

**RESOLUTION 2015 – 8-19\_\_**  
**AUTHORIZING REQUEST FOR QUALIFICATIONS FOR AN ENERGY**  
**ADVISOR/ENERGY SERVICE COMPANY**

WHEREAS, there is a need for the Willingboro Municipal Utilities Authority (“WMUA”) to obtain the services of a qualified vendor to provide energy advisory services for the procurement of electric energy and to assist the WMUA with the management of its ongoing energy needs and other related energy issues as delegated by the WMUA; and

WHEREAS, professional services are exempt from the requirement of public bidding pursuant to N J S A 40A:11-5; and

WHEREAS, the WMUA continues to find it advisable to select professionals primarily on the basis of qualification including qualifications uniquely suited to the needs of the WMUA; and

WHEREAS, the WMUA has determined that it is appropriate to implement a fair and open process for the awarding of professional services contracts; and

WHEREAS, to receive statements of qualification in a manner that fosters a fair and open process it is necessary and advisable to establish advance general criteria and specific minimum requirements for so many of those appointments as possible; and

WHEREAS, the WMUA has determined that a fair and open process requires public advertisement of professional appointments in a manner and with sufficient time to provide notice in advance of the contemplation of the appointment and the criteria to be considered in making the appointment; and

WHEREAS, the WMUA has determined that a fair and open process requires that all responses be publicly opened and announced and thereafter that all appointments be made at a public meeting of the governing body and then published in accordance with N.J.S.A.40A:11-5.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

1. The appointment of Energy Advisor/Energy Service Company shall be subject to a fair and open process as set forth below.

2. The Executive Director shall cause a legal notice to be published in Burlington County Times and the WMUA website stating that the WMUA is seeking to appoint an Energy Advisor as described herein, together with the criteria established for the consideration of beginning no later than August 26, 2015.

4. The website posting and newspaper shall inform potential applicants that all submissions must be made to the WMUA and received not later than 12:00 noon, September 8, 2015.

5. Commencing at 12:01 p.m. on Tuesday, September 8, 2015, or as soon thereafter as may be possible, the WMUA or its designee shall publicly open and announce all submissions in the WMUA's public meeting room.

6. The Commissioners shall thereafter review all submissions.

7. Appointments shall thereafter be made at a public meeting of the Commissioners no sooner than its October 21 meeting.

8. Subsequent to appointments, appropriate notices shall be published in accordance with the requirements of N.J.S.A. 40A:11-5.

BE IT FURTHER RESOLVED that the aforementioned position will be subject to appointment for one year. However, all such appointments are subject to the availability of funds and the continuing needs of the WMUA. Accordingly, inclusion of the posting is not a representation or warranty that such position will be filled, but that if filled it will be subject to the process contained herein.

BE IT FURTHER RESOLVED, that the Commissioners have determined that the term of this Resolution constitute a fair and open process.

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T. Wayne Scott, Chairman

#### CERTIFICATION BY SECRETARY

I, Michael A. Armstrong, Secretary of the Willingboro Municipal Utilities Authority do hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Authority at the regular meeting held on Wednesday, August 19, 2015.

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Michael A. Armstrong, Secretary

## **SCHEDULE A**

The Willingboro Municipal Utilities Authority solicits statements of qualification for applicants for appointment as Energy Consultant. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the Office of the Executive Director, Willingboro Municipal Utilities authority, 433 John F. Kennedy Way, Willingboro, New Jersey 08046, no later than 12:00 PM M Tuesday, September 8, 2015. All responses shall be opened and announced publicly, immediately thereafter by the Executive Director or his representative. Responses will be reviewed by the governing body and all appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for the period of one year and subject to the execution of an appropriate contract.

### **GENERAL PROPOSAL REQUIREMENTS**

The request for qualifications is to be formatted as follows to assure consistency:

- Section A. Understanding of the Scope of Services to be provided for the Willingboro Municipal Utilities Authority
- Section B. Qualifications & Experience
- Section C. Resume & Qualifications of Key Personnel
- Section D. Client Reference List
- Section E. Conflict of Interest(s): This section should disclose any potential conflicts of interest that the firm may have in performing these services for the Willingboro Municipal Utilities Authority
- Section F. Miscellaneous/Other information (This section if for any further pertinent data and information not included elsewhere in the RFQ and found necessary by the proposer).

### **MISCELLANEOUS REQUIREMENTS**

1. The Willingboro Municipal Utilities Authority will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to attest to the requirements of this Request for Qualifications. Emphasis should be on completeness and clarity of content.
2. The contents of the proposal submitted by the successful firm(s) and this Request for Qualifications may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the Willingboro Municipal Utilities Authority.

3. Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.
4. The Willingboro Municipal Utilities Authority reserves the right to reject any and all proposals received by reason of this Request for Qualifications, or to negotiate separately in any manner necessary to serve the best interests of the Authority. Firms whose proposals are not accepted will be notified in writing.
5. Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement of its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Authority.
6. The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c. 127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of the Agreement.
7. The selected firm(s) shall be required to provide a Business Registration Form(s).
8. The selected firm(s) may be required to provide Proof of Insurance.

### **EVALUATION OF PROPOSALS**

The proposal will be. Independently evaluation on the basis of the criteria listed below:

Proven record of experience, including referrals, in providing the type of services detailed herein

- Ability to provide services in a timely manner.
- Personnel qualifications.
- Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed.