

MIDDLESEX COUNTY UTILITIES AUTHORITY

**REQUEST FOR QUALIFICATIONS
FOR CONSULTING ENGINEERING AND VARIOUS PROFESSIONAL AND
EXTRAORDINARY UNSPECIFIABLE SERVICES
FOR THE AUTHORITY'S SOLID WASTE AND WASTEWATER DIVISIONS**

DEADLINE: 12:00 NOON ON WEDNESDAY, JANUARY 16, 2019

This REQUEST FOR QUALIFICATIONS is hereby published by the MIDDLESEX COUNTY UTILITIES AUTHORITY (the "Authority") pursuant to a fair and open process in accordance with the State of New Jersey Local Unit Pay-to-Play Law (N.J.S.A. 19:44A-20.4 et seq.). This advertisement also provides notice that the Authority has adopted procedures for compliance with New Jersey Local Unit Pay-to-Play Law.

The Authority is soliciting qualifications from interested professionals and consultants, with the intention of requesting proposals and making appointments throughout 2019 and at the Authority's annual Reorganizational Meeting and Regular Meeting on Thursday, February 28, 2019.

Qualifications for engineering and other professional services are being solicited in support of the Capital and Operating programs for the Authority's Solid Waste Division (SWD) and Waste Water Division (WWD). Responsibilities include the management of Landfill facilities, a Water Treatment Plant, and its entire connecting sewer network, pump stations and related infrastructure, and the provision of services with respect to and in support thereof.

Engineering and technical services being sought include:

- A. Civil/Traffic
- B. Structural
- C. Mechanical/Electrical/Plumbing/Fire Protection
- D. Environmental
- E. Chemical
- F. Geotechnical
- G. Subaqueous Inspections
- H. Architectural
- I. General Planning/Asset Management
- J. Construction Management
- K. Independent Cost Estimating
- L. Hydraulic/Hydrological
- M. Surveying
- N. Program Management
- O. Process Control
- P. Information Technology
- Q. Project Control Specialists
- R. Security

Entities interested in becoming qualified to perform future engineering, along with other professional services, must submit two (2) separate and sealed envelopes in accordance with the following format:

The first envelope shall contain the responses *in quadruplicate* to the items listed under Roman numeral I. SELECTION PROCESS AND EVALUATION CRITERIA, Letters A, B and C only. The outside of said first envelope shall be labeled with:

- Name of the Firm
- RFQ Title
- Division: SWD, WWD or both
- EVALUATION CRITERIA

The second envelope shall contain the responses *in quadruplicate* to the items listed under Roman numerals II, III and IV, as appropriate, which addresses the General and Minimum Qualifications. Entities interested in seeking multiple future professional service appointments, must *separately* address the required qualifications, identify Division(s), and the services being sought, also *in quadruplicate* (e.g., SWD –D. Environmental, M. Surveying, and WWD – K. Independent Cost Estimating, F. Geotechnical). The outside of said second envelope (submission package) shall be labeled with:

- Name of the Firm
- RFQ Title
- Division: SWD, WWD or both
- QUALIFICATIONS

Interested entities are hereby requested to submit their responses to this Request for Qualifications to:

Joseph P. Cryan, Executive Director
Middlesex County Utilities Authority
PO Box 159
2571 Main Street Extension
Sayreville, NJ 08872

I. SELECTION PROCESS AND EVALUATION CRITERIA

The evaluation and selection process for the performance of the requested services will be qualifications-based and take into consideration the following criteria listed below in order of importance.

