

Request for Proposals
for Various Annual Appointments for
Willingboro Municipal Utilities Authority, Burlington County
Due: 12:00 PM January 4, 2023

The Willingboro Municipal Utilities Authority solicits statements of qualification for applicants for appointment to the following professional positions. 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 January 4, 2023. All responses shall be opened, and the name of each responding entity shall be 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 February 1, 2023, through January 31, 2024, 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 including those set forth in the Willingboro Municipal Utilities Authority 2023 budget
- 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).
- Section G. Fee structure of all personnel who will provide services.

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) shall be required to provide Proof of Insurance.
9. Firms shall provide to the Willingboro Municipal Utilities Authority an original and three copies of their proposal.

Insurance Requirements

Prior to commencing work under contract, the successful firm shall furnish the Willingboro Municipal Utilities Authority with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the Willingboro Municipal Utilities Authority must provide the coverage. Firms must give the Willingboro Municipal Utilities 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:

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.

Evaluation Of Proposals

The proposal will be independently evaluated based on 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 and fees to be charged to the Willingboro Municipal Utilities Authority
- Understanding of the services requested (including completeness and clarity of submission), and qualitative nature of the services proposed.

Specific Proposal Requirements

Attorney (Solicitor)

General Criteria: The Willingboro Municipal Utilities Authority desires to appoint an attorney who will be the chief, general legal officer of the Authority. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey environmental law and municipal contract law. Any experience or knowledge of matters directly affecting the Willingboro Municipal Utilities Authority should be addressed.

Mandatory Minimum Requirements

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey., as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years of experience in the general representation of municipal governments or municipal authorities.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required

by the Authority including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents.

Labor Counsel

General Criteria: The Willingboro Municipal Utilities Authority desires to appoint an attorney or firm who will be the Authority's primary representative in all matters relating to labor relations. Applicants should demonstrate knowledge of and experience in the representation of public employers. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

Mandatory Minimum Requirements

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative agencies of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of five (5) years of experience, representing or administering public employers in labor relation matters
3. Must have sufficient support staff to provide all services required by the Authority including, but not limited to, legal research, preparation of legal memoranda, contracts and other legal documents.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must list past and present public employers.

Conflict/Special Projects Counsel

General Criteria: The Willingboro Municipal Utilities Authority desires to appoint an attorney or law firms who will represent the Willingboro Municipal Utilities Authority in special and or conflict matters as determined by the Executive Director. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey environmental law and municipal contract law and litigation. Any experience or knowledge of matters directly affecting the Willingboro Municipal Utilities Authority should be addressed.

Mandatory Minimum Requirements

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years of experience in the general representation of municipal governments or municipal authorities.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Authority including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents and representing

the Authority before any state or federal court or agency.

6. Must list all clients who have a contract or provide services to the Authority or have an adverse position to the Authority.

Rate & Energy Counsel

General Criteria: The Willingboro Municipal Utilities Authority desires to appoint an attorney or law firms who will represent the Willingboro Municipal Utilities Authority in areas of water / sewer rates and energy related items as determined by the Executive Director. Applicants should demonstrate knowledge of general New Jersey municipal law, New Jersey environmental law and municipal contract law and litigation. Any experience or knowledge of matters directly affecting the Willingboro Municipal Utilities Authority should be addressed.

Mandatory Minimum Requirements

1. Must be licensed to practice law in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years of experience in the general representation of municipal governments or municipal authorities relating to water/sewer rates and energy items.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general legal services required by the Authority including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, preparation of contracts and other legal documents and representing the Authority before any state or federal court or agency.
6. Must list all clients who have a contract or provide services to the Authority or have an adverse position to the Authority.

Bond Counsel

General Criteria: The Willingboro Municipal Utilities Authority desires to appoint an attorney or firm who will be the primary legal representative of the Authority in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Authority. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

Mandatory Minimum Requirements

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of seven (7) years of experience representing municipal entities in

connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.

3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services required by the Authority including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
5. Must list past and present public entities represented as Bond Counsel.

Consulting Engineer

General Criteria: The Willingboro Municipal Utilities Authority desires to appoint a firm or firms to provide consulting engineering services to the Authority. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal utilities authority. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed. The successful firm(s) shall comply with all applicable federal, state, and local statutes, rules and regulations.

Mandatory Minimum Requirements

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years of experience in providing consulting services to municipalities including demonstrated experience with water and sewer projects, drainage improvement projects, utility upgrades and replacement, public building improvement programs, land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Willingboro Municipal Utilities Authority including but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Willingboro to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least five (5) years of municipal experience.
8. Must list past and present municipalities served as Consulting Engineer.

Special Project Engineers

General Criteria: The Willingboro Municipal Utilities Authority desires to appoint a firm or firms to provide engineering services for special projects to the Authority. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a municipal utilities authority. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed. The successful firm(s) shall comply with all applicable federal, state and local statutes, rules and regulations.

Mandatory Minimum Requirements

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years of experience in providing consulting services to municipalities including demonstrated experience with water and sewer projects, drainage improvement projects, utility upgrades and replacement, public building improvement programs, land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Willingboro Municipal Utilities Authority including but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to Willingboro to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least five (5) years of municipal experience.
8. Must list past and present municipalities served as Consulting Engineer.

