

Willingboro Municipal Utilities Authority

The Willingboro Municipal Utilities Authority (“WMUA” or “Authority”) solicits statements of qualification for applicants for appointment to the following professional positions.

- a. Attorney (Solicitor)
- b. Labor Counsel
- c. Conflict/Special Projects Counsel
- d. Rate & Energy Counsel
- e. Bond Counsel
- f. Consulting Engineer
- g. Special Project Engineers
- h. Financial Advisor
- i. Independent Auditor
- j. Special Project Auditor
- k. Insurance Broker
- l. Authority Physician
- m. Computer Network Administrator

Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses to this Request for Qualifications (“RFQ”) will be treated as confidential and reviewed only by representatives of the WMUA unless otherwise required by law.

Responses must be received in the

Office of the Executive Director
WMUA
433 John F. Kennedy Way
Willingboro, New Jersey 08046

No later than 12:00 PM December 22, 2023.

All responses shall be opened, and the name of each responding entity shall be announced publicly, immediately thereafter by the Executive Director or the Secretary to the Board of Directors, or their designee. Responses will be reviewed by the WMUA, and all appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for the period February 1, 2024, through February 28, 2025, 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 WMUA.

Section B. Qualifications & Experience of the Firm or Business Entity

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 WMUA.

Section F. Required Evidence: Checklist followed by Required Forms

Section G. 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).

Section H. Fee structure of all personnel who will provide services and fees for out-of-pocket expenses.

Miscellaneous Requirements

1. The WMUA 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 WMUA.
3. The original Proposal 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 WMUA 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 following required evidence shall be provided in the proposal.
 - a. Checklist of Required Evidence
 - b. Fair Inclusion Questionnaire
 - c. Taxpayer Identification (W-9)
 - d. Certificate of Insurance
 - e. Business Registration Certificate
 - f. Disclosure of Ownership
 - g. False Statement of Penalties Certification
 - h. Affidavit of Non-Collusion
 - i. Affirmative Action Certification in compliance with the requirements of P.L. 1975, c.
 - j. Equal Employment Opportunity
 - k. Americans with Disabilities Act
 - l. Prohibited Russia Belarus Activities & Iran Investment Activities

7. Firms shall provide to the WMUA one (1) bound original, with original signature, one (1) digital copy, and eight (8) copies of their proposal.

8. Package the original proposal and copies in a sealed package. Clearly identify the submitting firm's name and the one (1) position for which the proposal is being submitted. Multiple packages for multiple positions are permitted.

Insurance Requirements

Prior to commencing work under contract, each successful firm shall furnish the WMUA with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the WMUA must provide the coverage. Firms must give the WMUA 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 WMUA 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 WMUA, 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 evaluated by the Board of Commissioners, or their designee(s), based on the criteria listed below.

- Understanding of the services requested.
- Proven record of experience and reputation of the Firm or Business entity in providing the type of services detailed herein and including information collected from references.
- Qualifications of key personnel.
- Ability to provide services in a timely manner.
- Fees to be charged to the WMUA.
- Completeness and clarity of submission overall.

Specific Proposal Requirements

Attorney (Solicitor)

General Criteria: The WMUA 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 WMUA 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.
6. State the qualifications and experience of the attorneys proposed to staff the work. For each attorney that would be involved in handling the work as Attorney (Solicitor) pursuant to this RFQ, provide detailed background information including information as to the areas listed below. You may also attach a resume for each attorney:
 - a. Education, including advanced degrees;
 - b. Years and jurisdictions of admission to practice;
 - c. Number of years engaged in practice in the area of law relevant to this RFQ;
 - d. General legal or other relevant work experience;
 - e. Any professional distinctions (e.g., trial certification, teaching experience);
 - f. Area(s) of specialization; and
 - g. Office location of the attorney.
7. As to the partners of the firm who likely would be involved in handling the work as Attorney (Solicitor), describe the role each would play.