- A.** Qualifications and experience of the staff and/or subconsultants, proposed to perform the services hereunder:
1. In this section, detail the experience of key individuals (including subconsultants, if any) to be responsible for the successful completion of the contemplated services. Attach a detailed resume for each key individual that includes their relevant experience and specific areas of expertise. The resumes should contain their education, professional credentials and clearly identify the years of experience in the field related to the tasks for which the individual will be responsible.
 2. Provide examples of demonstrated ability to deliver projects on time, within budgets, and good technical quality.
- B.** Qualifications and experience of the firm, including the quality of similar services provided to others relative to performance, and ability to complete the work in accordance with the project schedule.
1. Submit your firm's qualifications and experience in providing the services contained hereunder. For projects used as reference, include name of owner/client, brief description of the value of services performed, contact person, and contact information for verification purposes.
 2. Identify specific relevant experience of your firm in providing the services contemplated herein. Identify comparable services performed during the last five (5) years, owners, contact information (for verification purposes), and indicate whether said projects were completed on schedule and within budget.
- C.** Management approach to the performance of the contemplated services.
1. Provide a detailed description of the Consultant's proposed Management Approach to be taken for the performance of the required services, by addressing the Authority's needs, procedures for keeping the Authority apprised of project issues, progress, and status, while ensuring the quality of the work product.
 2. Provide an organization chart identifying key individuals, their firms, work locations, and management structure addressing roles, responsibilities, and clear lines of communication during the performance of the services.

3. Provide a general description of proposer's Quality Control/Quality Assurance (QA/QC) plan, that includes policies and procedures for identifying and addressing quality deficiencies during a project, and how to prevent them from reoccurring.

Immediately following the deadline for submissions, submission packages of all timely responders will be publicly opened. The Authority shall not be responsible for nor be required to grant relief from non-delivery or late delivery of responses forwarded by mail or third-party messenger/delivery services.

After evaluating these factors, and upon favorable review of the general and minimum qualifications described herein, the Authority may request from the firm or firms deemed to be qualified based on the foregoing criteria, the submission of a Request for Proposal (RFP) for the performance of these services.

II. GENERAL QUALIFICATIONS

Interested entities shall demonstrate that they satisfy the minimum qualification requirements specific to each Contracted Service for which they wish the Authority to qualify them, and provide the name and contact information of a duly Authorized Representative.

The qualifications submission package for each Contracted Service shall include a signed statement by the Authorized Representative of the interested entity, indicating that the entity is willing and able to comply with the following mandatory General Requirements:

- A. Compliance with New Jersey Law Against Discrimination pertaining to Public Contracts (N.J.S.A. 10:5-31 et seq.), New Jersey Affirmative Action Rules (N.J.A.C. 17:27-3.5 and 17:27-3.7) and New Jersey Equal Employment Opportunities Act (N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27);
- B. Compliance with New Jersey Business Registration Law (N.J.S.A. 52:32-44 et seq.);
- C. Compliance as applicable with the Federal Occupational Safety and Health Act and regulations promulgated pursuant thereto (29 C.F.R. 1910 and/or 1926);
- D. Compliance with requirements of applicable law regarding disclosure, including any disclosure statements (e.g., Business Entity Disclosure and Political Contribution Disclosure), as may be required to be filed with or submitted to the Authority and the New Jersey Election Law Enforcement Commission;
- E. Ability to secure insurance from a company or companies lawfully authorized to do business in New Jersey, to protect the entity and the Authority from claims which may arise out of or result from activities undertaken in connection with services under contract with the Authority and for which the contractor may be legally liable, whether such activities be by the Contractor or by a Subcontractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance coverage shall name the Authority as an additional insured, with 30 day notice rights prior to any termination, cancellation

and/or material modification of any coverage. Such insurance coverage shall include the following as an anticipated minimum, with additional coverage and/or higher limits necessary dependent upon the scope of services:

1. Workers Compensation Coverage and Employers Liability Coverage, covering all employees engaged in the performance of this Contract and in accordance with applicable statutes, except where the Contractor has certified on Authority forms that they are self-employed as an individual and have no employees and are, therefore, not subject to applicable law;

2. Commercial General Liability Insurance;

Commercial General Liability Insurance with limits of not less than \$500,000.00 combined single limit per occurrence, and General Aggregate of \$1,000,000.00 per project or location. The Authority shall be named as an additional insured consistent with the above. This coverage shall be primary and shall include defense of the Authority as a supplement to the limit of liability;

