

2024
NOTICE OF REQUEST FOR
QUALIFICATIONS/PROPOSALS

Notice is hereby given that the Monroe Municipal Utilities Authority of Williamstown, New Jersey is seeking qualifications/proposals to fill the following positions. The contracts will be awarded through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Sealed qualifications/proposals for professional services must be received by the Executive Director of the Authority no later than 10:00 AM prevailing time on Thursday January 11, 2024, at the Authority Business office, 372 South Main Street, Williamstown NJ 08094, at which time they will be publicly opened. No RFP/RFQ will be accepted after the due date and time noted. Each sealed envelope containing a proposal must be clearly marked RFP/RFQ for Professional Services – Fair and Open Process for 2024, including the title of the position to clearly show the specific service for which an individual or firm is submitting a proposal.

Qualifications/Proposals for the following professional services will be accepted:

- Auditor
- Banking
- Bond Counsel
- Broker of Record for the Authority Deferred Compensation Plan
- Conflict Attorney
- Energy Procurement Consulting Services
- Engineer
- Geological Engineer
- Financial Advisor
- Insurance Broker
- Labor Counsel
- Solicitor
- Water/Wastewater Consultant
- Alarm Maintenance and Service Contract
- Authority Information Technology System Integrator
- Bill printing Forms and mailout
- Mobile Occupational Services
- Laboratory Testing Services
- Utility Integration and Technology specialist
- Risk Management Consultant

Qualifications/Proposals must include the following:

- Cover Letter detailing the position being submitted.
- One (1) original, paper/hard copy of the qualifications/proposal UNBOUND and clearly marked "ORIGINAL."

Each submission to be considered shall comport to the criteria set forth herein:

1. Should the applicant be a professional acquiring licensure in the State of New Jersey, said applicant shall be licensed for a period not less than five (5) years.
2. The applicant shall submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.
3. The applicant shall submit a resume, which shall set forth information including, but not limited to the following (as applicable to a business entity or individual professional):
 - a. Full name and business address
 - b. A listing of all post high school education of the applicant
 - c. Dates of Licensure in the State of New Jersey and any other state.
 - d. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held therein.
 - e. The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant.
 - f. A listing of all special accreditations held by the individual licensed professional or business entity.
 - g. A listing of all previous public entities served by the business entity or licensed professional indicating the dates of services and position held.
 - h. Current fee schedule

The Monroe Municipal Utilities Authority shall thereafter publicly select the professional or business entity for the position so advertised, which shall thereafter be confirmed or approved as required by Resolution.

The successful and unsuccessful applicants may be requested to submit electronic versions (PDF) of their respective submissions upon the request of the Monroe Municipal Utilities Authority.

MONROE MUNICIPAL UTILITIES AUTHORITY
Wendy Mahoney
Executive Director