

**MIDDLESEX COUNTY UTILITIES AUTHORITY**

**REQUEST FOR QUALIFICATIONS**

**ENGINEERING SERVICES RELATED TO  
WATER QUALITY AND NJPDES PERMITTING ISSUES 2021-2022**

**DEADLINE: 12:00 NOON ON MARCH 5, 2021**

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 Environmental Engineers to perform a series of water quality studies related to N.J. Pollutant Discharge Elimination System (NJPDES) Permit Limits for the Central Wastewater Plant site. Interested persons are hereby solicited to submit their qualifications on or before the deadline of 12:00 Noon prevailing time on March 5, 2021 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 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. Engineering Services Related To Water Quality and NJPDES Permitting Issues 2021-2022).
- \* 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 Provider. 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 coverage limit of \$2,000,000 per claim and annual aggregate.

5. Cyber Insurance

The Entity shall maintain Cyber Security Insurance for protection against all claims arising out of performance of services under the agreement in accordance with this RFP caused by cyber-attacks, malware, loss of data, negligent acts, errors or omissions for which the Entity is legally liable, with a coverage limit of \$500,000 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 fifteen (15) years of experience in the field and holding applicable licenses.

G. 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 FORM

3. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN
4. NonCollusion Affidavit

## II. CONTRACTED SERVICES AND QUALIFICATION CRITERIA

The Authority is currently considering qualifications for Environmental Engineers to provide water quality studies related to N.J. Pollutant Discharge Elimination System (NJPDES) Permit limits for the Central Wastewater Plant site, including, but not limited to ambient water quality modeling and monitoring, water quality standards, and derivation of of permit limits. The services shall include attendance at meetings, preparation of a study workplan, obtaining NJDEP approval for the workplan, consultations during the field monitoring program, data analysis and/or modeling and report preparation of post-submittal response letters, written reports and verbal status reports. 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 professional engineering services in the State of New Jersey for a minimum of twenty (20) years; and
2. Full time professional engineers licensed in the State of New Jersey and PhD's, with a minimum of fifteen (15) years in wastewater engineering, water quality modeling, and regulatory permitting experience; and
3. Proven experience in performing water quality related studies, including but not limited to dilution studies, ambient water quality modeling and monitoring, wasteload allocations, and TMDL studies; and
4. Experience with governmental agencies, knowledge of statues, regulations, and permitting requirements pertaining to the wastewater treatment industry; and
5. Experience with the Authority's Wastewater Treatment Plant NJPDES permit, dilutions studies, toxicity studies, permit limit development, and alternative discharge analysis.

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