

MIDDLESEX COUNTY UTILITIES AUTHORITY
REQUEST FOR QUALIFICATIONS
FOR THE PROVISION OF VARIOUS PROFESSIONAL ENGINEERING SERVICES,
ARCHITECTURAL SERVICES AND SURVEYING SERVICES
TO BE PROVIDED TO THE AUTHORITY
ON AN “AS-NEEDED” BASIS DURING CALENDAR YEAR 2020

DEADLINE: 4:00pm ON TUESDAY, DECEMBER 31, 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 responsible for preserving and protecting central New Jersey’s environmental resources, and for the operation 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.

This Request for Qualifications seeks qualification submissions from qualified respondents to provide various professional engineering services as described in more detail herein, in support of the Authority’s Capital and Operating programs for the Solid Waste (SW) and Wastewater (WW) Divisions. Once firms become qualified, the Authority will issue requests for proposals, and as appropriate, award professional service contracts for 2020 for such engineering services, during the Authority’s Annual Reorganizational and Regular Meeting, which is scheduled to take place on Tuesday, February 25, 2020.

Entities interested in becoming qualified to render professional engineering services during calendar year 2020, must submit two (2) separate and sealed envelopes in accordance with the following format:

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

- Name of the Firm
- RFQ Title
- EVALUATION CRITERIA

The second package submission shall address *in quadruplicate* the items listed under Roman numerals II, and III, which include GENERAL AND MINIMUM QUALIFICATIONS FOR EACH SERVICE. The package submission shall be labeled with:

- Name of the Firm
- RFQ Title
- QUALIFICATIONS

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

J. Joaquín González, P.E., Chief Engineer
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 proposed to perform the services hereunder:
 - 1. In this section, detail the experience of key individuals (including other support firms, if any) to be responsible for the successful completion of the intended 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 render on-time, and within budget, 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 client's schedule.
 - 1. Describe the firm's expertise and list the following:
 - a. 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.
 - b. 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 intended services.
 - 1. Provide a detailed description of the firm'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 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 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 the performance of the services, and how to prevent them from reoccurring.

Immediately following the deadline for submissions, submission packages of all timely responders will be 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 general qualifications and provide the name and contact information of a duly Authorized Representative.

Proposers shall include a signed statement by the duly Authorized Representative of the firm, indicating the firm's willingness and ability to satisfy 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 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 \$1,000,000.00 combined single limit per occurrence, and General Aggregate of \$2,000,000.00 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 \$1,000,000.00 for any one person and \$500,000.00 for any one accident for bodily injury and \$1,000,000.00 for each accident for property damage, or a combined single limit of \$2,000,000.00. 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:

Consultants 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.

5. Cyber Security Insurance:

The Entity shall maintain Cyber Security Insurance for protection against all claims arising out of performance of services under the agreement drafted in accordance with this RFP caused by negligent acts, errors or omissions for which the Entity is legally liable, with a coverage limit of \$2,000,000 per claim and annual aggregate.

- F. Indemnification: Provider agrees to save, indemnify, defend and hold harmless the Authority, its respective agents, commissioners, employees, 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 by 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. Should the Authority select to issue an RFP for the services being sought, a 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.

III. MINIMUM QUALIFICATIONS FOR EACH SERVICE

The minimum threshold qualification requirements intended to be used for the various services are listed below.

Entities are requested to provide documentation demonstrating their experience for each of the services intended to be qualified and as checked on Exhibit A Professional Services Checklist:

A. General Consulting - Wastewater Division

1. 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.
2. 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); 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Possess five (5) years of experience with governmental entities, preferably 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/or Landfill facilities.

B. General Consulting - Solid Waste Division

1. 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.
2. 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.
3. Experience in the design and construction management of Gas Collection Systems, odor control systems, temporary and permanent capping projects in an active landfill.
4. 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.
5. 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.

C. Structural

1. Licensed to provide structural engineering services in the State of New Jersey with a minimum of ten (10) years of experience and with offices located in New Jersey.

D. Mechanical/Electrical/Plumbing/Fire Protection (MEPF)

1. Licensed to provide MEPF engineering services in the State of New Jersey with a minimum of ten (10) years of experience and with offices located in New Jersey.

E. Environmental and/or Permitting

1. Be licensed to provide engineering services in the State of New Jersey with a minimum of ten (10) years of experience with offices located in New Jersey.
2. 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.
3. 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.