3. Business Automobile Liability Insurance;

Business Automobile Liability Insurance covering the Contractor for claims arising from “Any Auto” including owned, hired and non-owned vehicles, with limits of not less than \$500,000.00 for any one person and \$500,000.00 for any one accident for bodily injury and \$500,000.00 for each accident for property damage, or a combined single limit of \$1,000,000.00. The Authority and its representatives shall be included under the omnibus clause as an organization legally responsible for use of the Contractor’s vehicles, or by an Additional Insured Endorsement;

4. Professional Liability Insurance;

Contractors shall maintain Professional Liability Insurance for protection against claims arising out of performance of contracted services for the Authority caused by negligent acts, errors or omissions for which the Contractor is legally liable, with a minimum coverage limit of \$2,000,000 per claim and annual aggregate for each project;

F. Indemnification. Provider agrees to save, indemnify, defend and hold harmless the Authority, its respective agents, tenants, representatives, successors and assigns (all collectively, the “Authority Indemnified Parties”), from and against all liability, costs (including reasonable attorneys’ fees), damages, and/or loss, relating to or arising out of the Provider’s performance of any Contracted Services.

G. Assigned personnel for Contracted Services shall demonstrate a high level of education and experience in the field, and shall be directly supervised by persons having a minimum of ten (10) years of experience in the field, holding applicable licenses;

H. Ability to comply with all Federal laws and Regulations applicable to projects funded through grants or reimbursements of the Federal Emergency Management Administration (FEMA), including all requirements set forth in the Code of Federal Regulations at 44 C.F.R. 13, as well as all applicable regulations for performed Work that may be reimbursed and/or funded by State of New Jersey grants and/or loans upon the Authority's request.

I. Statement committing to submit the following:

1. Ownership Disclosure Form;
2. Disclosure of Investigations and Other Activities Involving Bidder Form;
3. Disclosure of Investment Activities in Iran; and,
4. Non-Collusion Affidavit,

in the event the Authority selects to issue a RFP for the services being sought.

III. MINIMUM QUALIFICATIONS FOR CONSULTING ENGINEERING SERVICES

The minimum threshold qualifications requirements that will be utilized for the solicitation of persons and/or firms to be considered for the anticipated services include:

- A. Minimum of five (5) years of experience in planning and designing Landfill Gas (LFG) collection systems, installation, and/or use of inclinometer devices and closure areas, preferable in the State of New Jersey;
- B. Demonstrated minimum of five (5) years of experience in the areas of Landfill Air Permits, Annual Emission Statements, Environmental Protection Agency (EPA), Emission Guidelines and Requirements, Title V Operating Permit Technical Assistance, Landfill Gas Migration Monitoring, Air Permitting services, and/or adherence to the Pipeline and Hazardous Material Safety Administration and EPA's 49 Code of Federal Regulations (CFR) Part 192 Standards;
- C. Experience in the design and construction management of Gas Collection Systems, odor control systems, temporary and permanent capping projects in an active landfill;
- D. Possess five (5) years of experience with governmental entities, particularly the New Jersey Department of Environmental Protection (NJDEP), and in the fields of Environmental Compliance and Enforcement, Waste Management and Air Quality, Water Resources Management, and the Permitting process for Water Treatment Plants and Landfill facilities;

- E. Employ staff with a minimum of five (5) years' experience and/or familiar with the management, treatment and beneficial use of sewage sludge, as well as related processing facilities and equipment such as Thin Film Dryer Equipment, and experience in anaerobic and aerobic digestion processes;
- F. Employ staff with a minimum of ten (10) years of engineering experience in force main and gravity sewer systems, their evaluations, maintenance, repair, rehabilitation, and familiarity with the various types of sewer pipes such as Prestressed Concrete Cylinder Pipe (PCCP), Reinforced Concrete Pipe (RCP), Ductile Iron Pipe (DIP) and Corrugated Metal Pipe (CMP);
- G. Employ staff with a minimum of five (5) years' experience in hydraulic evaluations of gravity sanitary sewers, and wastewater force mains, including experience in transient surge analysis;
- H. Employ staff with a minimum of five (5) years' experience with preparing specifications and drawings for repairs, replacement, rehabilitation of large diameter (between 60-inch to 144-inch) pipes, including working knowledge of PCCP acoustic monitoring systems and non-destructive pipeline inspection methods;
- I. Demonstrated experience in preparing plans, specifications, and other contract documents, as well as in construction management of capital and operating projects related to up-grades, expansions, modifications, maintenance, replacement, and rehabilitation of public facilities, preferably for operating wastewater treatment plants, pumping stations, large diameter (60" diameter and greater) force mains, gravity lines, and residuals management facilities for a minimum of ten (10) years;
- J. Be licensed to provide engineering and/or architectural services in the State of New Jersey with a minimum of ten (10) years of experience with offices located in New Jersey;
- K. Be a multi-disciplinary engineering firm with at least ten (10) years of experience in solid waste, environmental, wastewater treatment and collection facilities permitted to treat and convey between 50 MGD to 400 MGD of wastewater;
- L. Demonstrated experience in preparing plans, reports, contract documents, and monitoring operations and construction activities for an active Landfill, Landfill gas collection equipment, water treatment plants, and collection facilities, preferably in the State of New Jersey;

