

PUBLIC NOTICE

HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

6024 KEN SCULL AVENUE, MAYS LANDING, NJ 08330

NOTICE OF SOLICITATION FOR RFQs

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 Law) the Hamilton Township Municipal Utilities Authority (HTMUA), Township of Hamilton, County of Atlantic and State of New Jersey is seeking Requests For Qualifications for Professional Service Contracts under a fair and open process. The professional services to be provided to the HTMUA are listed below and shall be for the period beginning February 8, 2012 and ending February 7, 2013 or at the Authority's reorganization in February 2013, whichever occurs sooner.

HTMUA Auditor
HTMUA Bond Counsel
HTMUA Engineer
HTMUA Alternate or Special Projects Engineer
HTMUA Electrical Engineer
HTMUA Hydraulic Modeling Consultant
HTMUA SCADA/ Instrumentation Consultant
HTMUA Solicitor
HTMUA Alternate Solicitor

Request for Qualifications (RFQs) is on file in the Administrative Building of the HTMUA located at 6024 Ken Scull Avenue, Mays Landing, NJ 08330 and may also be downloaded from the HTMUA website www.htmua.com.

RFQs must be received by **4:00 PM on Wednesday, January 18, 2012** at the Administrative Building of the HTMUA located at 6024 Ken Scull Avenue, Mays Landing, NJ 08330. The Executive Director must receive all RFQs no later than the opening date and time. Any RFQs received after said time, whether by mail or otherwise will be returned unopened. RFQs shall be submitted in sealed envelopes with the name of the Professional Service RFQ clearly marked on the outside of the envelope. RFQs may NOT be faxed, transmitted over the telephone or emailed. The Authority assumes no responsibility for the delays in any form of carrier, mail or delivery service causing the RFQ to be received at the Authority later than the above referenced scheduled time. **It is recommended that each RFQ be hand delivered to the Authority.**

If awarded a contract, your company/firm shall be required to comply with the equal employment opportunity requirements of **N.J.S.A. 10.5-31 et seq. and N.J.A.C. 17:27.**

All questions concerning this notice must be addressed to the Deputy Executive Director at 609-625-1872 x 204. The decision of the HTMUA as to what constitutes a fair and open process shall be final.

Nancy Camey
Deputy Executive Director

REQUEST FOR QUALIFICATIONS - PROFESSIONAL SERVICES
HAMILTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
6024 KEN SCULL AVENUE, MAYS LANDING, NJ 08330

The Hamilton Township Municipal Utilities Authority (HTMUA) is soliciting Request for Qualifications (RFQs) pursuant to the provisions of N.J.S.A. 19:44A-20.5 et seq. (New Jersey Pay to Play Law). It is the intent of the HTMUA to award contracts for Professional Services under a “fair and open process”. Interested parties shall submit **one (1) copy** of their statements of qualifications for professional service contracts to the HTMUA Deputy Executive Director no later than 4:00 PM on January 18, 2012 at 6024 Ken Scull Avenue, Mays Landing, New Jersey 08330. All statements of qualifications shall include at a minimum the following information:

1. Names of individuals who will perform the required tasks:
 - A. Identify the person who will be primarily responsible for the services required by the HTMUA and provide a description of the education and experience of the primary person with projects and issues similar to those that will be undertaken and performed on behalf of the HTMUA. Please provide a resume(s).
 - B. Identify persons who will serve as a backup to the primary person and attach a resume.
 - C. Identify and describe key staff that will be assigned to the HTMUA to perform the tasks required under the contract(s).
2. List of professional references:
 - A. Provide names, addresses and telephone numbers of persons who can verify the professional experience and record of success.
3. Ability to provide services in a timely manner:
 - A. Describe your ability to attend regular public meetings of the HTMUA in addition to any project related meetings.
 - B. Identify the business addresses of the key staff personnel who will be responsible for providing the services under the contract.
 - C. Identify key business equipment and software that will facilitate the performance of tasks undertaken on behalf of the HTMUA.
4. Comply with the equal employment opportunity requirements of **N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27** (Attachment A).

BASIC CRITERIA FOR PROFESSIONAL SERVICES

HTMUA AUDITOR: The HTMUA Auditor shall have a minimum of 10-years of professional experience in serving and performing municipal utility auditing and well versed in the rules and regulations promulgated by the state of New Jersey Local Finance Board. The HTMUA Auditor shall hold a valid New Jersey Certified Public Accountant license, a “Registered Municipal Accountant” certificate from the State of New Jersey and a valid New Jersey Business Registration certificate.

HTMUA BOND COUNSEL: The HTMUA Bond Counsel shall be a licensed attorney in the State of New Jersey; have at least 10-years of professional experience in municipal utility-governmental bonding; have specific knowledge of the New Jersey local Bond Law, Local Budget and Fiscal Affairs Law, regulations promulgated by the New Jersey Division of Local Government Services and Local Finance Board; and hold a valid New Jersey Business Registration certificate.

HTMUA ENGINEER and/or ALTERNATE ENGINEER: The HTMUA Engineer and Alternate Engineer(s) shall have at least 10-years of professional experience in municipal water and sewer utility engineering; demonstrate experience in performing reviews of public and private water and sewer infrastructure improvements; the ability to perform inspections on public works projects, onsite and offsite improvements by public and private entities; the ability to prepare and review estimates for public and private infrastructure projects; the ability to prepare bid and construction specifications for public water and sewer infrastructure projects; and the ability to perform and prepare surveys for public entities. The HTMUA Engineer and Alternate Engineer shall hold a valid New Jersey Professional Engineer's License; a Certified Municipal Engineer (CME) designation; and a valid New Jersey Business Registration certificate.

