

PUBLIC NOTICE
BOROUGH OF ELMER
NOTICE OF RFP SOLICITED FOR LICENSED OPERATOR IN DIRECT RESPONSIBLE
CHARGE/OPERATIONS MANAGER OF THE ELMER BOROUGH WATER
DEPARTMENT

Please take notice in accordance with N.J.S.A. 40A:11-5 and N.J.S.A. 19:44A-20.5 et seq., through the fair and open process, the Borough of Elmer, Salem County, is seeking proposals for LICENSED OPERATOR IN DIRECT RESPONSIBLE CHARGE/OPERATIONS MANAGER OF THE ELMER BOROUGH WATER DEPARTMENT for 2021.

Sealed proposals for professional services for LICENSED OPERATOR IN DIRECT RESPONSIBLE CHARGE/OPERATIONS MANAGER OF THE ELMER BOROUGH WATER DEPARTMENT will be received by the Borough Clerk on Thursday, November 5, 2020, on or before 11:00 A.M. prevailing time in the Council Room of the Elmer Borough Municipal Building, 120 South Main Street, Elmer, NJ 08318, at which time and place the sealed proposals will be opened in-person following recommended CDC guidelines (masks & social distancing required). Requests to obtain specifications and proposal forms should be made by contacting the Borough Clerk via email at clerk@elmerboroughnj.com, by phone (856) 358-4010 x110, or by visiting www.elmerboroughnj.com.

Proposals must be enclosed in an opaque sealed envelope bearing the name and address of the applicant and the words "RFP Licensed Operator Borough of Elmer Water Department". Sealed proposals should be addressed to Sarah Walker, Clerk, Borough of Elmer, 120 South Main Street, P.O. Box 882, Elmer, NJ 08318 and may be sent by mail, presented in person to the Borough Clerk by appointment by calling (856) 358-4010 x110, or placed in the mail slot located next to the south side entrance of the Borough Hall, 120 S. Main St., Elmer NJ, 08318. Leave a voicemail for the Clerk for any proposals placed in the drop box. Please submit one original proposal and one unbound copy.

Applicants are required to comply with the requirements of P.L. 1975, c.127 (Affirmative Action) and P.L. 2004, c.57 (Business Registration). Applicants are also required to submit a Statement of Ownership with their RFP as required by P.L. 1977, c.33 (Disclosure of Ownership). If awarded a contract your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et.seq. and N.J.A.C. 17:27. Therefore, please include an original Contract, Affirmative Action Certificate, Exhibit A Language, and a Certificate of Employee Information Report.

The Elmer Borough Council reserves the right to reject any and all proposals, and further reserves the right to waive minor irregularities and immaterial variances or formalities in the proposals received and to accept any proposal which is deemed most favorable to the Borough of Elmer, County of Salem, New Jersey at the time and under the conditions stipulated.

The Borough is not responsible for the loss or destruction of any proposals mailed or delivered to the Borough Clerk prior to the time set for the proposal opening. Notice is hereby provided that any proposals and documents submitted in response to prior solicitation notices shall not be considered in the process of the appointment or award of these professional service contracts.

Sarah D. Walker, Borough Clerk
10/22/2020

**BOROUGH OF ELMER
REQUEST FOR PROPOSAL**

**LICENSED OPERATOR IN DIRECT RESPONSIBLE CHARGE/OPERATIONS
MANAGER OF THE ELMER BOROUGH WATER DEPARTMENT**

SUPPLEMENTAL INFORMATION

SUBMISSION DEADLINE: Refer to the public notice advertisement for submission details.

POSITION DESCRIPTION: The Borough of Elmer is soliciting proposals for the position of LICENSED OPERATOR IN DIRECT RESPONSIBLE CHARGE/OPERATIONS MANAGER OF THE ELMER BOROUGH WATER DEPARTMENT to provide professional services to the Borough on all services related to the operation of the Borough of Elmer Water Distribution and Treatment System.

The Mayor and Council will select a person or firm (herein “Contractor”) for the provision of these services based upon a fair and open process pursuant to N.J.S.A 19:44A-20.4, et. A Contractor shall be appointed by the Mayor with the advice and consent of Council to serve as Licensed Operator in Direct Responsible Charge (herein “LODR”) including but not limited to those services as described in this document. The appointment will be for a time period of one (1) year from the date of appointment.

The Mayor and Council may select, at its sole discretion, individuals or firms for this position, so long as those individuals or firms meet or exceed the minimum requirements. The contractor is responsible for continuous coverage by a LODR for the duration of the contract as required by law. Any changes in personnel assignment by the Contractor must satisfy NJDEP requirements for licensure and general operation.

