

Egg Harbor Township Municipal Utilities Authority Request for Pre-Qualification Sewer Lateral Installation

Valid Through March 31, 2017

1. The Egg Harbor Township Municipal Utilities Authority (hereinafter called the "EHTMUA" or "Authority") intends to pre-qualify prospective contractors for the installation of sanitary sewer lateral connections. The period for which contractors are approved shall run from April 1, 2016 through March 31, 2017 (the "Pre-Qualification Period"). The work to be performed shall be located within the Township of Egg Harbor, Atlantic County, New Jersey.

The purpose of this document is to establish criteria for the pre-qualification of prospective Contractors and to create a list of eligible contractors to construct sanitary sewer laterals within the EHTMUA service area when requested. Successfully meeting the pre-qualification criteria does not guarantee the provision of any work.

In some cases, the EHTMUA will authorize the work to be completed on their behalf.

In other cases, the EHTMUA receives applications from third parties requesting permission to connect to the Authority sewer system. For these situations, the EHTMUA will provide these third parties with the list of Authority pre-qualified / approved contractors. The third party will then obtain pricing for the requested work. All negotiation will occur between the third party and the pre-qualified contractors. All permits necessary to construct the sanitary sewer lateral connection must be obtained by either the third party, or the contractor and submitted to the Authority for review prior to the initiation of any construction activities.

Contractors who are not on the pre-qualified / approved list will not be permitted to perform work on the Authority sanitary sewer system.

At any time over the course of the pre-qualification period, a Contractor may submit a fully completed pre-qualification package to the Authority in order to be included on the Authority approved list. Any Contractor applying to be pre-qualified shall not commence with any work until the submitted information is reviewed and approved by the Authority and formal notification of the Authority's decision is forwarded to the Contractor. Once a Contractor is approved, it will be the responsibility of the Contractor to provide the Authority with updated insurance certificates, Public Works Contractor Registration Act Certificates and NJ Business Registration Certificates. It will also be the Contractors responsibility to provide the Authority with any updated changes to information submitted in conjunction with the review and approval of the pre-qualification application.

- a. Type of Work – It is anticipated that the work will include, but not be limited to, all or some of the following:
 - i. Removal and installation of laterals and cleanouts
 - ii. Excavation and backfilling
 - iii. Temporary and Final Hot Mix Asphalt Paving for restoration of roadways disturbed by the lateral installation
 - iv. Restoration of other surfaces disturbed by the lateral installation (e.g. lawns, sidewalks and driveways)
 - v. Removal and disposal of materials
 - vi. Dewatering (if and when required)
 - vii. Traffic control
 - viii. Mobilization
 - ix. Testing (ex: air, mandrel, video)
- b. Value of Work – The EHTMUA anticipates that the work required to be completed on an individual basis will be within the following construction ranges: \$0 to \$100,000
- c. When the Authority receives a request for a lateral installation, it will be the prerogative of the applicant or the third party to contact any of the pre-qualified / approved contractors to request pricing to complete the individual lateral installation. The Authority will not be involved in requesting, obtaining or negotiation of pricing between the contractors and the sewer applicant or third party.
- d. A Contractor must be pre-qualified prior to being eligible to perform a connection or work on the Authority system for any project. A Contractor may request to be qualified for a specific lateral installation or annually for all lateral installations. All annual pre-qualifications will expire on March 31st. Contractors must re-apply for pre-qualification annually.

2. Essential Requirements and Information to be Submitted

- a. The Contractor must provide the following to the satisfaction of the EHTMUA:
 - i. Certificate of Surety: The Contractor must submit a notarized statement from a surety company whose name appears on the current list with the Treasury Department of the United States as acceptable as a surety on federal contracts stating the Contractors bonding capacity. If the Contractor wishes to be considered for an annual pre-qualification the bond capacity must be equal to or greater than \$1,000,000. If the Contractor wishes to be considered for a single project a bond in the amount of \$100,000 must be provided to the Authority prior to the commencement of work.
 - ii. Corporate Ownership: The Contractor must submit a statement of corporate ownership pursuant to section 1 of P.L. 1977, c/33 (C.52:25-24.2).

- iii. Subcontractors: The contractor must submit a listing of subcontractors that may be used pursuant to section 16 of P.L. 1971, c. 198 (C.40A:11-16).
- iv. Business Registration: The Contractor must submit a copy of the Business Registration Certificate for the contractor and any subcontractors pursuant to section 1 of P.L. 2001, c/ 134 (C.52:32-44).
- v. Insurance: The Contractor must provide proof of liability insurance policy with a limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
- vi. Statement of Responsibility: The Contractor must have satisfactorily completed a minimum of 5 projects including the type of work describe in Section I(A) above within the last 5 years. The work must have been completed in a satisfactory and workmanlike manner and on schedule. The Contractor shall provide information related to each project on the Statement of Responsibility and Experience Form included in the EHTMUA Contractor's Pre-qualification Statement.
- vii. Equipment Certification: The Contractor must have the required machinery immediately available in order to complete the work as described in section 1(a) above.
- viii. Affidavit: The Contractor must certify that itself, its parent company or subsidiary and/or any owner, stockholder, officer, partner or employee of the contractor is not listed on the State of New Jersey Treasurer's List of Debarred, Suspended or Disqualified Bidders and that all statements contained in the application for EHTMUA Contractor's Pre-qualification are true and accurate.
- ix. Personnel Experience: The Contractor's Project Manager and Superintendent must have a minimum of ten (10) years' experience on projects comparable to the work described in Section 1(a) above.

If the Contractor is not able to comply with the above mentioned requirements, then the Contractor shall submit additional information as determined by the EHTMUA to demonstrate that the contractor has the ability to satisfactorily perform the work required by the Contract.

- b. The Contractor shall provide all other information requested in the EHTMUA Contractor's Pre-qualification Statement.

3. Submission Information

- a. The Contractor shall submit one (1) copy of the required pre-qualification information to:

Egg Harbor Township Municipal Utilities Authority
3515 Bargaintown Road
Egg Harbor Township, NJ 08234

- b. The EHTMUA reserves the right to disregard incomplete submissions.
- c. Contractors must submit for pre-qualification on an annual basis, including those who may have been pre-qualified in a previous term. The annual qualification period shall run from April 1st to March 31st on a yearly basis. Submission of an application for consideration for pre-qualification can be submitted at any time during the annual period, but must be renewed every year prior to March 31st.

4. Notification of Pre-qualification

- a. Notification as to whether a Contractor has or has not been pre-qualified will be made within thirty (30) days after the receipt of a complete and responsive application

5. Protest of Decision

- a. All procedures for a request of reconsideration shall be made in accordance with NJSA 40A:11-31 and as follows: Any prospective contractor who is dissatisfied with a decision may upon receipt of notice thereof, request in writing a hearing of the matter before the Authority Commissioners. The request shall be filed with the Authority Engineer and the Authority Clerk. The hearing shall be scheduled to take place during the earliest schedule monthly Authority meeting.

The Authority Commissioners shall hold a hearing at which the prospective contractor shall be entitled to be heard and to submit additional information.

The Authority Commissioners shall review the responsibility of all prospective contractors who have filed statements or answers, considering both the statement, answers and any additional information given at the hearing, and shall certify to the contracting unit concerned, its decision as to the original classifications or reclassifications, if any. The decisions shall be made by a majority vote.

6. Contractor Requirements

See "Contractor Pre-Qualification Statement"