- M. Employ Professional Engineers licensed in the State of New Jersey with at least ten (10) years' experience in areas of wastewater engineering, environmental, geotechnical, electrical, mechanical, structural, and process engineering preferably with water treatment plants and/or landfill facilities;
- N. Demonstrated experience with New Jersey Pollutant Discharge Elimination System (NJPDES), in areas of Discharges to Ground and Surface Water Permitting, compliance, monitoring, reporting, preparation and updating of Groundwater Protection Plan (GWPP), Stormwater Pollution Prevention Plan (SWPPP), and Landfill Closure/Post Closure Plans;
- O. Demonstrated experience providing general surveying services for active Landfill facilities and/or Water Treatment Plants, including metes and bounds, NJDEP Annual Topographic Surveys, groundwater contour mapping, wetlands delineations, filling sequences, and surveying large diameter underground pipelines;
- P. Demonstrated experience in Architectural Services, interior design and space planning of buildings in accordance with applicable Federal, State and Local codes and regulations;
- Q. Demonstrated experience in Information Technology and in the development, implementation, technical support, and maintenance of Cyber Security Systems, Computer/Telecommunication Networks, Firewalls, and Data Centers;
- R. Experience in Automatic Process Control, including demonstrated improvements to economic performances, efficiencies, and safety, preferably within the Water Treatment and/or Solid Waste industries;
- S. Experience in the field of Project Controls, preferably in the areas of Project Scheduling (Critical Path), Capital Budget Development and Cost Control, Project Performance Reporting, Risk Registry preparation, Project Management Information Systems (PMIS), and Quality Control Auditing;
- T. Experience in vulnerability assessment of mission critical assets, development of practical and cost-effective mitigation strategies designed to reduce risks against natural hazards, and/or acts of terrorism. Demonstrated experience in identifying and prioritizing infrastructure components based on vulnerability, operational impacts, and disaster recovery cost and schedule;

IV. MINIMUM QUALIFICATIONS FOR PROFESSIONAL AND EXTRAORDINARY UNSPECIFIABLE SERVICES

A. AUDIT

1. The auditor signing the opinion letter must be a certified public accountant licensed in the State of New Jersey for a minimum of ten (10) years;
2. Experience in providing advice and recommendations in the review of capital project planning and timing and issuing of debt instruments by public bodies;
3. Experience in the budgeting process and preparation of audits for public entities for a minimum of five (5) years;
4. Experience with public entities particularly municipal sewerage authority laws, utilities authority laws and compliance with applicable fiscal laws for a minimum of five (5) years;
5. Experience in providing advise and assisting with specialized calculations, including but not limited to connection fee calculations, and other consulting services as needed by the Authority.
6. Availability to accommodate any required meetings with the Authority;
7. Experience in completion of a Single Audit prepared for Federal grant purposes and State Closure/Post-Closure accounting;

B. APPRAISALS

1. Firm must be a State of New Jersey Certified General Appraiser;
2. Possess a minimum of five (5) years of experience;
3. Be State Agricultural Development Committee (SADC) and/or Green Acres Program approved appraiser;
4. Be able to provide proof of Errors and Omissions Insurance.