Labor Counsel

General Criteria: The WMUA 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 WMUA 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 the 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.
6. State the qualifications and experience of the attorneys proposed to staff the work. For each attorney that would be involved in handling the work as Labor Counsel pursuant to this RFQ, provide detailed background information including information as to the areas listed below. You may also attach a resume for each attorney:
 - a. Education, including advanced degrees;
 - b. Years and jurisdictions of admission to practice;
 - c. Number of years engaged in practice in the area of law relevant to this RFQ;
 - d. General legal or other relevant work experience;
 - e. Any professional distinctions (e.g., trial certification, teaching experience);
 - f. Area(s) of specialization; and
 - g. Office location of the attorney.
7. As to the partners of the firm who likely would be involved in handling the work as Labor Counsel, describe the role each would play.

Conflict/Special Projects Counsel

General Criteria: The WMUA desires to appoint an attorney or law firm(s) who will represent the WMUA 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 WMUA 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.
7. State the qualifications and experience of the attorneys proposed to staff the work. For each attorney that would be involved in handling the work as Conflict/Special Projects Counsel pursuant to this RFQ, provide detailed background information including information as to the areas listed below. You may also attach a resume for each attorney:
 - a. Education, including advanced degrees;
 - b. Years and jurisdictions of admission to practice;
 - c. Number of years engaged in practice in the area of law relevant to this RFQ;
 - d. General legal or other relevant work experience;
 - e. Any professional distinctions (e.g., trial certification, teaching experience);
 - f. Area(s) of specialization; and
 - g. Office location of the attorney.
8. As to the partners of the firm who likely would be involved in handling the work as Conflict/Special Projects Counsel, describe the role each would play.

Rate & Energy Counsel

General Criteria: The WMUA desires to appoint an attorney or law firm(s) who will represent the WMUA 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 WMUA 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.
7. State the qualifications and experience of the attorneys proposed to staff the work. For each attorney that would be involved in handling the work as Rate & Energy Counsel pursuant to this RFQ, provide detailed background information including information as to the areas listed below. You may also attach a resume for each attorney:
 - a. Education, including advanced degrees;
 - b. Years and jurisdictions of admission to practice;
 - c. Number of years engaged in practice in the area of law relevant to this RFQ;
 - d. General legal or other relevant work experience;
 - e. Any professional distinctions (e.g., trial certification, teaching experience);
 - f. Area(s) of specialization; and
 - g. Office location of the attorney.
8. As to the partners of the firm who likely would be involved in handling the work as Rate & Energy Counsel, describe the role each would play.

Bond Counsel

General Criteria: The WMUA desires to appoint an attorney or law firm(s) 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 WMUA 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.
6. State the qualifications and experience of the attorneys proposed to staff the work. For each attorney that would be involved in handling the work as Bond Counsel, pursuant to this RFQ, provide detailed background information including information as to the areas listed below. You may also attach a resume for each attorney:
 - a. Education, including advanced degrees;
 - b. Years and jurisdictions of admission to practice;
 - c. Number of years engaged in practice in the area of law relevant to this RFQ;
 - d. General legal or other relevant work experience;
 - e. Any professional distinctions (e.g., trial certification, teaching experience);
 - f. Area(s) of specialization; and
 - g. Office location of the attorney.
7. As to the partners of the firm who likely would be involved in handling the work as Bond Counsel, describe the role each would play.

Consulting Engineer

General Criteria: The WMUA desires to appoint a firm(s) 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 WMUA 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 WMUA 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 WMUA desires to appoint a firm(s) 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 WMUA 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 WMUA 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 WMUA desires to appoint a financial advisor(s) 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 WMUA 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 WMUA desires to appoint a firm of certified public accountants to act as municipal auditor for the WMUA. 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 WMUA 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 WMUA desires to appoint a firm of certified public accountants to act as special project auditor for the WMUA. 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 WMUA 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 WMUA 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 WMUA desires to appoint an Authority physician who will be a primary resource to provide emergency medical attention as required for employees of the WMUA 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 WMUA 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 WMUA, preferably within the WMUA service area 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 WMUA desires to appoint a firm that will be the WMUA's computer network administrator. This firm is responsible for ensuring that the Authority's local area network, servers, virtual private network, software, cyber security, desktops, laptops, tablets, iPads, cellphones, peripherals, and all electronic devices are up-to-date, functioning, and appropriately secured from cyber threats.

