above fees with the selected qualified consultant based upon available funds to perform the work.

**Evaluation and Submission of Proposals:**

The Borough of Woodbine intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq. The decision by the Borough of Woodbine as to what constitutes a fair and open process shall be final. Prior to award, the selected consultant must submit copies of their New Jersey Business Registration Certificate, a completed IRS Form W-9, and a certificate of insurance documenting available insurance coverage limits for General Liability (\$2,000,000 min.), Automobile Liability (\$1,000,000 min.), Property Damage (\$1,000,000 min.) and Professional Liability (\$2,000,000 min.).

The submissions will be evaluated by the Mayor and Council of the Borough of Woodbine based upon information supplied by each Proposer in response to this RFQ/RFP and the following criteria:

- Experience of the firm in providing similar services to other public bodies, with emphasis on experience in New Jersey.
- Qualifications and experience of the professional in charge.
- Qualifications and experience of the other members of the professional's firm.

Any questions regarding this RFQ/RFP should be directed to Laurie Boyd, Borough Clerk of the Borough of Woodbine.

Please submit eight (8) paper copies and one (1) electronic copy in pdf format of the RFQ/RFP to:

**Borough of Woodbine  
501 Washington Avenue  
Woodbine, New Jersey 08270  
609-861-2153**

All submissions must be received at the Borough Clerk's office on or before September 25, 2024 at 3:00 p.m.