

## **NOTICE OF SOLICITATION**

Notice Posted: 6-16-2015

**Due Date and Time: July 2, 2015 at 10:00 a.m.**

**TAKE NOTICE:** The Bayonne Municipal Utilities Authority 630 Avenue C, Rm. 11, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the “Client/Owner,” “Authority” and/or “BMUA”) is seeking to an professional services provider (hereinafter referred to in this notice and the various submission documents as the “respondent,” “provider,” “contractor,” “submitting party,” “applicant,” “vendor,” “service provider,” and/or “professional service provider”) for the following profession title or service in accordance with a “fair and open” contracting process as defined in the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44-20.4 et seq.):

### **PROFESSIONAL SERVICE/TITLE SOUGHT: “BMUA Professional Services - General Engineer”**

**DESCRIPTION:** The BMUA desires to appoint a firm or firms to provide general engineering services to the BMUA. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a sewer and water authority. Any experience or knowledge of matters that directly affect the BMUA should be addressed. The successful firm(s) shall comply with all applicable federal, state and local statutes, rules and regulations.

Any contract awarded shall be subject to cancellation by the BMUA on 30 days notice with any work performed to the date of cancellation prorated accordingly.

#### **AT A MINIMUM, THE RESPONDING FIRM OR ENTITY:**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years experience in providing consulting services to municipalities including demonstrated experience with road programs, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying and mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the BMUA including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction administrators.
5. Must maintain a principal office location in close proximity to the BMUA so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation and administration of state and federal grants.
7. Must have project managers with at least ten (10) years of municipal experience.
8. Must list past and present municipalities served as Consulting Engineer.
9. MUST COMPLETE AND RETURN THE SEALED SUBMISSION FORM AND ENCLOSURES BY THE DUE DATE SET FORTH IN THIS NOTICE.

#### **10. Must also agree meet the following additional requirements:**

- A. **INSURANCE REQUIREMENTS.** Prior to commencing work under contract, the **successful firm** shall furnish the BMUA with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the BMUA must provide the coverage. Firms must give the BMUA a sixty (60) day notice of cancellation, non-renewal, or change in insurance coverage. The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

- (1) PROFESSIONAL LIABILITY. Minimum of \$1,000,000.00 errors and omissions per occurrence to be amended based upon the specific work and values involved.
- (2) WORKERS COMPENSATION AND EMPLOYERS' LIABILITY. Statutory coverage for New Jersey \$100,000.00 Employer's Liability.
- (3) GENERAL LIABILITY. Minimum of \$1,000,000 per occurrence to be amended based upon the specific work and values involved. The BMUA shall be named as additional insured with respect to general liability.
- (4) AUTOMOBILE LIABILITY. Minimum of \$1,000,000 per occurrence / \$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

**B. INDEMNIFICATION.** The selected firm(s) shall defend, indemnify and hold harmless the BMUA; its officers, agents, and employees from any and all claims and costs of any nature. Whether for personal injury, property damage, or other liability arising out of or in any way connected with the firm's acts or omissions under this agreement.

**EEO COMPLIANCE.** The contractor or subcontractor, where applicable, must agree to comply with any regulations promulgated pursuant to P.L. 1975, c. 127 (c. N.J.S.A. 10:5-31, et seq.), or in accordance with a binding determination of the applicable county employment goals determined by the Div. of Contract Compliance & EEO pursuant to N.J.A.C. 17:27-5.2 promulgated pursuant to P.L. 1975, c. 127, (c. N.J.S.A. 10:5-31, et seq.), as amended and supplemented from time to time, and with the Americans with Disabilities Act; and understands that final execution of any contract for goods or services will be contingent upon documentation of that compliance in as detailed in the "general instructions and submission" criteria.

**BE ADVISED THAT,** absent an express written notice to the contrary in the detailed requirements, all proposals:

1. Are to be submitted on the standardized "**SUBMISSION FORMS – Professional Service Contract**" AND
2. Are Subject to the standardized "**GENERAL INSTRUCTIONS and CONTRACT REQUIREMENTS**".

The above mentioned standardized documents are available either as links to this posting or under the topic heading where this posting is found. Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the Bayonne Municipal Utilities Authority, 630 Avenue C, 1st Floor, Rm. 11, Bayonne, NJ 07002. The BMUA office is open during regular business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

**SUBMISSION PROCESS, DEADLINE, CONTENTS, RECEIPT AND RIGHTS RESERVED:**

1. Sealed Responses should be clearly marked on the outside of the envelope as a "**Response to Solicitation - BMUA Professional Services - General Engineer**".
2. They should be mailed or delivered the attention of "**Tim Boyle, Executive Director BMUA, 630 Avenue C, Room 11, Bayonne, NJ 07002**" so that they are **RECEIVED on or before the Due Date and Time noted above.** Unless the due date and time are extended by the Authority, Submissions received late will not be considered.
3. **SUBMISSIONS SHOULD INCLUDE:**
  - A. The above noted "SUBMISSION FORMS – Professional Service Contract" which forms include and/or require:
    - (i). The "Proposal, Qualifications and Costs Submission Form" signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
    - (ii). A signed and notarized "Non-Collusion Affidavit."
    - (iii). A signed Disclosure of Ownership form.
  - B. A copy of the vendor's current "NJ Business Registration Certificate."

- C. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this submission.
- 4. The Executive Director and/or his designated representative will receive submissions up to the submission deadline noted above and will immediately thereafter publicly open all submission received in the Dorothy E. Harrington Council Chambers on the First Floor of the aforesaid Bayonne Municipal Building, 630 Avenue C, Bayonne, NJ where and at which time submissions will be read aloud and be otherwise available for public scrutiny.
- 5. The Authority reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submissions that in their judgment will be in the best interest of the Authority.