SUBMISSION REQUIREMENTS:

Each submission to be considered shall comport to the criteria:

A. GENERAL REQUIREMENTS:

- 1) Full name and business address of entity or person submitting the proposal, and the name and contact information for the key contact person.
- 2) A description of the business organization (i.e., corporation, partnership, joint venture, etc.) and its ownership and organizational structure.
- 3) Number of years the organization has been in business under the present name, and the number of years the business organization has been under the current management.
- 4) Organization chart showing no less than one licensed Professional Engineer, one Operator satisfying the W-2 and T-2 license requirements, and one backup operator (minimum W-1 and T-1 licenses, respectively).
- 5) A resume for each individual to perform services under this contract containing the following:
 - a) Summary of post-secondary school education
 - b) Summary and copy of all professional licenses.

- c) Projects, including dates, performed by the individual for municipal entities in the State of New Jersey.
- 6) A description of the services that will be provided to the Borough of Elmer Water Department.
 - 7) A copy of the professional liability and pollution liability insurance policy maintained for the calendar year. It shall be the responsibility of the contractor to maintain the following insurance coverage, in the amounts specified, for the length of the contract with a company that is licensed to do business in the State of New Jersey. The following minimum coverages are required:

Commercial General Liability	\$1,000,000.00
General Aggregate	\$5,000,000.00
Automobile Liability	\$1,000,000.00
Workers' Compensation	\$1,000,000.00
Professional Liability (E&O, Malpractice)	\$5,000,000.00
Pollution Liability	
 - 8) The name and addresses of at least three (3) references consisting of clients for which the applicant has provided services in the past five (5) years, which should include at least one (1) municipal entity client.
 - 9) A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years.
 - 10) Applicants are required to comply with the requirements of P.L. 1975, c.127 (Affirmative Action) and P.L. 2004, c.57 (Business Registration). Applicants are also required to submit a Statement of Ownership with their RFP as required by P.L. 1977, c.33 (Disclosure of Ownership). If awarded a contract your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et.seq. and N.J.A.C. 17:27. Therefore, please include an original Contract, Affirmative Action Certificate, Exhibit A Language, and a Certificate of Employee Information Report.
 - 11) Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the Borough of Elmer, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Elmer against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Borough of Elmer, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Elmer, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of the Contractor's negligence or actions connected or associated with this contract."
 - 12) The Borough of Elmer will issue timely payment to Contractor in accordance with the requirements of "The Prompt Payment Act", N.J.S.A. 24:30A1, et. seq. If the contractor has performed in accordance with the contract and the work has been approved and certified by the Borough of Elmer, the Borough of Elmer shall pay the bill not more than 30 calendar days after the billing date, provided that the billing shall be deemed "approved" and "certified" 20 calendar days after the owner receives it, unless the Borough of Elmer provides, before the end of the 20 day period, a written statement of the amount withheld and the reason for withholding payment. Disputes regarding whether the Borough of Elmer has made payments in accordance with the Prompt Payment Act may be submitted to mediation in accordance with N.J.S.A. 40A:11-50.

- 13) A statement of any and all professional service fees to be performed by the Contractor in fulfillment of this RFP.

B. MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- 1) Should the applicant be a professional acquiring licensure in the State of New Jersey, said applicant shall be licensed for a period not less than five (5) years.
- 2) The applicant shall submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.
- 3) The Borough of Elmer prefers that the firm or individual possess the following licenses issued by the NJDEP:
 - a. W-2 Potable Water Distribution System
 - b. T-2 Potable Water Treatment
- 4) If the firm or individual possesses less than the minimum preferred licenses listed above, the firm or individual must disclose the extent of the licenses held, and the Borough of Elmer reserves the right to accept or reject the firm or individual accordingly.
- 5) If the proposer is an individual, the individual must be a licensed professional engineer in the State of New Jersey. If the proposer is a firm, the firm must have a full-time, licensed New Jersey Professional Engineer on staff as part of the firm's management personnel. The licensed Engineer must have sufficient, direct design or design oversight experience in water treatment matters within the last five years.
- 6) The Licensed Operator must have at least fifteen (15) years direct experience in the oversight and management of water treatment facilities and associated personnel.

C. SCOPE OF SERVICES:

- 1) LICENSED OPERATOR SERVICES: Operations and General Duties
 - a) Run the water treatment plant and distribution system in the capacity of Licensed Operator in direct responsible charge and operations manager of the Water Department. Ensure proper function of the water treatment plant and distribution system in a manner that satisfies all legal and regulatory requirements.
 - b) Implement Licensed Operator coverage for no less than two (2) hours per week and prepare NJDEP Form 065 for submission and approval by NJDEP.
 - c) Develop an emergency call out schedule that will include any additional support staff which may be needed to respond to an emergency, including back up licensed operations and compliance staff.
 - d) Responsible for the timely and accurate submission of all required reports and ensure proper documentation of all repair and maintenance activities.
 - e) Complete all monthly T operating reports, quarterly chlorine disinfectant reports, water diversion reports, and any additional operations reports required by NJDEP. Prepare one monthly operations report to the Borough of Elmer.
 - f) Take all actions necessary to keep the system components of the Borough's water system functioning efficiently and effectively.
 - g) Develop preventative maintenance programs and make recommendation on any additional repairs or improvements which are needed at the facility.
 - h) Review process control equipment and make recommendations as required with current operational standards and procedures.

