

**ESSEX COUNTY UTILITIES AUTHORITY  
PUBLIC NOTICE**

Notice is hereby given that the Essex County Utilities Authority (the " Authority") will be seeking qualified applicants for the provision of certain professional and other services. The qualified applicants are being solicited as part of the fair and open process which is being employed by the Authority pursuant to NJSA 19:44-20-4 et. Seq.

Responses to provide the services required by the Authority will be received by the Authority at its offices located at the Leroy F. Smith, Jr. Public Safety Building, 60 Nelson Place, 6<sup>th</sup> Floor, Newark, NJ 07102 until 2:00 PM prevailing time on January 7, 2025 at which time any and all responses will be publicly opened and the name of the responder shall be read allowed. The award shall be made, at a later date, after comprehensive review and evaluation by Authority staff and shall be made by Resolution of the Authority, pursuant to the fair and open process, and shall be subject to and contingent upon the execution of a contract between the Authority and the awardee. The contracts will be awarded on February 18, 2025 at the annual reorganization meeting.

Responses from qualified applicants are being sought and will be accepted for the following professional services for a period of one year, commencing February 1, 2025 until January 31, 2026. The following criteria will be used to evaluate each proposal submitted under this Request for Proposals.

**I. Outside Legal Counsel** The Authority requires general outside legal counsel for its operations. The minimum threshold criteria that are required shall be as follows:

- a) Licensed to practice law in the State of New Jersey for a minimum of five (5) years.
- b) Knowledge of the Authority's powers, purposes and operations,
- c). Experience with governmental entities.
- d) Experience in preparation of bid specifications and general legal experience with public bidding laws.
- e) Experience and knowledge of NJDEP, the applicable statutes and regulations governing its responsibilities and activities, including but not limited to experience with NJDEP rules and regulations concerning solid waste.
- f) Experience with laws and NJDEP rules and regulations pertaining to water systems and water system de-commissioning process and procedures.
- g) Experience in preparation and review of contracts.

- h) Experience in litigation commenced by or brought against the governmental entities.
- i) Experience in recycling and environmental laws.

Take further notice that the hourly billing to the Authority shall not exceed \$150.00 per hour.

Take further notice that in connection with the evaluation of the responses, the Authority may require a personal interview with the responder.

**II Solid Waste Recycling Consultant** The Authority requires professional recycling services for its general operations and for its Household Hazardous Waste and Computer and Electronics Collection events. The minimum threshold criteria that are required shall be as follows:

- a) Provision of professional services in the design and management of county wide recycling programs.
- b) Solid Waste management and disposal experience in collection of recycling data and review of recycling tracking.
- c) Ability to develop programs to enhance recycling rates.
- d) Familiarity with the Essex County Solid Waste Management Plan and the Solid Waste Management Act.
- e) Experience with NJDEP rules and regulations pertaining to recycling.
- f) Applicant must be or have on staff a Certified Recycling Professional (CRP) in order to serve as Recycling Coordinator for the County of Essex.

Take further notice that all services provided shall be billed to the Authority on an hourly basis. Applicants shall include a fee schedule attached to the response.

**III. Auditing Services** To provide annual auditing services on the books and accounts of the Authority including funds received from governmental entities, grants and/or entitlements for the preparation of the annual Audit of the Authority. The minimum threshold criteria that will be required shall be as follows:

- a) The auditor signing the opinion letter must be a certified public accountant and a registered accountant for a minimum of five (5) years.
- b) Experience in the budgeting and accounting process and preparations of audits for public entities for a minimum of five (5) years.
- c) Experience with public entities, particularly authorities, for compliance with applicable fiscal laws for a minimum of five (5) years.
- d) Knowledge of the Authority's powers, purposes and operations.
- e) Knowledge of local governmental services audit requirements.
- f) Knowledge of local finance board pronouncements and local government services auditing regulations.

Applicants shall set forth the total amount for these auditing services.

**IV. Accounting Services** To provide specialized professional accounting services as needed relating to and in furtherance of the Authority's Solid Waste and Water System activities. The minimum threshold criteria that will be required shall be as follows:

- a) Experience in the budgeting and accounting process for public entities for a minimum of five (5) years.
- b) Knowledge of the Authority's powers, purposes and operations.
- c) Experience with public entities, particularly Authorities, for compliance with applicable fiscal laws for a minimum of five (5) years.
- d) Applicant must be a Certified Public Accountant for a minimum of five (5) years.

**V. Video Production Services** The Authority requires video production services for the production of public service video message to be aired on local cable television pertaining to four recycling events sponsored by the Authority known and designated as the Essex County Utilities Authority Household Hazardous Waste Collection Day and the Essex County Utilities Authority Computer and Electronics Recycling Day.

The following criteria will be used to evaluate each proposal submitted under this Request for Proposals:

1. Experience with public service announcements (PSA's).
2. Background in recycling and environmental issues.
3. Experience in film production, editing and time buys.
4. Experience with governmental entities.

### **NOTICE TO ALL VENDORS**

All applicants shall set forth in detail and with specificity their responses to each of the threshold criteria set forth herein.

Individuals and /or firms are to submit two (2) copies of their responses to the Authority

Having been made aware of the evaluation criteria, each vendor is responsible to submit sufficient information in their proposal that will address each and every evaluation criteria point, which will afford the Authority the opportunity to comprehend and properly evaluate the vendor's proposal.

The Authority will not accommodate in-person attendance at the RFP opening taking place on January 7, 2025. Consequently, attendance by the applicants and the public is prohibited. In accordance with the most recent guidelines provided by the New Jersey Department of Community Affairs (Division of Local Government Services) the RFP opening will be broadcast live from the Authority's facility by virtual means via Zoom. Any party interested in viewing the RFP opening must contact the Authority via email on or before January 6, 2025 at 4:00 pm. Emails must be sent to [botoole@essexutil.com](mailto:botoole@essexutil.com). The email should include your name, telephone number and email address indicating you would like to view or listen to the bid opening. If your email is received prior to the January 6, 2025, 4:00 pm deadline, you will receive the Zoom connection instructions or the phone in instruction to view or listen to the bid opening. Participating via virtual means is free of charge to the public. There will be no public comment regardless of how you access the RFP opening.

At the RFP opening, the title of the RFP will be clearly announced. The Authority will display each sealed bid package, back and front, for the public prior to opening the RFP. The contents of each RFP package shall be read aloud upon opening, including the price(s) and noting the presence of any documents required to be part of the RFP submission.

After the close of the RFP opening, due to the anticipated volume of documents submitted in

response to the RFP solicitation, the RFP pricing sheet and document check list shall be posted on the Authority's website for each RFP. Instructions will be provided to all proposers with the full web address where the bid results can be found.

Proposers and members of the public may inspect each RFP package upon request by contacting the ECUA by email for an appointment. Emails must be sent to [botoole@essexutil.com](mailto:botoole@essexutil.com) indicating that you would like to schedule an appointment to view the RFP packages making sure to include your name, telephone number and email address.

Each RFP shall be submitted in a sealed envelope or sealed box addressed to the ECUA at The Leroy F. Smith, Jr. Public Safety Building, 60 Nelson Place, 6<sup>th</sup> Floor, Newark, New Jersey 07102, bearing the name and address of the applicant, upon which shall be designated:

**The Essex County Utilities Authority**

By: Elmer J. Herrmann, Jr.  
Acting Executive Director

Dated: December 1, 2024

