

LITTLE EGG HARBOR MUNICIPAL UTILITIES AUTHORITY  
Notice of Request for Qualifications for Professional Services

Notice is hereby given that sealed qualifications will be received by Little Egg Harbor Municipal Utilities Authority on or before January 18, 2018 at 10:00 A.M. by the Executive Director at the Little Egg Harbor Municipal Utilities Authority Administration Building located at 823 Radio Road, Little Egg Harbor, New Jersey for providing the following:

2018 Engineer Services  
2018 Legal Service  
2018 Auditor Service  
2018 Bond Counsel  
2018 Financial Consultant

The qualifications will be publicly opened and read out loud at the time and date mentioned above. Each qualification shall be signed by the applicant and contained in a sealed envelope, which envelope shall be addressed to Earl F. Sutton Jr., Executive Director, Little Egg Harbor MUA, 823 Radio Road, PO Box 660, Little Egg Harbor, NJ 08087 and shall contain on the face of the envelope a statement that it is a qualification on said item. Standardized submission requirements and selection criteria for all qualifications may be obtained from the Little Egg Harbor Municipal Utilities Authority at 823 Radio Road, Little Egg Harbor, NJ, 609-296-1168, during normal business hours (8:00 AM to 4:00 PM, Monday-Friday). All applicants are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 and N.J.S.A. 52:32-44. This qualification is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq. Qualifications that do not include a copy of the applicant's Business Registration Certificate may be rejected. All applicants must be fully licensed to carry out the duties of their prospective professions as required by the State law. The Little Egg Harbor Municipal Utilities Authority reserves the right to reject any and all qualifications and waive any informality or technicality in any proposal.

Earl F. Sutton Jr., Executive Director

LITTLE EGG HARBOR MUNICIPAL UTILITIES AUTHORITY  
Criteria for submission of qualifications for professional services under the Fair and Open  
Process  
(N.J.S.A. 19:44A-20.4 et. seq.)

Notice is hereby given for all applicants in positions set forth more fully in a notice of publication authorized by the Little Egg Harbor Municipal Utilities Authority for submission of qualifications that shall take into consideration the following factors which will be weighed by the Little Egg Harbor Municipal Utilities Authority as the basis of an award for professional services most advantageous to the Authority.

I – Resume and letter of application for professional position including all documentation that shall include, at a minimum, the following:

- a – Full name and business address;
- b – Any professional licenses held by the applicant in the State of New Jersey, or any other State, including a “Certificate of Good Standing”, or other documents evidencing that the license is not presently suspended or revoked;
- c – The number of licenses professionals employed by, or associated with, the applicant;
- d – A listing of all degrees (college and/or graduate degrees) held by the applicant and any associated professionals in the business entity;
- e – Name and qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
- f – Experience and knowledge of Little Egg Harbor Municipal Utilities Authority services and operations and references related thereto;
- g – Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Little Egg Harbor Municipal Utilities Authority;
- h – Recent, current and projected workload of the individual or firm;
- i – Copy of most recent peer review report if appropriate for auditing firm proposal;
- j - Thoroughness and completeness of the applicant’s submittal;
- k – A listing of all public entities for whom the business entity has had a contractual relationship, either currently or previously, including the dates and service and the position held;

l – A listing of any professional affiliations or membership in any professional societies or organizations, including any offices or honors held;

m – A copy of your Business Registration Certificate. A contractor shall provide proof of business registration of the contractor and that of any named subcontractor to the Authority prior to the time a contract, purchase order or other contracting document is awarded or authorized. No contract will be awarded by the Authority without proof of business registration, provided however that at the sole option of the Authority, the requirement that a contractor provide proof of business registration may be fulfilled by the contractor providing the contracting agency sufficient information for the contracting agency to verify proof of registration of the contractor or listed subcontractors through a computerized system maintained by the State;

n – Executed copy of the Mandatory Affirmative Action Language and a copy of your Certificate of Employee Information Report;

o – References in general and in particular from entities where the professional has provided similar services as sought by the Little Egg Harbor Municipal Utilities Authority;

II – The Little Egg Harbor Municipal Utilities Authority shall review the responses to the request for qualifications and appoint or award a contract to a business entity for the goods or services advertised subsequent to such review. The resolution awarding the contract shall state that the contract was awarded after a fair and open process and shall state the number of responses received.

III – Submit two copies of all materials in a sealed envelope addressed to: Little Egg Harbor Municipal Utilities Authority, 823 Radio Road, PO Box 660, Little Egg Harbor, NJ 08087, Attention: Earl F. Sutton Jr., Executive Director, to be received on or before January 18, 2018 at 10:00 A.M.

The Little Egg Harbor Municipal Utilities Authority shall award a contract to the firm or firms that best meet the needs and interests of the Authority.

Contracts subject to the fair and open process delineated herein are subject to additional requirements, and any other applicable laws including, but not limited to, the Local Public Contracts Law.

The Little Egg Harbor Municipal Utilities Authority reserves the right to negotiate the terms and conditions of a contract with the successful firm or firms to obtain the most cost advantageous services for the Authority.

Earl F. Sutton Jr., Executive Director

## EXHIBIT A

### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

#### GOODS, PROFESSIONAL SERVICES 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 take affirmative action to ensure that such applicants are recruited and employed, 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 action shall include, but not 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

## EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, 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 personal 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 applicable 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, 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

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.