- i) Coordinate with the certified lab to perform all required lab analysis under the Elmer Borough Water Department's NJDEP current monitoring schedule and review all treatment system related lab data to identify and quickly respond to any monitoring deficiency.
- j) Prepare documentation to respond to regulatory correspondence concerning the operations of the water treatment system.
- k) Review the existing Operations, Maintenance, and Emergency Manual and make recommendations and amendments as necessary.
- l) Identify and prioritize capital equipment and repair needs in a five-year plan and participate in the annual budget development with the Borough Council Water Chairperson and Chief Financial Officer, and ensure strict compliance with the adopted budget.
- m) If Additional Services are to be performed on other than an emergency basis, no work shall commence until the Borough has issued a purchase order for the work indicating the personnel required and the time estimated to be required.

Monthly Rate Licensed Operator Services, (1) Site Visit per week: \$ _____

Monthly Rate Laboratory Fees: \$ _____

Hourly Rate Professional Services for Additional Services: \$ _____

Emergency Call Out Hourly Rate (portal to portal): \$ _____

2) DAILY/MONTHLY OPERATIONS:

- a) Inspect each well site (#6 and #8) on a daily, 7 days per week, schedule that would include the following process check:
 - Well motor operation;
 - Chlorine equipment operation;
 - Refill chlorinators with calcium hypochlorite as needed;
 - Check chlorine residual and temperature;
 - Flow charts and compressor operation;
 - Electrical controls;
 - Sump pump;
 - Coordinate annual well testing and maintenance with approved contractor;
 - Order chlorine calcium hypochlorite when needed;
 - Coordinate and schedule all repairs;
 - Record daily flow reading and submit the original report to the Clerk at the end of each month.
- b) Respond to all mark-outs requests of water services and mains per New Jersey One Call requests (average 172/year).
- c) Inspect water elevated storage tank located at Well #6 monthly and file inspection reports on site.
- d) Test emergency generators and engines on a monthly schedule and maintain records on site.
- e) Provide staff to receive alarms and to respond within one (1) hour of alarm activation.
- f) Provide contact information (cell phone and email) of a staff member who will respond within one (1) hour to customer issues including shut off/turn on requests due to water leaks, frozen pipes, vacant properties, water usage issues, and water quality concerns.

- g) Coordinate with contractor for all water emergencies.
- h) Assist Borough Engineer with any projects related to the Borough Water Department, including compliance with the Water Quality Accountability Act (WQAA).
- i) Inspect and flush all 93 fire hydrants on a semi-annual schedule. All hydrant inspection will be updated on inspection sheets on an annual schedule in accordance with the WQAA. Notices shall be prepared to the residents prior to flushing.
- j) Coordinate all repairs to fire hydrants with dedicated contractor.
- k) Repair and maintain water meters on all properties and provide updated meter information to the Collector.
- l) Coordinate all fire extinguisher annual inspection and certification.
- m) Complete right to know and hazard communication training as required for Best Management Practices.
- n) Respond to Borough staff as needed and update Council Chairperson on any Water Department issues including budget needs; provide a monthly report including a description of any significant events, all correspondence related to the system (excluding email), and recommendations for repairs and/or upgrades to the system.

Monthly Rate for Daily Operations (up to 2 hrs/day, 7 days week): \$ _____

Hourly Rate: \$ _____

Emergency Call Out Hourly Rate (portal to portal): \$ _____

3) WATER METER READING SERVICES

- a) Coordinate with the Water Department Collector to provide quarterly meter reading services to comply with the billing cycle.
- b) Visit and record readings for approximately 550 water meters each quarter on a prescribed schedule (approximately 16 hours each quarter) by Sensus AR5001 mobile reading or manual reading either in a ground vault (pit chamber) or an inside dwelling, determining the proper reading reflecting actual consumption, and ensuring the read information is captured into the Borough's electronic meter reading device(s).
- c) Conduct on-demand final meter readings and other readings as needed for property sales, etc. and perform re-reads/verifications/inspections as necessary.
- d) The hours of work will be limited between 8:00 a.m. and 6:00 p.m. Monday through Friday or as approved by the Borough of Elmer; work shall be scheduled in a manner which avoids any perceived or real negative impacts to the Borough of Elmer and its customers.
- e) Provide all staffing, tools, materials, and vehicles necessary to systematically read and record usage on Borough water meters.

Cost to Read 550 Meters per Quarter: \$ _____ (cost per meter)

Cost to Read Additional Meters per Quarter: \$ _____ (cost per meter)