HTMUA ELECTRICAL ENGINEER: The HTMUA Electrical Engineer shall have at least 10-years of professional experience in municipal utility engineering and have demonstrated experience in preparing electrical specifications for public and/or private water and sewer infrastructure improvements; performing electrical inspections on public works projects, onsite and offsite improvements by public and private entities; preparing and/or reviewing estimates for public and private infrastructure projects. The Electrical Engineer shall hold a valid New Jersey Professional Engineer's License and a valid New Jersey Business Registration certificate.

HTMUA HYDRAULIC MODELING CONSULTANT: The HTMUA Hydraulic Modeling Consultant and/or consulting team shall have at least 5-years of professional experience in developing and maintaining hydraulic models of municipal water and sewer systems. The HTMUA Hydraulic Modeling Consultant shall be proficient in utilizing MWH's InfoWater for ArcGIS and InfoSewer for ArcGIS hydraulic modeling software. The HTMUA Hydraulic Modeling Consultant and/or consulting team shall be responsible for maintaining the HTMUA's current models, training HTMUA personnel, evaluating system additions and/or modifications and developing system improvements.

HTMUA SCADA/INSTRUMENTATION CONSULTANT: The HTMUA SCADA-Instrumentation Consultant shall have at least 10-years of professional experience in developing and maintaining water, sewer and industrial SCADA and instrumentation. The HTMUA SCADA-Instrumentation Consultant shall be proficient in utilizing Rockwell RS View software (Studio, Enterprise, SE Server (SV), and SE Client) and be familiar with XL Reporter and Win 911. The HTMUA SCADA-Instrumentation Consultant shall hold a valid New Jersey Business Registration certificate.

HTMUA SOLICITOR/ALTERNATE SOLICITOR: The HTMUA Solicitor and Alternate Solicitor shall be a licensed attorney in the State of New Jersey having at least 10-years of professional experience. The HTMUA Solicitor and Alternate Solicitor shall have experience representing municipal utility authorities and be well versed in the fields of Municipal Law, Public Contracts Law and laws involving Municipal Utilities; Labor Relations; contract

negotiations, arbitration and grievance procedures; shall possess the ability to develop and litigate complex municipal utility and labor issues and shall hold a valid New Jersey Business Registration certificate.

FAIR AND OPEN PROPOSAL AWARD CRITERIA/QUALIFICATION EVALUATION

The HTMUA will utilize a fair and open process to evaluate the RFQs for professional services contracts. The decision of the HTMUA as to what constitutes a fair and open process shall be final. The governing body of the Hamilton Township Municipal Utilities Authority will evaluate the RFQs based on the following criteria:

1. History, experience and reputation in performing professional work in the applicable field;
2. Qualification and experience of personnel;
3. Knowledge of the Hamilton Township Municipal Utilities Authority and the subject matter to be addressed under the professional services contract(s);
4. Availability to accommodate any required meetings of the agency;
5. Availability of personnel, facilities, equipment and other resources;
6. Demonstration of financial stability and sufficient financial resources to meet obligations under the professional services contract(s);
7. Compensation proposal;
8. Other factors if demonstrated to be in the best interest of the Hamilton Township Municipal Utilities Authority.

For the sake of fairness and ease of review the RFQ shall be organized and presented in the exact order as outlined above.

SELECTION: Once the HTMUA finalizes its selection, the HTMUA will negotiate a contract with the selected entity. Once the contract is finalized, it will be presented to the HTMUA Board for approval. The contract shall also address the following items:

- **Affirmative Action Evidence (Exhibit A):** The selected consultant shall complete a questionnaire indicating the status of their affirmative action certification.
- **Non-Collusion Affidavit (Exhibit B):** The selected consultant shall supply a statement of non-collusion with executed contract.
- **Ownership Disclosure Forms (Exhibit C):** The selected consultant shall complete an ownership disclosure form listing persons owning 10% or more of the firm.
- **Insurance Certificate:** The selected consultant shall be required to supply a copy of their Liability Insurance Certificate with the execution of their contract. The Insurance Certificate shall indicate the following: (1) The Hamilton Township Municipal Utilities Authority listed as an additional insured on the liability policy; (2) \$1,000,000 in Comprehensive General Liability including completed operations; (3) \$1,000,000 in Automobile Liability; and (4) Workers Compensation (required by law).
- **New Jersey Business Registration Certificate:** The selected consultant shall provide the HTMUA with a valid New Jersey Business Registration Certificate upon execution of the contract.

EXHIBIT A

EQUAL EMPLOYMENT OPPORTUNITY PROFESSIONAL SERVICES CONTRACTS

During the performance of this PROFESSIONAL SERVICES contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but are not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruiting agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing confirms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal Law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions if the State of New Jersey and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

EXHIBIT B

**HTMUA PROFESSIONAL SERVICES
NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY)

) ss

COUNTY OF ATLANTIC)

I, _____, of the City of _____ in the County of _____ and State of _____ of full age, being duly sworn according to law, on my oath depose and say that:

I am the _____ of the firm of _____, a professional services provider submitting a Proposal to the Hamilton Township Municipal Utilities Authority to perform the professional services as the _____, and that I executed the said Proposal with full authority to do so; that said firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive submissions in connection with the above professional services; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Hamilton Township Municipal Utilities Authority relies upon the truth of the statements contained in said Proposal and in the statements contained in the affidavit in awarding a professional services contract for said services.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such professional services contract upon an agreement or understanding for a commission, percentage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____ (N.J.S.A.[52:34:15]).

(Name of Firm)

Signed: _____

(print or type name under signature)

Subscribed and sworn to

before me this _____ day

of _____ 2011.

(Notary Public)

My commission expires _____.

