

PUBLIC NOTICE

**The Willingboro Municipal Utilities Authority is soliciting statements of qualifications from applicants for appointment to the following professional positions;
COMPUTER NETWORK ADMINISTRATOR,
FINANCIAL ADVISORS, WEB MANAGER**

Responses should address all of the criteria outlined below 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 9:00 AM, January 30, 2017. 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 from date of appointment through January 31, 2018. Appointments are subject to the execution of a contract. Complete information regarding the requirements for the submittal is available on the Authority's website www.WMUA.info

GENERAL PROPOSAL REQUIREMENTS

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

- Section A. A statement outlining the firm's understanding of the Scope of Services to be provided for the Authority
- Section B. Qualifications & Experience of firm
- 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 is for any further pertinent data and information not included elsewhere in the RFQ and found necessary by the proposer).

MISCELLANEOUS REQUIREMENTS

1. The 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 are a part of the contract for these services. The successful firm(s) will be expected to execute said contract with the 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 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. All proposals must contain a description of how the firm will be compensated, including fee schedules. Please refer to the particular section related to your profession. For more details.
8. The selected firm(s) shall be required to provide a Business Registration Form(s).
9. The selected firm(s) may be required to provide Proof of Insurance.
10. Submit 8 copies.

EVALUATION OF PROPOSALS

The proposal will be independently evaluated 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.
- Proven experience in the particular field.
- Proposed Fees

INDEMNIFICATION

The selected firm(s) shall defend, indemnify and hold harmless the Authority; its officers, agents, and employees from any and all claims and costs of any nature. Whether for personal injury, property damage, or other liability arising out of or in any way connected with the firm's acts or omissions under this agreement.

INSURANCE REQUIREMENTS

Prior to commencing work under contract, the successful firm shall furnish the Authority with a certificate of insurance as evidence that it has procured the insurance coverage required herein.

A. carrier approved by the Authority must provide the coverage. Firms must give the Authority a sixty (60) day notice of cancellation, non-renewal, or change in insurance coverage. The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

All respondents must submit proof of insurance in the following types and amounts.

PROFESSIONAL LIABILITY

Minimum of \$1,000,000.00 errors and omissions per occurrence to be amended based upon the specific work and values involved.

WORKERS COMPENSATION AND EMPLOYERS' LIABILITY

- Statutory coverage for New Jersey
- \$100,000.00 Employer's Liability

GENERAL LIABILITY

Minimum of \$1,000,000 per occurrence to be amended based upon the specific work and values involved. The Willingboro Municipal Utilities Authority shall be named as additional insured with respect to general liability.

AUTOMOBILE LIABILITY

Minimum of \$1,000,000 per occurrence/\$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

INDEMNIFICATION

The selected firm(s) shall defend, indemnify and hold harmless the Willingboro Municipal Utilities Authority; its officers, agents, and employees from any and all claims and costs of any nature. Whether for personal injury, property damage, or other liability arising out of or in any way connected with the firm's acts or omissions under this agreement.

SPECIFIC PROPOSAL REQUIREMENTS

FINANCIAL ADVISORS

GENERAL CRITERIA: The Authority desires to appoint a financial advisor to assist the Authority in making decisions relative to borrowings, rate analysis and projections and other related tasks. Applicant should demonstrate knowledge of municipal utilities finance laws and regulations and experience in providing advice to municipal entities.

MANDATORY MINIMUM REQUIREMENTS:

1. The firm must be a registered municipal firm.
2. Must have a minimum of (10) years' experience in providing financial advising services to utilities authorities within the State of New Jersey. Those services include but would not be limited to planning debt issuance strategy and structure, coordinating the bond financing process, execution of financing, budget planning, and debt and cash management.
3. Must maintain a current principal office within the State of New Jersey.
4. Must describe any special services performed for municipal clients in last 3 years.
5. Must list all past and present municipal clients.
6. A description of how the firm will be compensated and fee schedules.

COMPUTER NETWORK ADMINISTRATOR

GENERAL CRITERIA: The Willingboro MUA desires to appoint a firm who will be the MUA's computer network administrator. This firm is responsible to ensure that the authority's local area network, individual computers and website are up to date and functioning.

MANDATORY MINIMUM REQUIREMENTS:

1. This firm must be Microsoft office certified.
2. This firm must make available or have available offsite backup.

3. Must be licensed in the State of New Jersey.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must provide service at all MUA sites.
6. A description of how the firm will be compensated and fee schedules.

WEB MANAGER

General Criteria

The Willingboro MUA desires to appoint a firm who will be the MUA's Web Manager. This firm is responsible to ensure that the authority's website is up to date and functioning.

Mandatory Minimum Requirements

1. This firm must be Microsoft office certified.
2. Must be licensed in the State of New Jersey.
3. Must maintain a bona fide principal office in the State of New Jersey.
4. A description of how the firm will be compensated and fee schedules.