

**PROFESSIONAL SERVICES DESCRIPTION  
FOR THE POSITION OF:**

**ENGINEER FOR SPECIAL PROJECTS**

**SUBMISSION DEADLINE:**

**2:00 P.M.**

**December 7, 2021**

**Contract Term**

**March 1, 2022 to February 28, 2023**

**FAIR AND OPEN PUBLIC SOLICITATION PROCESS  
FOR PROFESSIONAL SERVICES**

**FOR**

**GLOUCESTER COUNTY IMPROVEMENT AUTHORITY  
109 BUDD BOULEVARD  
WOODBURY, NEW JERSEY 08096**

Through this Request for Qualifications/Proposals, the Authority seeks to engage a vendor as **ENGINEER FOR SPECIAL PROJECTS** for the term **March 1, 2022 to February 28, 2023**. This contract will be awarded through a fair and open process pursuant to *N.J.S.A. 19:44A-20.4 et seq.*

The proposal must be received and will be publicly opened and read aloud on **December 7, 2021** at 2:00pm at the GCIA administrative office located at 109 Budd Boulevard, Woodbury, New Jersey. (see “Fair and Open Standardized Submission Requirements and Selection Criteria” for further information)

**Must contact Danae Ciociola for the rest of the proposal Packet at [dciciola@gcianj.com](mailto:dciciola@gcianj.com).**

The following is a description of the professional services needed including, where appropriate, a brief description of the tasks involved:

### **CONTACT PERSON**

DANAE CIOCIOLA  
DIRECTOR OF PROGRAMS  
[dciciola@gcianj.com](mailto:dciciola@gcianj.com)

### **PURPOSE OF REQUEST**

The Gloucester County Improvement Authority is requesting proposals from qualified individuals and firms to provide ENGINEER SERVICE FOR SPECIAL PROJECTS of a specialized nature to the GCIA. Proposals will be evaluated in accordance with the criteria set forth in this RFP. One or more individuals/firms may be selected to provide services. Please contact Danae Ciociola for the rest of the proposal.

### **METHOD OF PAYMENT**

For those matters for which the Attorney will be compensated on an hourly basis, payment shall be made in accordance with the Contract document upon receipt of an invoice and a properly executed voucher. After approval by GCIA, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

## **ENGINEER FOR SPECIAL PROJECTS**

### **Specialized Requirements of Technical Proposal**

Proposer must demonstrate extensive engineering experience in various public works projects, including, but not limited to:

1. New building development
2. Parking facilities
3. Road construction
4. Bridges and dams
5. Recreational facilities
6. Site development
7. Various types of New Jersey permits

**COST PROPOSAL**- Proposers should submit a cost proposal which would include any proposed retainer, the services to be provided under the terms of the retainer and hourly billing rates. The Authority does not provide payment or reimbursement for travel expenses.