4. Employ Professional Engineers licensed in the State of New Jersey with at least ten (10) years' experience in areas of wastewater engineering, environmental, engineering, preferably with water treatment plants and/or landfill facilities.
5. Posses five (5) years of experience in managing removal and disposal of asbestos containing material and lead based paint.

F. Hydraulic/Hydrological

1. Demonstrated experience in the Hydrological Engineering field, with projects involving flow and storage of water, flood prevention, and flood mitigation.
2. Experience in watershed hydrology, contaminant transport, turbulent flows, drainage-basin management and water quality.
3. Experience in determining pipe flows, and other hydraulic structures.

G. Process Control

1. Experience in Automatic Process Control, including demonstrated improvements to economic performances, efficiencies, and safety, preferably within the Water Treatment and/or Solid Waste industries.

H. Acoustic Monitoring and Pipeline Inspection

1. Possess five (5) years of experience in acoustic monitoring of pipe systems, and in non-destructive pipeline inspection methods.

I. Civil/Traffic

1. 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.

J. Chemical

1. Be licensed to provide chemical engineering and/or laboratory related services in the State of New Jersey with a minimum of ten (10) years of experience, as may be required.

K. Geotechnical

1. Be licensed to provide geotechnical engineering services in the State of New Jersey with a minimum of ten (10) years of experience with offices located in New Jersey.

L. Subaqueous Inspections/Marine Engineering

1. A minimum of ten (10) years' experience with underwater inspections, penetration dives, external & internal structural investigations, hydrographic surveys, evaluations,

design recommendations, and maintenance activities for large diameter (84" RCP, 84" CMP, 36"-132" PCCP) subaqueous pipelines and appurtenances; and

2. A minimum of ten (10) years' experience working with Environmental Protection Agency, New Jersey Department of Environmental Protection, New Jersey EIT, US Army Corps of Engineers, and local regulators in obtaining various permits for maintenance dredging, jetting, cleaning and/or construction activities pertaining to subaqueous pipelines and appurtenances; and
3. A minimum of ten (10) years' experience preparing design plans, specifications, and bid specifications for the operation, maintenance, and/or construction activities pertaining to subaqueous pipelines and appurtenances; and
4. A minimum of ten (10) years' experience performing engineering services during construction including inspection services, resident engineering observations / oversight, contract administration, reporting and preparing as-built plans pertaining to subaqueous pipelines and appurtenances.

M. Architectural

1. Be licensed to provide architectural services in the State of New Jersey with a minimum of ten (10) years of experience with offices located in New Jersey.
2. Demonstrated experience in Architectural Services, interior design and space planning of buildings in accordance with applicable Federal, State and Local codes and regulations.

N. Master Planning

1. Demonstrated experience in preparing plans, specifications, and other contract documents, as well as in project scope development, project planning & master planning of capital and operating projects related to up-grades, expansions, modifications, maintenance, replacement, and rehabilitation of public facilities and infrastructure for industrial equipment, process equipment, tanks, conveyance equipment, and large pipelines (above and below grade) preferably for active landfills and operating wastewater treatment plants.
2. Be licensed to provide planning services in the State of New Jersey with a minimum of ten (10) years of experience with offices located in New Jersey.
3. Be a multi-disciplinary architectural/engineering firm with at least ten (10) years of experience in large facility development and master planning assignments.
4. Demonstrate master planning experience for public infrastructure.

O. Asset Management

1. Demonstrated experience and familiarity in preparing plans, specifications, and other contract documents, as well as providing technical and management services for large public infrastructure facilities including industrial equipment, process equipment,

tanks, conveyance equipment, and large pipelines (above and below grade) 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

2. Demonstrate experience, employed qualified staff with asset management software knowledge, and best practices certifications to support all aspects of asset management including but not limited to:
 - a. Stakeholder input and goal development
 - b. Creating a Steering Committee from key MCUA staff
 - c. Documenting Facility assets and inventory
 - d. Condition assessment from existing documentation, maintenance records, inspection reports and physical observations
 - e. Proficient using ISO 55000 Standard
3. 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.

P. Construction Management

1. Demonstrated experience in preparing plans, specifications, and other contract documents, as well as in Project scope development, Project planning, Project Management and Construction Management of capital and operating projects related to up-grades, expansions, modifications, maintenance, replacement, and rehabilitation of public facilities and infrastructure for industrial equipment, process equipment, tanks, conveyance equipment, and large pipelines (above and below grade) 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.
2. 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.
3. Demonstrate Construction Management experience for public infrastructure.