The firm shall maintain the computing network environment, cloud-based or otherwise, computer systems, peripherals, and devices. All software and portals in the environment shall be genuine and licensed. The firm shall be responsible for responding to notification of any error, alarm, or alert pertaining to the environment. The firm shall be responsible for ensuring data security which shall include confidential information, water and pollution plant data, laboratory data, employee data, business and financial information, access credentials, customer lists, and all information maintained and managed in the environment. It shall be responsible for maintaining security breach procedures.

Mandatory Minimum Requirements

1. This firm must be Microsoft Office certified and have a 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 fide principal office in the State of New Jersey.
5. Must provide service at all WMUA sites.
6. Must supply proof of general liability insurance in response to the RFQ. The selected firm shall provide other insurance coverage that may be required by the WMUA.
7. Must have experience with Edmonds Software, the NJ Water Quality Act, cyber security procedures, software utilized by municipal utilities, and regulations relating to municipal utility authorities.
8. Must demonstrate that it has sufficient support staff available to provide all the computer services required by the authority.

Check List Of Required Evidence

Please initial each item on this form that is contained in your proposal response. Please provide page or section numbers where available.

	Initials
Checklist of Required Documents, signed below`	_____
One (1) hard copy of RFQ proposal response	_____
Eight copies of the RFQ proposal response, preferably grayscale on 8 ½” x 11” paper	_____
Digital copy (CD Rom or USB Drive) of RFQ proposal response formatted in PDF	_____
	Page/Section #
a. Checklist	_____
b. Questionnaire Regarding Good-Faith Efforts to Ensure Fair Inclusion of Women and Minorities in the Workforce	_____
c. Taxpayer Identification (W-9)	_____
d. Business Registration Certificate	_____
e. Certificate of Insurance	_____
f. Disclosure of Ownership	_____
g. False Statement Penalties Certification	_____
h. Affidavit of Non-Collusion	_____
i. Affirmative Action Certification	_____
j. Equal Employment Opportunity	_____
k. Americans With Disabilities Act	_____
l. Prohibited Russia Belarus Activities & Iran Investment Activities	_____

Each Required Item Must Be Initialed On This Form In The Space Provided. This Checklist Must Be Signed And Submitted With The RFQ Package.

 Company / Bidder’s Name

 Authorized Signature

 Date

 Name (Print) Title

**WMUA Tracking Questionnaire Regarding Good-Faith Efforts to Ensure
Fair Inclusion of Women and Minorities in the Workforce**

Name of Organization:	Contact Email Address:
Contact Name:	Contact Phone Number:
Contact Title:	Date:

The Willingboro Municipal Utilities Authority ("WMUA") recognizes diversity and inclusion as a core value that strengthens our ability to deliver a premier service. We believe that an analysis of the participation and roles of certain groups that have historically been underrepresented in professional services is of particular importance to the WMUA. To that end, we are asking the private firms/business entities ("Entity") to complete this survey so that we may benchmark and track information about diversity and inclusion.

Please check the box that accurately describes the policies, procedures, or practices in place at your organization at the time of the completion of this questionnaire.

1. Organizational Commitment to Diversity and Inclusion

The Entity has a diversity and inclusion strategy or includes diversity and inclusion considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity's senior leadership has expressed public support for its diversity and inclusion efforts.

Yes No

The Entity has highlighted on its website, in social media, and in marketing materials that it is an equal opportunity employer and values diversity.

