



## **Addendum No. 1**

February 26, 2019

### **Re: Zoning Board Engineer**

**This Addendum is issued for the purpose of amending certain requirements of the Contract Documents, as noted hereinafter, and is hereby made part of & incorporated in full force of the Contract Documents. Unless specifically noted or Specified hereinafter, all work shall comply with applicable provisions of the Contract Documents**

- **Construction Inspection of Improvements of Applicants is not Part of the Scope of Service regarding this RFQ. Please see Enclosed up dated scope of services page**

Gary A. Muska, QPA, RPPO  
Purchasing Agent  
City of Perth Amboy

**1. CITY OF PERTH AMBOY FACTS AND FIGURES** – The City of Perth Amboy is a municipal government entity. The City was founded in 1683, and chartered in 1718 and operates pursuant to N.J.S.A. 40A:61-1 et seq.

The City’s population is approximately 50,814 and it consists of approximately 4.7 square miles of area. The City employs approximately 412 people in about 18 departments and agencies. It owns various municipal buildings, parks and recreation facilities.

The City’s operating and utility budget is approximately \$80,000,000. It provides significant and diverse services to its residents, including those in the senior, disabled, veterans and other communities.

**2. NATURE/ SCOPE OF SERVICES** – The City of Perth Amboy is requesting qualifications from Engineering Firms to provide services as Engineer, for the Zoning Board of Adjustment.

A. The Engineering Firms may submit Qualifications and schedule of fees to provide any or all of the following services:

1. Review of applications for development, to include site plans and subdivisions and assist the City Zoning Board of Adjustment in reviewing these applications.
2. The Zoning Board of Adjustment meet monthly and/or Special Meetings is mandated that the Engineer or a Representative of the Firm attend.
3. All payments made to the Engineer are only paid through the Escrow accounts of the applicants before the Zoning Board of Adjustment.

**3. STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL** - Proposers should submit a technical proposal which contains the following:

- A. The name of the proposer , the principal place of business and, if different, the place where the services will provided;
- B. Proposer must have a minimum of five (5) years of experience in as a registered Engineer and a minimum of one (1) year servicing other governmental entities;
- C. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles. The proposer **MUST** be a registered in the State of New Jersey;
- D. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other City governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed;