

2019

**PROFESSIONAL SERVICES CONTRACT FOR**  
**SCADA AND INSTRUMENTATION CONSULTANT**  
**TO BE AWARDED BY CRITERIA**  
**ESTABLISHED PURSUANT TO N.J.S.A. 19:44-01 ET SEQ.**

The city of Gloucester City solicits statements of qualifications for applicants for Professional Service Contract for a SCADA and Instrumentation Consultant. Response shall address the general criteria and mandatory minimum criteria noted below. TWO (2) copies of the proposal must be submitted. Proposals will be accepted up until 3:00 p.m. on October 1, 2019 at the office of the Municipal Clerk, 512 Monmouth St., Gloucester City, NJ 08030. Mailed copies must be received no later than 3:00 p.m. on October 1, 2019. The city assumes no responsibility to delayed or lost mail. All proposals must be in a sealed envelope clearly marked "Response to Request for SCADA and Instrumentation Consultant Proposal Due October 1, 2019".

All responses will be treated as confidential and reviewed on by the Mayor and City Council, unless otherwise required by law. Appointment shall be for the period October 17, 2019 through December 31, 2020 and subject to the execution of an appropriate contract.

It is recommended that each RFQ be hand delivered to the office of the Municipal Clerk.

If awarded a contract, the successful contractor shall be required to comply with the equal employment opportunity requirement of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27.

**BASIC CRITERIA FOR PROFESSIONAL SERVICES**

**SCADA INSTRUMENTATION CONSULTANT:** The SCADA and Instrumentation Consultant shall have at least 10 years of professional experience in developing and maintaining water and sewer SCADA and instrumentation. The SCADA and Instrumentation Consultant shall be proficient in the installation, maintenance and upgrade of SCADA systems, computer programming, auto-CAD, dial out alarms, and SCADA programming software. The SCADA consultant shall be available to attend public meetings and SCADA related project meetings.

The SCADA and Instrumentation Consultant shall submit a resume(s) which shall set forth information including, but not limited to the following (as applicable to a business entity of individual professionals):

- (a) Full name and business address
- (b) A listing of all post high school education of the applicant/proposer
- (c) Dates of licensure in the State of New Jersey and any other State;
- (d) A listing of any professional affiliations or memberships in any professional societies or organizations, with any indication as to any offices held therein;
- (e) The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant/proposer;
- (f) A listing of all special accreditations held by the individual licensed professional or business entity;

(g) A listing of all previous public entities serviced by the business entity or licensed professional, indicating the dates of services and position held.

### **FAIR AND OPEN PROPOSAL AWARD CRITERIA/QUALIFICATION EVALUATION**

The City of Gloucester will utilize a fair and open process to evaluate the RFQs for professional services contracts. The governing body of the City of Gloucester will evaluate the RFQs based on the following criteria.

1. History, experience and reputation in performing professional work in the applicable field;
2. Qualification and experience of personnel;
3. Knowledge of the City's utilities and SCADA systems;
4. Availability to accommodate any required meetings;
5. Availability of personnel, facilities, equipment and other resources;
6. Demonstration of financial stability and sufficient financial resources to meet obligations under the professional services contract(s);
7. Compensation proposal;

**Once the City finalized its selection, the City will enter into contract with the selected entity. The contract shall address the following items:**

- **Affirmative Action Evidence (Exhibit A):** The selected consultant shall complete a questionnaire indicating the status of their affirmative action certification.
- **Non-Collusion Affidavit (Exhibit B):** The selected consultant shall supply a statement of non-collusion with executed contract.
- **Insurance Certificate:** The selected consultant shall be required to supply a copy of their Liability Insurance Certificate with the execution of their contract. The Insurance Certificate shall indicate the following: (1) City of Gloucester listed as an additional insured on the liability policy; (2) \$1,000,000 in Comprehensive General Liability including completed operations; (3) \$1,000,000 in Automobile Liability; and (4) Workers Compensation (required by law).
- **New Jersey Business Registration Certificate:** The selected consultant shall provide a valid New Jersey Business Registration Certificate upon execution of the contract.

## EXHIBIT A

### EQUAL EMPLOYMENT OPPORTUNITY PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2. or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decision of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award by prior to execution of a goods and services contract, on of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report for AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**EXHIBIT B**

**CITY OF GLOUCESTER PROFESSIONAL SERVICES  
NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY)

) ss

COUNTY OF CAMDEN)

I, \_\_\_\_\_, of the City of \_\_\_\_\_ in the  
County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age, being duly sworn  
according to law, on my oath depose and say that: \_\_\_\_\_

I am the \_\_\_\_\_ of the  
firm of \_\_\_\_\_, a professional services  
provider submitting a Proposal to the City of Gloucester, Camden, New Jersey to perform the professional  
services as the SCADA and Instrumentation Consultant, and that I executed the said Proposal with full  
authority to do so; that said firm has not, directly or indirectly, entered into any agreement, participated in  
any collusion, or otherwise taken any action in restraint of free, competitive submissions in connection with  
the above professional services; and that all statements contained in said Proposal and in this affidavit are  
true and correct, and made with full knowledge that the City of Gloucester relies upon the truth of the  
statements contained in said Proposal and in the statements contained in the affidavit in awarding a  
professional services contracted for said services.

I further warrant that no person or selling agency has been employed or retained to solicit or secure  
such professional services contract upon agreement or understanding for a commission, percentage or  
contingent fee, except bona fide employees or bona fide established commercial or selling agencies  
maintained by \_\_\_\_\_

(N.J.S.A.[52:34:15]).

(Name of Firm)

Signed: \_\_\_\_\_

*(Print or type name under signature)*

Subscribed and sworn to

before me this \_\_\_\_\_ day

of \_\_\_\_\_ 2019

\_\_\_\_\_

(Notary Public)

My commission expires \_\_\_\_\_ .