Financial Advisor

General Criteria: The Willingboro Municipal Utilities Authority desires to appoint a financial advisor who will be the primary representative of the Authority in all matters relating to the issuance of public debt instruments including bonds and bond anticipation notes of the Authority. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

Mandatory Minimum Requirements

1. Must be licensed in the State of New Jersey and eligible to administer financial advice for the issuance of public financing.
2. Must have a minimum of ten (10) years of experience representing municipal entities in connection with the approval of bond ordinances and the issuance of municipal bonds and/or notes.
3. Must maintain a bona fide office in the State of New Jersey.
4. Must have sufficient support staff to provide all services required by the Authority including, but not limited to, the preparation of all documents necessary and incidental to the issuance of bonds and other municipal obligations.
5. Must list past and present public entities represented as Financial Advisor.

Independent Auditor

General Criteria: The Willingboro Municipal Utilities Authority desires to appoint a firm of certified public accountants to act as municipal auditor for the Willingboro Municipal Utilities Authority. Applicant(s) should demonstrate knowledge of municipal utilities auditing laws and regulations and experience in providing advice to municipal entities on records compliance

issues. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

Mandatory Minimum Requirements

1. The firm must employ a minimum of one (1) certified public accountant who has been licensed in that capacity for a period of not less than five (5) years each prior to the date of appointment.
2. The firm must employ a minimum of one (1) registered municipal accountant qualified in that capacity for a minimum of five (5) years each prior to the appointment.
3. Must have a minimum of seven (7) years' experience in providing auditing services to utilities authorities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients,
6. Must list all past and present municipal clients.

Special Project Auditor

General Criteria: The Willingboro Municipal Utilities Authority desires to appoint a firm of certified public accountants to act as special project auditor for the Willingboro Municipal Utilities Authority. Applicant(s) should demonstrate knowledge of municipal utilities auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

Mandatory Minimum Requirements

1. The firm must employ a minimum of one (1) certified public accountant who has been licensed in that capacity for a period of not less than five (5) years each prior to the date of appointment.
2. The firm must employ a minimum of one (1) registered municipal accountant qualified in that capacity for a minimum of five (5) years each prior to the appointment.
3. Must have a minimum of seven (7) years' experience in providing auditing services to utilities authorities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients,
6. Must list all past and present municipal clients.

Insurance Broker

General Criteria: The Willingboro Municipal Utilities Authority desires to appoint an insurance broker. Applicants should demonstrate knowledge of New Jersey municipal insurance law and practice.

Mandatory Minimum Requirements

1. Must be licensed as an insurance broker in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment, and eligible to perform all tasks associated with insurance coverage for New Jersey municipal utility authorities.
2. Must have a minimum of five (5) years of experience in the general representation of municipal governments or municipal authorities in the insurance practice.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must have sufficient support staff available to provide all general insurance services required by the Authority.

Authority Physician

General Criteria: The Willingboro Municipal Utilities Authority desires to appoint an Authority physician who will be a primary resource to provide emergency medical attention as required for employees of the Willingboro Municipal Utilities Authority and regular care and referral services for employees injured while in the course of their employment as well as drug and alcohol screening. Applicants should demonstrate knowledge and experience serving as physicians for municipal entities. Any experience or knowledge of matters that directly affect the Willingboro Municipal Utilities Authority should be addressed.

Mandatory Minimum Requirements

1. Must be licensed to practice medicine in the State of New Jersey for a minimum of (10) years prior to appointment.
2. Must have a minimum of ten (10) years of experience in treatment and care as it relates to occupational health issues.
3. Must have demonstrable experience in dealing with issues particular to the fitness for duty of public employees.
4. Must have sufficient staff to perform all clerical functions required by a municipal entity of its appointed physician.
5. Must have a principal office in close proximity to the Willingboro Municipal Utilities Authority, preferably within the Willingboro Municipal Utilities Authority for the purpose of providing prompt access for Authority employees.
6. Must list all past and present municipal clients.

Computer Network Administrator

General Criteria: The Willingboro Municipal Utilities Authority desires to appoint a firm who will be the WMUA's computer network administrator. This firm is responsible to ensure that the authorities local area network, individual computers and website are up to date and functioning.

Mandatory Minimum Requirements

1. This firm must be Microsoft office certified and minimum of 5 years of experience working with municipal or government agencies.

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 fine principal office in the State of New Jersey.
5. Must provide service at all Willingboro Municipal Utilities Authority sites.
6. Must supply proof of general liability insurance and other insurance coverage similar to the specifications for Special Counsel listed above.
7. Must have experience with Edmonds Software, the NJ Water Quality Act and cyber security procedures and regulations relating to municipal utility authorities.
8. Must have sufficient support staff available to provide all computer services required by the authority.

Required Evidence

Affirmative Action Regulations P.L. 1975, C. 127 (N.J.A.C. 17:27)

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, c. 127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the WMUA:

1. A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.
OR
2. A Certificate of Employee Information Report Approval.
OR
3. An Affirmative Action Employee Information Report (Form A.A. 302)
OR
4. All successful contractors must submit at signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request). **No firm may be issued a contract unless they comply with the affirmative action regulations of P.L. 1975, c. 127.**

The following questions must be answered by all bidders:

1. Do you have a federally approved or sanctioned Affirmative Action Program?
YES _____ NO _____
If yes, please submit an electronic copy of such approval.

2. Do you have a State Certificate of Employee Information Report Approval?
YES _____ NO _____
If yes, please submit an electronic copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L. 1975, c. 127 and agrees to furnish the required documentation pursuant to the law.

Company: _____

Signature: _____

Title: _____

Note: A contractor must be rejected as non-responsive if a contractor fails to comply with requirements of P.L. 1975, c. 127, within the time frame.