

MIDDLESEX COUNTY UTILITIES AUTHORITY

REQUEST FOR QUALIFICATIONS

FOR PROVIDING SERVICES AS THE AUTHORITY'S

HEALTH & SAFETY CONSULTANT 2019

DEADLINE: 11:00 AM ON JANUARY 3, 2019

This REQUEST FOR QUALIFICATIONS is hereby published by the MIDDLESEX COUNTY UTILITIES AUTHORITY ("Authority") through 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 initiated procedures for compliance with New Jersey Local Unit Pay-to-Play Law.

The Authority is soliciting qualifications from qualified engineering firms to provide health and safety services as the Authority's Health and Safety Consultant- Wastewater and Solid Waste Divisions - 2019 for the time period January 1, 2019 thru December 31, 2019. Interested persons are hereby solicited to submit their qualifications *on or before the deadline of 11:00 AM on January 3, 2019* to:

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

Documentation of qualifications in response to this request shall be submitted *in triplicate* (two bound, one unbound) in a sealed envelope. All submissions in response to this request shall be clearly labeled on the *outside* of the submission package with the following identifying information:

- * Name and description of the Contracted Service for which the qualifications are being submitted (e.g. *Providing Services As The Authority's Health & Safety Consultant 2019*);
- * Name of the Authorized Representative for the entity submitting qualifications; and
- * Address and telephone number for the Authorized Representative

Immediately following the deadline for submissions, submission packages of all timely responders will be publicly opened.

The conforming submissions will be evaluated by the Authority technically and legally based on the criteria outlined for the Contracted Services identified herein. One or more entities deemed to be

qualified will subsequently be requested to provide proposals for this project. The proposals will be evaluated, and the final selection shall be determined on the basis of responsiveness to evaluation criteria detailed below, the most advantageous price, and other factors considered to be in the best interest of the Authority.

Accordingly, the Authority, hereby provides notice that the following shall be the Authority's evaluation criteria and the Contracted Services for which interested professionals and consultants are requested to submit their qualifications:

I. GENERAL QUALIFICATIONS

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

- 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 CFR 1910 and/or 1926);
- D. Compliance with requirements of law regarding disclosure, including any disclosure statements (e.g. Business Entity Disclosure and Political Contribution Disclosure) as may be required to be filed with 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 include the following as a 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 the 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 \$1,000,00.00 per project or location. The Authority shall be named as an additional insured as respects the acts of the Contractor. 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, leased, 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 coverage limit of \$2,000,000 per claim and annual aggregate.

F. 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 five (5) years of experience in the field and holding applicable licenses.

G. Please be advised that those firms selected to receive a Request for Proposal (RFP) from the Authority will be required to submit and complete the following:

1. Ownership Disclosure Form
2. Disclosure of Investigations and Other Actions Involving Bidder
3. Disclosure of Investment Activities in Iran
4. NonCollusion Affidavit

II. CONTRACTED SERVICES AND QUALIFICATION CRITERIA

The Authority is currently considering qualifications from Engineering Firms to provide health and safety Consulting Services for its Wastewater and Solid Waste Divisions for calendar

year 2019. The services shall include Health and Safety Training, Planning and Consultation related to the Authority's Wastewater and Solid Waste Facilities including but not limited to annual site specific safety and health program training and fit testing; annual safety and health issues assistance; PEOSHA-type safety and health walk through inspections; annual Confined Space Entry/Lock-Out-Tag-Out Program inspection; Homeland Security training, and wastewater operators training certification. Interested entities shall submit supporting documentation to demonstrate that they meet the qualification criteria described herein in order for the Authority to consider their appointment. The minimum threshold criteria that will be utilized for the evaluation of the responses shall be as follows:

1. Licensed to provide Engineering Services in the State of New Jersey for a minimum of seven (7) years; and.
2. A minimum of seven (7) years experience in training for Wastewater and Solid Waste Facilities; and
3. A licensed professional engineer as one of the principals in the firm; and
4. Licensed Operators on staff possessing a license for one of the following: Public Sewage Treatment Plants, Public Wastewater Collection System, and Industrial Wastewater Treatment System; and
5. Certified Safety Professional on staff with a minimum of seven (7) years experience; and
6. Qualified Environmental Professional on staff with a minimum of seven (7) years experience; and
7. Certification from the State of N.J. to offer T.C.H.'s for the training; and
8. Certified N.J. Water Environment Association Instructor on staff; and
9. Knowledge of the Wastewater Treatment processes used by the Authority and its Landfill Operations.
10. Certified by a New Jersey Local Emergency Management Agency to provide employee training for issues relating to Homeland Security/Emergency Preparedness.

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