

CINNAMINSON SEWERAGE AUTHORITY
1621 RIVERTON ROAD, SUITE 100
CINNAMINSON, NEW JERSEY 08077-2325

2019 Request for Proposals: Fair and Open Process
Fully Compliant with “Best Practices for Awarding Service Contracts”
Promulgated by the New Jersey Office of the State Comptroller

Public Notice

Pursuant to Resolution No. 2018/2019-44, the Cinnaminson Sewerage Authority welcomes qualified individuals and firms to submit proposals to furnish the following service which is anticipated to exceed \$17,500 for the period February 15, 2019 through February 14, 2020:

- Solicitor (RFP 2019-1)
- Engineer (RFP 2019-2)
- Auditor (RFP 2019-3)
- Bond Counsel (RFP 2019-4)
- Liability Insurance Broker (RFP 2019-5)
- Health Benefits Insurance Broker (RFP 2019-6)

Please note that pursuant to N.J.S.A. 40A:11-15(6), RFP 2019-5 and RFP 2019-6, at the Board's option, may also be awarded for the periods February 1, 2020 through January 31, 2021 and February 1, 2021 through January 31, 2022.

Complete instructions and specifications may be obtained at no charge by prospective bidders during business hours from Cynthia Doerr, Administrator, Cinnaminson Sewerage Authority, Cinnaminson Township Municipal Building, 1621 Riverton Road, Suite 100, Cinnaminson, New Jersey 08077-2325, telephone number 856-829-5290.

Proposals will be carefully and impartially evaluated by the Cinnaminson Sewerage Authority on the basis of the most advantageous, price and other factors considered. Specifically, reviewing panels of three (3) Authority officials will evaluate and uniformly score proposals in the following areas:

1. Technical Considerations (Responsiveness, Scope of Work Understanding, Qualifications & Experience, Innovation, Environmental Respect).
2. Performance (Track Record, References & Recommendations, Responsibility, Integrity, Cultural Sensitivity).
3. Cost (Relative Cost, Full Explanation).

4. Local Criteria (Familiarity, Community Stake).

It is recommended that proposals specifically address each of the categories and subcategories listed above.

Proposals must comply with the following:

1. Furnish complete information addressing each of the selection criteria listed above.
2. Clearly reference on the outside of the sealed envelope the service listed above for which the proposal is being submitted including the applicable RFP number prominently visible.
3. The contractor shall comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27) regarding Affirmative Action.
4. **PLEASE NOTE:** In addition to the original proposal documents, the bidder must submit two (2) copies, for a total of three (3) complete submission packages. This is important for affording each of the three (3) reviewing panel members an opportunity to scrutinize and evaluate your proposal.
5. Mail or deliver the proposal before the deadline to the following address:
Richard C. Strobel, Director of Personnel
Cinnaminson Sewerage Authority
1621 Riverton Road, Suite 100
Cinnaminson, New Jersey 08077-2325
6. The deadline for submitting proposals is **January 14, 2019 at 7:00 p.m.** prevailing time. Proposals must be received by the Authority at its offices on or before this date and time.

All proposals will be publicly opened on January 14, 2019 at or about 7:00 p.m. by the Authority's Director of Personnel or designee, and the name of each proposer, their price proposal, and other pertinent information read aloud. The opening of the proposals shall take place at the Cinnaminson Township Municipal Building, 1621 Riverton Road, Cinnaminson, New Jersey. The public is invited to attend.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Questions should be directed to Director of Personnel Richard C. Strobel at rstrobel@cinnaminsonsewerage.org or 856-733-0050.

This Public Notice and the proposal documents were approved by the P.A.C.O. on December 11, 2018.

BY ORDER OF THE CINNAMINSON SEWERAGE AUTHORITY, A PUBLIC BODY
CORPORATE AND POLITIC OF THE STATE OF NEW JERSEY

Richard C. Strobel
Chairman
December 10, 2018