C. FINANCIAL INVESTMENT AND ADVISORY

1. Experience in Investment Management Programs, market performance and asset allocation strategies.

2. Experience in reviewing and providing advice on voluntary benefit plans, its industry, and offerings in general.

D. INSURANCE

1. Firm must have a minimum of ten (10) years' experience in providing insurance and risk management consulting, five of which shall be for public entities.
2. Firm must be able to provide proof of Errors & Omissions Insurance.
3. Experience and references must be provided with the qualification package.
4. Firm must have ten (10) years' experience reviewing and providing recommendations and guidelines to a New Jersey governmental entity concerning insurance required for contracts for professional services, construction, procurement services and property access. This will also include but is not limited to review of the Certificates of Insurance submitted by the contractors and/or their sub-contractors.

E. LEGAL COUNSEL

The duties include representation of the Authority in all of its operations, including but not limited to, general administrative preparation and easements, negotiation of collective bargaining agreements, labor law, litigation, review and advice in connection with legislation and legal issues involving solid waste disposal and wastewater treatment, real estate transactions including acquisition by eminent domain and easements, and procurement of goods, materials and services. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

1. Admission to the New Jersey Bar Association and proof that it has maintained a license to practice law in the State of New Jersey for a minimum of ten (10) years;
2. Have a multi-disciplinary law practice in the area of civil matters for a minimum of ten (10) years;
3. Experience representing the interests of a New Jersey public entity or utility authority in its interactions with governmental entities, including NJDEP, and laws applicable to various governmental entities;
4. Experience with Public Contracts Law preferably in a New Jersey wastewater treatment and/or landfill environment;

5. Experience with construction law preferably in a New Jersey wastewater treatment facility and/or landfill environment;
6. Experience in the field of labor related matters representing governmental entities in New Jersey including negotiation of collective bargaining agreements, workers compensation and personal injury litigation;
7. Experience in dispute resolutions, litigation, mediation and claim settlements from construction activities;
8. Experience with environmental law in the areas of wastewater treatment;
9. Experience representing governmental entities in the field of public finance and experience representing public entities before the New Jersey Local Finance Board;
10. Nationally recognized as a bond counsel and listed in the Bond Buyer's Municipal Marketplace Directory;
11. Experience in the field of financing;
12. Experience in the field of energy regulation;
13. Experience with environmental law, air emissions, and water quality;
14. Experience in the preparation of easements agreements, and other instruments intended to enter upon, use and occupy property own by, or under the jurisdiction of non-MCUA entities;
15. Experience as defense counsel for similar public entities.

F. PUBLIC RELATIONS AND WEBSITE MANAGEMENT

1. Experience in content development, re-branding, copyrighting, layout production of newsletters, news releases, and publications for private and/or public sector for a minimum of seven (7) years.
2. Preferred experience in providing strategic advice to a governmental entity in dealing with public affairs issues and NJDEP matters for a minimum of ten (10) years.

3. Experience with design services for website and website maintenance including updates for a minimum of five (5) years.
4. Experience in speech writing for a governmental entity for a minimum of seven (7) years.
5. Demonstrated experience with crisis management.
6. Experience with various phases of film/edit production.
7. Experience in the utilization of social media, print and radio venues to convey Authority objectives and in public outreach.

V. ORAL PRESENTATIONS

After review of all RFQ submissions, the Authority may, but is not obligated to, request an oral presentation to the selection committee and others, as appropriate. It should be noted that firms selected to make presentations may be given short advance notice. Presentations would be limited to 30 minutes, and include the material contained in your submission. The presentation would be followed by an approximately 30-minute question and answer session. Proposer's staff providing the presentation shall be led by the proposed Project Manager, who may be supported by no more than four (4) other senior staff members proposed to work on the project.

The Authority reserves the right, in its sole discretion, to reject all submittals, to undertake discussions and modifications with one or more professional entity(ies) to combine multiple service categories, to waive defects in submittals, and to proceed with the issuance of Requests for Proposals based on modified services, if any, which in its judgment, will best serve the public interest.

Ted Light, Chairman
Middlesex County Utilities Authority
Sayreville, New Jersey