

This is a combined Requirements to Qualify (RFQ) and Request for Proposal (RFP) form. This form will be used by the Authority Members of the Riverside Sewerage Authority as a basis for making professional service appointments.

Requests for this form should be made to:

Secretary to the Riverside Sewerage Authority
Township of Riverside
237 South Pavilion Avenue
Riverside, New Jersey 08075

Telephone number: (856) 461-1460 x-2

THIS PROPOSAL IS BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5 et seq.

REQUIREMENTS TO QUALIFY

The requirements listed below are the minimum levels expected in order to qualify to have your request for proposal considered:

FOR AUTHORITY ATTORNEY:

The Authority Attorney shall be an attorney at law who is licensed to practice in the State of New Jersey.

The Authority Attorney shall have at least five (5) years of personal experience, or shall be affiliated with a multi-disciplinary law firm with at least eight (8) years of experience, in all aspects of municipal sewerage and utilities law, including but not limited to general municipal government law, state law governing municipal sewerage and utilities authorities, state and federal environmental law and the regulations of the New Jersey Department of Environmental Protection, redevelopment, real estate and land use law, Green Acres and Tidelands law, and the legislative and regulatory process, including the handling of administrative appeals.

The individual who is designated by the law firm to serve as Authority Attorney shall have a minimum of five (5) years of experience as an attorney to a municipal sewerage and/or utilities authority. The designated attorney may, in his or her discretion, be assisted by other employees of the law firm who have lesser levels of experience. Alternatively, the Authority will consider candidates who meet the experience levels set forth above, as demonstrated by devotion of a significant portion of their practice time to representing municipal sewerage and/or utilities authorities, but who have not achieved the required minimum number of years of experience as a designated attorney to a municipal sewerage and/or utilities authority. Those candidates shall submit at least two (2) letters of recommendation from attorneys who have served as a designated attorney to a municipal sewerage and/or utilities authority for at least five (5) years.

PLEASE EXPLAIN HOW YOU AND/OR YOUR FIRM MEETS THE AUTHORITY'S MINIMUM REQUIREMENTS (use additional pages if needed):

(For use by the Riverside Sewerage Authority:

RECEIVED BY RIVERSIDE SEWERAGE AUTHORITY ON _____

_____ Meets Qualifications _____ Does Not Meet Qualifications)

REQUEST FOR PROPOSAL

In your proposal, please provide the following information:

1. Names, title, and licenses of all of the individuals who may perform the service and/or activity; and
2. A description of the individuals' experience, and/or the firm's experience, with similar services or projects; and
3. A list of references and record of success; and
4. Demonstration of areas of expertise and staff; and
5. A description of the individual's ability, and/or the firm's ability, to provide the service and/or to complete the activity in a timely fashion, and as required by the Authority.
6. A fee schedule; and
7. A statement of your availability to attend any required meetings of the Authority.

NOTICE:

Proposals will be evaluated by the Riverside Sewerage Authority on the basis of the most advantageous price and other factors listed above, as determined by the Authority in the Authority's best interests.

The Authority reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project, as outlined in the proposal.

In the event that compliance with some or all of the requirements of the RFP is impracticable or undesirable with respect to a particular contract, the Authority may waive some or all of those requirements.

All awards or waivers will be announced by Resolution that is duly adopted by the Authority at an Authority Board meeting.

All awards are subject to the availability of funds.

All proposers shall comply with the requirements of the Business Registration Act, (P.L. 2004, c. 57), and proof of their registration with the New Jersey Department of the Treasury, Division of Revenue shall be submitted with the proposal.

All proposers shall comply with the requirements of state Affirmative Action laws and regulations. See P.L. 1975, c. 127; N.J.A.C. 17:27 et seq.

All proposers shall supply IRS Form W-9, Request for Taxpayer Identification and Certification, with their proposal.

To be considered, a proposal for the above position must be received on or before January 15, 2026 NO LATER THAN 10:00 A.M. All submissions shall be: two paper copies in a sealed envelope with “Submission of Qualifications / Proposals for [Name of Position]” marked on the outside to: Susan M. Dydek, Authority Secretary, 237 S. Pavilion Ave., Riverside, NJ 08075.