

**PUBLIC NOTICE  
MONROE MUNICIPAL UTILITIES AUTHORITY  
COUNTY OF GLOUCESTER  
STATE OF NEW JERSEY NOTICE OF REQUEST FOR QUALIFICATIONS UNDER A  
FAIR AND OPEN PROCESS**

- Alarm Monitoring and Service Contract
- Auditor
- Authority Information Technology System Integrator
- Banking
- Bond Counsel
- Broker of Record for the Authority Deferred Compensation Plan
- Conflict Solicitor
- Engineer
- Financial Advisor
- Geological Engineer
- Insurance Broker
- Labor Counsel
- Laboratory Testing Services
- Mobile Occupational Services
- Solicitor
- Utility Integration and Technology Specialist
- Water/Wastewater Consultant

**Submission Deadline:  
Wednesday, January 21, 2026  
10:00 am**

NOTICE IS HEREBY GIVEN that sealed request for qualifications submissions will be received by the Executive Director and/or Qualified Purchasing Agent of the Monroe Municipal Utilities Authority for the service(s) set forth below in accordance with the "Fair and Open Process" pursuant to N.J.S.A. 19:44A-20.5, et seq. Request for qualifications ("RFQ") responses shall be submitted to Wendy Mahoney, Executive Director of the Monroe Municipal Utilities Authority, 372 South Main Street, Williamstown, New Jersey 08094, on or before January 21, 2026, at 10:00 a.m., at which time said responses will be officially opened and read in the office of the Monroe Municipal Utilities Authority. The Qualification packets may be obtained at the Authority Business Office on 372 South Main Street, Williamstown, New Jersey 08094 or via the Authority website at [www.monroemuaj.com](http://www.monroemuaj.com).

Please submit qualifications and or proposals to Wendy Mahoney, Executive Director, Monroe Municipal Utilities Authority, 372 South Main Street, Williamstown, New Jersey 08094.

Responses must be enclosed in a sealed envelope. The service provider must indicate the following on the outside of the envelope: (1) the name and address of the submitter; (2) title of the professional service for which the response is submitted; and (3) RFQ

submission deadline. Responses may be delivered by hand, overnight courier, or mail. No late responses will be accepted.

The Governing body of the Monroe Municipal Utilities Authority shall award a contract(s) to the company(s) that best meets the needs and interests of the Monroe Municipal Utilities Authority.

Wendy Mahoney  
Executive Director

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES  
UNDER A FAIR AND OPEN PROCESS

**I. Fair and Open Process**

- A. Any professional service entity or other business entity providing services to the Monroe Municipal Utilities Authority shall be subject to a fair and open process for selection. That fair and open process shall be set forth in Subsection B below which shall establish criteria for the fair and open process. Included in that criteria and made a part hereof, shall be some or all of the following: accessibility. understanding of the assignment, methodology/plan for accomplishing the assignment; overall experience; experience specific to the assignment; sufficiency of resources to perform the task.
- B. The fair and open process established by the Monroe Municipal Utilities Authority shall require the following:
- (1) The solicitation of proposals and or qualifications for any professional position Service contract, or other contract not subject to bidding pursuant, to N.J.S.A 40A:11:5 that shall expire as of the 18<sup>th</sup> day of February 2026 shall be advertised on the Authority's website, in sufficient time to give notice in advance of the contract solicitation. The advertised notice shall set forth the name of the position or contract which is to become open, set forth the criteria to be considered and materials required to be submitted by the applicant/proposer and a date, time and place when the proposals or qualifications shall be publicly opened.
  - (2) Should the applicant/proposer be a professional acquiring licensure in the State of New Jersey, said applicant/proposer shall be licensed for a period of not less than five (5) years.
  - (3) If the applicant/proposer is not a professional and/or the contract to be awarded is not a professional services contract, the applicant/proposer shall provide a A Certificate of Good Standing or other similar document evidencing that it is authorized to do business in the State of New Jersey.

- (4) The applicant/proposer 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/proposer.
    - (c) Dates of licensure in the State of New Jersey and any other State.
    - (d) A listing of any professional affiliations or memberships in any professional societies or organizations, with any 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/proposer.
    - (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.
- C. The Monroe Municipal Utilities Authority Board of Directors shall thereafter publicly select the professional or business entity for the position so advertised which shall thereafter be confirmed or approved by resolution.
- D. The awarded contact shall be publicized in the official newspaper of the Authority for publication of notices in accordance with N.J.S.A. 40A:11-5.
- E. Consistent with the provisions of N.J.S.A. 19:44A-20-7, the Authority's determination of what constitutes a fair and open process shall be final. Fair and open may necessarily be implemented differently for various categories of procurement depending on the subject matter of the procurement, and the nature and nuances, of the industry providing the service or project, but in every instance, the principles of fair and open shall be maintained.

- F.** The purpose of the Request for Qualifications is to comply with the provisions of N.J.S.A. 19:44A-20.4 et seq. The definitions as set forth in that statute are referred to and incorporated into this Request for Qualifications.
- G.** Each submission is to be sealed and shall only be considered if in accordance with the criteria set forth herein. All Request for Qualifications are to be submitted to the Authority's Business Office no later than January 21, 2026, at 10:00 a.m. The Authority shall thereafter publicly select the professional or business entity for the position so advertised which shall thereafter be confirmed or approved by resolution.