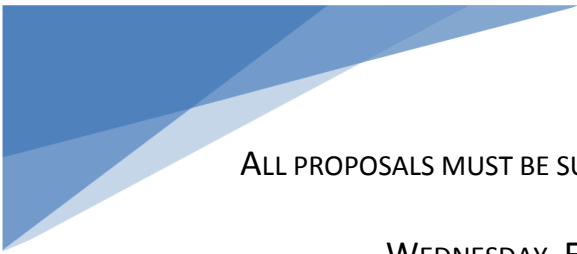


Egg Harbor Township Municipal Utilities Authority
3515 Bargaintown Road
Egg Harbor Township, NJ 08234
609-926-2671

Professional Services

Requests for Proposals

For the time period of:
March 1, 2019 – February 29, 2020



ALL PROPOSALS MUST BE SUBMITTED PRIOR TO:

WEDNESDAY, FEBRUARY 13, 2019
3:00 PM

EGG HARBOR TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
3515 BARGAINTOWN ROAD
EGG HARBOR TOWNSHIP, NJ 08234

**Request for Proposals
Professional Services
Fair and Open Process
Egg Harbor Township Municipal Utilities Authority**

Notice is hereby given that pursuant to the provisions of NJSA 19:44A-20.4 (New Jersey Pay to Play Law), the Egg Harbor Township Municipal Utilities Authority, Township of Egg Harbor, County of Atlantic and State of New Jersey is seeking proposals under the Fair and Open Process for the following professional services for the period of March 1, 2019 through February 29, 2020:

- Authority Solicitor
- Authority Engineer
- Auditor
- Risk Management Consultant
- Bond Counsel

All business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to NJSA 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.nj.us.

All proposals must be received by the Authority Clerk, no later than Wednesday, February 13, 2019 at 3:00pm in a sealed envelope labeled "Proposal for 2019 Professional Service Contract" at the following address:

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

Proposals received after the deadline indicated will not be considered. All questions concerning this notice must be addressed to the Authority Clerk at 609-926-2671.

Elaine Super
Authority Clerk

**Request for Proposals
Professional Services
Fair and Open Process
Egg Harbor Township Municipal Utilities Authority**

All proposals for Professional Service Contracts shall include, at a minimum, the following information and documentation:

1. Names and roles of the individual(s) who will perform the task and a description of their experience with projects similar to the matter being advertised.
2. A list of references with addresses and telephone contact numbers in addition to verifiable records of successes.
3. Description of ability to provide the services in a timely manner, including staffing, familiarity with the nature of services and location/business address of key staff.
4. Contracts will be awarded on the basis of qualification.
5. Individuals/firms appointed to provide a professional service will be required to supply, at the time of contract execution, the following:
 - a. A Certificate of Insurance issued by an insurance carrier authorized to do business in the State of New Jersey reflecting the amount of professional liability insurance in effect during the contract period.
 - b. Affirmative Action Evidence
 - c. New Jersey Business Registration

If awarded a contract, your company/firm shall be required to comply with the requirements of NJSA 10:5-31 et seq and NJAC 17:27.

All proposals are to be submitted to the Authority Clerk no later than Wednesday, February 13, 2019, 3:00pm. Proposals received after this deadline will not be considered. One copy of the proposal must be submitted in a sealed envelope.

Basic Criteria for Professional Services

Authority Solicitor: Licensed Attorney in good standing in the State of New Jersey. Candidate must have substantial and demonstrable experience and knowledge of Municipal and County Utilities Authorities Law, Local Public Contract Law, Local Authorities Fiscal Control Law, Inter-Local Services Act and related legislation and regulations. Must possess skills and resources necessary to initiate and defend litigation on behalf of the Authority; negotiate complex development agreements related to sanitary sewer infrastructure and services; and draft legal documents relating to Authority resolutions, acquisition of easements, Recapture Agreements and Inter-Local Service Agreements.

Authority Engineer: Licensed engineer in good standing in the state of New Jersey. Candidate must have substantial and demonstrable experience and knowledge of sanitary sewer utility system engineering, operation and design, Municipal and County Utilities Authority Law, municipal sanitary sewer development, operation and maintenance and Geographic Information System. Must possess the ability to perform inspections on sanitary sewer related projects, to submit estimates on sanitary sewer projects, a thorough understanding and ability to calculate and administer recapture agreements, an understanding of the Authority's Basin Plan and Water Quality Management Plan and the ability to update Basin/WQM Plans as needed, and a thorough understanding of the location of all existing EHTMUA infrastructure and ability to mark out sewer as needed.

Risk Management Consultant: The Risk Management Consultant must have five (5) years' experience as an insurance risk consultant. Must have the ability to assess insurance needs and values, be familiar with workers compensation regulations in the State of New Jersey and ability to place insurance coverages and employee bonds in a competitive manner. The Risk Management Consultant shall submit insurance claims and advocate for insurance coverage on behalf of the EHTMUA.

Authority Auditor: The Auditor must have at least five (5) years' experience in serving and performing municipal auditing. Must be well versed in the rules and regulations promulgated by the State of New Jersey, Local Finance Board and must have received a Registered Municipal Accountant certificate from the State of New Jersey.

Bond Counsel: Licensed Attorney in good standing in the State of New Jersey. Candidate must have substantial and demonstrable experience and knowledge of representing public entities in connection with bond issuance, New Jersey Environmental Infrastructure Trust financing and related financial transactions. Applicant should demonstrate current listing in The Bond Buyer's Municipal Marketplace (the "Red Book"). In addition, Applicants must demonstrate significant knowledge of and experience with the Municipal and County Utilities Authorities Law, Chapter 183, P.L. 1957 of the State of New Jersey, the Local Bond Law, the Local Budget Law, the Local Authorities Fiscal Control Law, Title 7, Chapter 22 of the New Jersey Administrative Code, the Internal Revenue Code of 1986 and such other laws, regulations and/or rules related to the Authority's initiation and completion of project specific financing through the State of New Jersey Environmental Infrastructure Trust for capital improvements, maintenance, repair, relocation and/or expansion of the sewer system owned and operated by the Egg Harbor Township Municipal Utilities Authority ("EIT Financing"). In addition to the above, Applicants must demonstrate the willingness, ability and experience to perform the Services with a not-to-exceed specified amount in connection with EIT Financing.