

PUBLIC NOTICE  
PENNS GOVE SEWERAGE AUTHORITY  
FOR PROFESSIONAL SERVICES

Penns Grove Sewerage Authority is soliciting applicant qualifications through a fair and open process in accordance with N.J.S.A. 19:44-20.4 and N.J.S.A. 19:44-20.5 for the award of one-year contract for the following positions:

Authority Auditor

Authority Engineer

Authority Solicitor

Authority Bond Counsel

Each submission shall include the following information:

- (1) If the Applicant is a professional requiring licensure in the State of New Jersey, said Applicant shall be licensed for a period of not less than five (5) years;
- (2) The Applicant shall submit an affidavit or a "Certificate of Good Standing" evidencing that the professional license is not presently suspended or revoked;
- (3) All Applicants shall submit a resume' which shall set forth the following minimum information (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 Applicant;
  - (c) Date of professional licensure in the State of New Jersey;
  - (d) A listing of any professional affiliations or memberships to any professional societies or organizations;
  - (e) The number of licensed professionals employed by or affiliated with 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 entity served by the business entity or licensed professional including positions held.

Applicants must submit their letters and resumes by mail or in person to: Office Manager, Penns Grove Sewerage Authority, 81 Beach Ave., Penns Grove, NJ 08069 by 12:00 PM on February 15, 2023. Faxed/emailed proposals will not be accepted. All letters and resumes received shall be publicly opened and announced at a regular meeting of the Penns Grove Sewerage Authority. An original clearly marked as "ORIGINAL" and five (5) full, complete copies of each proposal shall be submitted in sealed envelopes.

The Borough of Penns Grove Sewerage Authority reserves the right to reject any or all proposals.

## **2023 Professional Service RFQs**

The Penns Grove Sewerage Authority (the "Authority") solicits statements of qualification for applicants for appointments for the professional positions listed below. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the Authority's governing body, unless otherwise required by law. Responses must be received in the Penns Grove Sewerage Authority office, 81 Beach Avenue, Penns Grove, NJ, no later than 12:00 PM February 15, 2023. Responses will be reviewed by the governing body. All appointments will be announced at a public meeting. Unless otherwise noted all appointments shall be for the year of February 16, 2023 to Reorganization Meeting in February, 2024 and subject to the execution of an appropriate contract.

The Authority shall award a contract(s) to the responsible party whose proposal will be most advantageous to the Authority, price and other factors being considered. Consideration will be given to such matters as experience, qualifications, and record of past performance.

The Authority requests that any proposal greater than 20 pages in length provide an original and one unbound copy.

### **AUTHORITY AUDITORS**

**GENERAL CRITERIA:** The Authority desires to appoint a firm of certified public accountants to act as municipal auditors for the Authority. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Authority should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. The firm must employ a minimum of five (5) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. The firm must employ a minimum of three (3) registered municipal accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment.
3. Must have a minimum of ten (10) years' experience in providing auditing services to municipalities or municipal authorities within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to municipal clients.
6. Must list all past and present municipal clients.

## **AUTHORITY ENGINEERS**

**GENERAL CRITERIA:** The Authority desires to appoint a firm or firms to provide consulting engineering services to the Authority. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a Sewerage Authority.

### **MANDATORY MINIMUM REQUIREMENTS:**

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 municipal authorities including demonstrated experience with combined sewer projects, utility upgrades and replacement inflow and infiltration studies, system connection permitting and sewer system mapping projects.
3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies with specific experience related to wastewater systems issues.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Borough of Penns Grove including, but not limited to: civil engineers, land surveyors, planners, environmental scientists and constructions administrators.
5. Must maintain a principal office location in close proximity to Penns Grove so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least fifteen (15) years of municipal experience.
8. Must list past and present municipalities and authorities served as Consulting Engineer.