Yes No

The Entity has an equal employment opportunity policy and grievance process to address discrimination concerns.

Yes No

The Entity has a senior-level official, preferably with knowledge of and experience in diversity and inclusion policies and practices, who oversees and directs the Entity's diversity and inclusion efforts.

Yes No

2. Recruitment Practices

The Entity utilizes a diverse panel of interviewers when meeting with candidates. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity recruits at historically black colleges and universities, Hispanic-serving institutions, women's colleges, military colleges, and/or colleges that typically serve a majority-minority population. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity posts or advertises employment opportunities in media and publications focused on minorities and women. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity ensures that women and minorities are made aware of job opportunities within the organization by posting all open positions. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity uses staffing agencies that target women and minorities for experienced hire needs. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity utilizes relationships with relevant diverse professional associations to assist with recruitment efforts. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity participates in conferences, workshops, and other events to attract women and minorities and to inform them of employment and promotion opportunities. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity's recruiting materials reflect staff diversity. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity leverages employees from different backgrounds to assist in recruitment efforts through their professional and educational networks. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

3. Retention Strategies

The Entity has established mentoring and sponsorship programs to enhance career development opportunities and retention of employees. Such relationships include providing informal guidance and feedback to employees to help guide them and serve as a resource. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity partners with diversity-focused professional business organizations to support the professional and leadership development of women and minorities within the Entity. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity maintains policies and procedures to ensure the inclusion of women and minorities in all business activities, including management. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity supports employee resource groups to facilitate employee engagement, networking, and personal development. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity supports career/work life balance with flexible work schedules, telework, wellness programs, etc. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

The Entity assesses employee contributions to diversity and inclusion through performance appraisals and reviews. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

4. Training and Development

The Entity requires all employees to successfully complete diversity and/or equal employment opportunity training on at least an annual basis. considerations as part of its strategic plan for recruiting, hiring, retention, and promotion.

Yes No

Taxpayer Identification

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
: : : :
OR
Employer identification number
: : : :

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Certificate of Insurance

In accordance with the requirements for Specific Proposal Requirements

Business Registration Certificate

In accordance with the requirements for Specific Proposal Requirements

Disclosure Of Ownership
N.J.S.A. 52:25-24.2

Failure to submit the required information is cause for automatic rejection.

Check One

- I certify that the list below contains the names and addresses of all owners who own an interest of 10% or more in the Applicant.
- I certify that no one owner owns an interest of 10% or more in the Applicant.

Legal Name Of Applicant: _____

Check which business entity applies:

- Limited Partnership Corporation (for-profit) Limited Liability Company
- Limited Liability Partnership Corporation(non-profit) Sole Proprietorship
- Partnership Other _____

Complete if the Applicant is a for-profit or non-profit corporation:

Date Incorporated: _____ Where Incorporated: _____

Business Address:

Street Address Township State Zip

Telephone # Fax#

Listed below are the names and addresses of all owners who own an interest of 10% or more in the Applicant. Disclosure shall be continued until the names and addresses of every owner exceeding the 10% ownership criteria established in N.J.S.A. 52:25-24.2 has been listed. (Not to be completed by non-profit corporations.)_

Name Address Shared (%) Owned

Name Address Shared (%) Owned

Continued On Additional Sheet (If Necessary): Yes No

Company / Bidder's Name Authorized Signature

Date Name (print) Title

False Statement Penalties Certification
N.J.S.A. 40A:11-34

Any person who makes or causes to be made, a false, deceptive or fraudulent statement in the statement or answers in response to the questionnaire, or in the course of any hearing hereunder, shall be guilty of a misdemeanor, and upon conviction shall be punishable by a fine of not less than \$100.00 nor more than \$1,000.00, and shall be permanently disqualified from bidding on all public work or contracts of the contracting unit which submitted the questionnaire; or, in the case of an individual or an officer or employee charged with the duty of responding to the questionnaire for a person, firm, co-partnership, association or corporation, by such fine or by imprisonment, not exceeding 6 months, or both.

