

CINNAMINSON SEWERAGE AUTHORITY
1621 RIVERTON RD, SUITE 100
CINNAMINSON, NJ 08077

**2024 Request for Proposal: 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. 2023-2024-42, 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 of February 13, 2024, through February 11, 2025:

- Solicitor (RFP 2024-1)
- Engineer (RFP 2024-2)
- Auditor (RFP 2024-3)
- Bond Counsel (RFP 2024-4).

Complete instructions and specifications may be obtained at no charge by prospective bidders during business hours from Kimberly Fitzpatrick, Administrator, Cinnaminson Sewerage Authority, Cinnaminson Township Municipal Building, 1621 Riverton Rd, Cinnaminson, NJ 08077, telephone number (856) 829-5290, kfitzpatrick@cinnaminsonsewerage.org.

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 (Responsive, 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 strongly 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 which bears the name and address of the submitter the service listed above for which the proposal is being submitted, the applicable RFP number, the RFP name, and the RFP due date on the outside of the envelope. In addition, the envelope must state **“TO BE OPENED BY ADMINISTRATOR ONLY”** 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. The Authority requires the proposal be submitted in the following format: **One (1) original hard copy, and one (1) copy of the full proposal in PDF format contained on a USB flash drive**, which shall both be submitted within a sealed envelope. This is important for affording each of the three (3) reviewing panel members an opportunity to scrutinize and evaluate your proposal. Faxed proposals will NOT be considered or accepted.
 5. Mail or deliver the proposal before the deadline to the following address:
Kimberly Fitzpatrick, Administrator
Cinnaminson Sewerage Authority
1621 Riverton Rd
Cinnaminson, NJ 08077
 6. The deadline for submitting proposals is **Friday, January 12, 2024 at 11:00 AM** 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 12, 2024, at 11:00 AM, by the Administrator or designee, and the name and address of each proposer and other pertinent information read aloud. The opening of the proposals shall take place at the Cinnaminson Township Municipal Building, 1621 Riverton Rd, Cinnaminson, NJ. The public is invited to attend. It is recommended that you contact the Administrator in advance if you wish to attend. She can be reached at (856) 829-5290, or kfitzpatrick@cinnaminsonsewerage.org.

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 Kimberly Fitzpatrick, Administrator for the Cinnaminson Sewerage Authority at (856) 829-5290 or kfitzpatrick@cinnaminsonsewerage.org.

This public notice and the proposal documents were approved by the P.A.C.O. on December 18, 2023.