

**NOTICE OF
AVAILABILITY OF REQUESTS FOR QUALIFICATIONS AND
PROPOSALS FOR VARIOUS 2018 PROFESSIONAL SERVICE CONTRACTS**

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
2900 Bayshore Road
Villas, New Jersey 08251
(609) 886-7146**

PLEASE TAKE NOTICE that the Lower Township Municipal Utilities Authority (“MUA”) is requesting qualifications and proposals from individuals and/or from firms for various professional services contracts for 2018. The qualifications and proposals that are being sought are for the following contracts:

- MUA Solicitor
- MUA Bond Counsel
- MUA Auditor
- MUA Engineer
- Risk Management Consultant

The qualifications and proposals are being solicited through a “fair and open” process in accordance with N.J.S.A. 19:44A-20.5, *et. seq.*

Sealed qualifications and proposals will be received by the Authority Secretary, Lower Township MUA, 2900 Bayshore Road, Villas, New Jersey, 08251 on January 4, 2018 at 10:00 a.m., prevailing time. No prospective contractor may withdraw his, her or its bid within sixty (60) days after the actual date of the opening thereof.

The General Information for Prospective Contractors, Specifications and other proposal documents have been filed in the office of the MUA Secretary and may be obtained therefrom between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday. The proposal documentation for the contracts and contract descriptions also are available by clicking on the links provided at www.ltmua.org.

Qualifications and Proposals must be enclosed in a sealed envelope and plainly marked with the identity of the contract (*e.g.*, “Qualifications and Proposal for 2018 MUA Auditor Contract”) and the envelope shall contain the name and address of the prospective contractor.

Contractors will be required to comply with the anti-discrimination laws of the State of New Jersey; in particular with the requirements of Chapter 127 of P.L. 1975. The statutory language required by N.J.S.A. 10:2-1 and 10:5-33 shall be incorporated into the subject contracts by reference. Contractors will be required to comply with the requirements of N.J.S.A. 10:5-31, *et. seq.* and N.J.A.C. 17:27 (Contract Compliance and Affirmative Action for Public Contracts). The statutory and regulatory language of those statutes and administrative regulations are incorporated into the specifications and the contracts with the successful contractor by reference.

Prospective contractors are required to comply with the requirements of the Public Law, 1975, C.127 N.J.S.A. 34:11-56.25 *et. seq.* as amended in Chapter 64 of the Laws of 1974 and P.L. 1977 Ch. 33, N.J.S.A. 52:25-24.2 which requires a statement setting forth the names and addresses of all stockholders in the prospectively contracting corporation or partnership who

own 10% or more of its stock, of any class, or of all individual partners in the prospectively contracting partnership who own 10% or greater interest therein, as the case may be. For the purpose of this requirement, a limited liability company will be deemed a partnership.

Prospective contractors to whom contracts are to be awarded will be required to submit a New Jersey Business Registration Certificate pursuant to the requirements of N.J.S.A. 52:32-44 prior to adoption by the MUA Board of the resolution awarding the contract.

Prospective contractors are required to comply with the requirements of P.L. 2012, c.25 and N.J.S.A. 40A:11-2.1 which require that any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract with a local contracting unit must complete a certification attesting, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries or affiliates is not identified on a list created or maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran.

Upon receipt of qualifications and proposals, the MUA Secretary shall transmit copies of each proposal to a review committee consisting of the MUA Chairman, the MUA Executive Director and not more than one other member of the Authority as the Chairman may designate. Proposals will be evaluated on the basis of the most advantageous; price and other factors considered. The evaluation will consider:

- a. Experience and reputation of the prospective contractor in the field that is the subject matter of the contract;
- b. Knowledge of the MUA, issues that are unique to the Lower Township MUA and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Lower Township MUA or its various departments;
- d. Compensation proposal; and
- e. Other factors as demonstrated to be in the best interest of the Lower Township MUA.

Upon completion of the review process, the review committee shall transmit its findings and recommendations to the Authority members who may award the subject contract on or about February 7, 2018 by resolution.

Prospective contractors are required to comply with the requirements of N.J.S.A. 19:44A-20.27. Business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC), if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

The Lower Township Municipal Utilities Authority reserves the right to reject any and all proposals or to waive any irregularities or informalities as may be permitted by law.

BY ORDER OF THE LOWER
TOWNSHIP MUA

Dated:

/s/ Sharon Otto, Secretary