Print Name

Signature of Preparer or
Officer of the Applicant

Sworn and subscribed to before me on

this _____ day of

_____, 20____

Signature of Notary

Notary seal

Print Name

Affidavit Of Non-Collusion

The undersigned, being duly sworn according to law, deposes and says:

1. I reside at _____

2. The name of the within applicant is _____

3. I execute the said RFP on behalf of the applicant with full authority to do so.
4. The applicant has not directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of fair and open process in connection with the contract.
5. All statements contained in the Qualification Statement and RFP and in this Affidavit are true and correct and were made with the full knowledge that the Willingboro Municipal Utilities Authority, Willingboro, County of Burlington, its officers and employees, rely on the truth of the statements therein made in awarding the above-named contract.
6. I further warrant that no person or selling agency has been employed or retained to solicit or service such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bonafide employees of or bonafide established commercial selling agencies maintained by the applicant.

Sworn and subscribed to
before me on _____ this day of
_____, 20____

Signature

Print Name

Signature of Notary

Print Name

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.

Equal Employment Opportunity
N.J.S.A. 10:5-31 Et Seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

Goods, Professional Service And General Service Contracts

During the performance of this 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, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be 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, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

Initials _____

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment 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 personnel testing conforms 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 targeted 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, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of 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 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to *Subchapter 10 of the Administrative Code at N.J.A.C. 17:27*.

Initials _____

**Americans With Disabilities Act
Equal Opportunity for Individuals with Disabilities**

The Contractor and the Willingboro Municipal Utilities Authority (“Authority”) do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the “ADA”) (42 U.S.C. Section 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit or service on behalf of the Authority pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the ADA. In the event that the Contractor, its agents, servants, employees or subcontractors violate or are alleged to have violated the ADA during the performance of this contract, the Contractor shall defend the Authority in any action or administrative proceeding commenced pursuant to this ADA. The Contractor shall indemnify, protect and save harmless the Authority, its agents, servants and employees from and against any and all suits, claims, losses, demands or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Authority grievance procedure, the Contractor agrees to abide by any decision of the Authority which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Authority or if the Authority incurs any expense to cure a violation of the ADA that has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Authority shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Authority or any of its agents, servants, and employees, the Authority shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Authority or its representatives.

It is expressly agreed and understood that any approval by the Authority of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the ADA and to defend, indemnify, protect, and save harmless the Authority pursuant to this paragraph.

It is further agreed and understood that the Authority assumes no obligation to indemnify or save harmless the Contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor’s obligations assumed in this agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Authority from taking any other actions available to it under any other provisions of this agreement or otherwise by law.

Initials _____

Prohibited Russia-Belarus Activities & Iran Investment Activities	
Person or Entity	
Part 1: Certification	
COMPLETE PART 1 BY CHECKING <u>ONE OF THE THREE BOXES BELOW</u>	
<p>Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:</p> <p>https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf</p> <p>As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.</p> <p>A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.</p> <p>If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.</p>	
CONTRACT AWARDS AND RENEWALS	
<input type="checkbox"/>	<p><i>I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)</i></p>

CONTRACT AMENDMENTS AND EXTENSIONS	
<input type="checkbox"/>	<p><i>I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)</i></p>
IF UNABLE TO CERTIFY	
<input type="checkbox"/>	<p><i>I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. <u>Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.</u></i></p>
Part 2: Additional Information	
<p><u>PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.</u></p> <p>You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.</p>	

Part 3: Certification of True and Complete Information			
<p><i>I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.</i></p> <p><i>I acknowledge that the Contracting Unit is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Contracting Unit to notify the Contracting Unit in writing of any changes to the answers of information contained herein.</i></p> <p><i>I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.</i></p>			
Full Name (Print)		Title	
Signature		Date	