Q. Independent Cost Estimating

1. Demonstrate 10 years' experience in providing professional cost estimates for heavy industrial capital and operating projects in CSI format. Must possess Best Practices experience for all aspects of Professional Cost Estimating.
2. Demonstrate experience with management and execution of industrial construction projects with specific experience in construction and general contracting or construction management.
3. Demonstrate ability to provide take offs from construction documents.
4. Demonstrate experience with accounting for field conditions such as existing physical conditions, rigging, crane lifts and general construction requirements for executing

industrial projects.

5. Association for the Advancement of Cost Engineering (AACE) certification and/or American Society of Professional Estimators (ASPE) certification is desirable but not required.

R. Surveying

1. 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.
2. Be licensed to provide surveying services in the State of New Jersey with a minimum of ten (10) years of experience and with offices located in New Jersey.

S. Program Management

1. Demonstrated experience in preparing plans, specifications, and other contract documents, as well as in Project scope development, Project planning , Project Management of multiple capital and operating projects related to up-grades, expansions, modifications, maintenance, replacement, and rehabilitation of public facilities and infrastructure for industrial equipment, process equipment, tanks, conveyance equipment, and large pipelines (above and below grade) preferably for active landfill facilities, 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.
2. Project Management Professional (PMP) certification(s), preferred but not required.
3. Demonstrate experience in the planning, organizing, directing and controlling multi-discipline projects preferably in wastewater and/or active landfill facilities.

T. Project Control Specialists

1. 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.

U. Security

1. 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.
2. Demonstrated experience in identifying and prioritizing infrastructure components based on vulnerability, operational impacts, and disaster recovery cost and schedule.

V. Value Engineering

1. Experience in the analysis of structures, building features, systems, and/or equipment, that achieves the intended purpose of the project, at a lower life cycle cost, and in accordance with required performance, quality, reliability, and safety standards.
2. Experience in the systematic application of Value Engineering techniques used during either the pre-award or post-award/construction phases of a project.

W. Design – Build – Operate and Maintain

1. Demonstrate 10 years' experience for full integrated Project Execution of Public Sector Projects and or Public Private Partnerships having full responsibility to Design, Purchase, Construct and Operate Industrial and Process Equipment with preference for Wastewater and Solid Waste Operations.
2. Have personnel with a least 10 years' experience in the following disciplines:
 - a. Full Service Multi Discipline Architectural and Engineering personnel with registrations and professional license in the state of New Jersey having 10 years of experience designing process and industrial projects and infrastructure.
 - b. Full service construction management personnel with 10 years' experience.
 - c. Professional Project Management Personnel with CPM and Primavera experience.
 - d. Full general contracting, purchasing, cost estimating and the ability to self-perform prime construction activities.
 - e. Possess a minimums of 5 years operations experience in industrial and process equipment.

X. Health and Safety

1. A minimum of five (5) years' experience addressing applicable Federal, State, and local laws, rules, and regulations that relate to:
 - a. Safety and Health Training for active landfills and wastewater treatment, facilities in the State of New Jersey.
 - b. Respiratory protective equipment fit testing.
 - c. Emergency evacuation/action training, and
 - d. Expert guidance

IV. 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.

Joseph P. Cryan, Executive Director
Middlesex County Utilities Authority
Sayreville, New Jersey

EXHIBIT A
PROFESSIONAL SERVICES CHECKLIST
CHECK EACH BOX FOR EACH CATEGORY TO BE CONSIDERED

- A. General Consulting - Wastewater Division
- B. General Consulting - Solid Waste Division
- C. Structural
- D. Mechanical/Electrical/Plumbing/Fire Protection
- E. Environmental and Permitting
- F. Hydraulic/Hydrological
- G. Process Control
- H. Acoustic Monitoring and Pipeline Inspection
- I. Civil/Traffic
- J. Chemical
- K. Geotechnical
- L. Subaqueous Inspections
- M. Architectural
- N. Master Planning
- O. Asset Management
- P. Construction Management
- Q. Independent Cost Estimating
- R. Surveying
- S. Program Management
- T. Project Control Specialist
- U. Security
- V. Value Engineering
- W. Design - Build - Operate and Maintain
- X. Health & Safety