

**TOWNSHIP OF SHREWSBURY  
COUNTY OF MONMOUTH  
STATE OF NEW JERSEY  
REQUESTS FOR PROPOSALS/QUALIFICATIONS  
FROM AN INDIVIDUAL OR FIRM TO SERVE  
AS TOWNSHIP LICENSED WATER OPERATOR  
ST2025-06**

Sealed proposals will be received by the Township Clerk of the Township of Shrewsbury, New Jersey and opened and read in public in the Township Committee Meeting Room, in the Township of Shrewsbury Municipal Complex, 1979 Crawford Street, Shrewsbury, New Jersey, on **January 23, 2025, at 10:30 A.M.** for the following:

Request for Qualifications from an Individual or firm to serve as  
" Township Licensed Water Operator" to the Township of Shrewsbury from  
January 1, 2025 – December 31, 2025, **or** Until Sale of Water System,  
whichever comes first. **BID/PROPOSAL #ST2025-06**

Successful applicants will be required to comply with requirements of N.J.S.A. 10:5-31, et seq./N.J.A.C. 17:27 (P.L. 1975, c. 127) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Township of Shrewsbury to do so. The Township of Shrewsbury also reserves the right to conduct interviews of any or all applicants, as it deems necessary.

By order of the Township Committee of the Township of Shrewsbury

LESTER J. JENNINGS, Mayor, Township of Shrewsbury  
KATRINA THORNTON, Acting Municipal Clerk, Township of Shrewsbury  
CATHERINE LaPORTA, Chief Financial Officer, Township of Shrewsbury

**Request for Qualification from an Individual or firm  
Interested in Serving as "Township Licensed Water Operator" to the  
Township of Shrewsbury  
From January 1, 2025 – December 31, 2025 or The Sale of the Water  
System, whichever comes first**

**BID/PROPOSAL # ST 2025-06**

**Introduction**

Pursuant to the Fair and Open Process established by N.J.S.A. 19:44A-1, et seq., the Township seeks Requests for Qualifications ("RFQ") from individuals or firms licensed to provide water service operation in the State of New Jersey and wish to serve as Township Licensed water operator for the Township of Shrewsbury. The successful person or firm must have significant experience in representing New Jersey public entities and organizations in water operator services. The successful individual or firm service will provide licensed water system operator services for the Township's small water system:

1. Monthly site visits to comply with NJDEP requirements.
2. Coordination of all sampling.
3. Any required DEP reporting
4. Meetings and correspondence with all regulatory agencies
5. Attendance at Committee meetings when requested

Licensed Operating Services shall be provided for a fee of \$\_\_\_\_\_/month

The following regulatory documents shall be prepared in accordance with the NDEP requirements:

- . Drinking Water System manual
- . Water Quality Parameter Sampling Plan.
- . Lead and Copper Sampling Plan.
- . Coliform Sampling Plan.
- . Emergency Management Plan.
- . Annual Consumer Confidence Report.
- . Prepare Standard Application to Operate Public Water Work Facilities.

Preparation of regulatory documents at a lump sum of \$\_\_\_\_\_

All Laboratory testing costs are to be billed directly to the Township with no mark up.

Period of Appointment shall be for twelve months.

### **Professional Information and Qualifications**

Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all Licensed Members or firm's offices and corresponding telephone and fax numbers. Please note specifically which Licensed Members will be assigned to work with the Township;
3. Qualifications for Service
4. Description of firm's members education, experience, qualifications, number of years with the firm and a descriptive narrative of their experience with projects similar to those described above;
5. Experience related to representation of Municipalities and other public entities;
6. Examples of your record of success representing public entities;
7. The firm's ability to provide the services in a timely fashion (Including staffing, familiarity, and location of key staff);
8. Any other information which the interested firm deems relevant;
9. A copy of your New Jersey Business Registration Certificate.
10. A completed Statement of Ownership form (Attached below).
11. A copy of State license as to water operation.

## **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost effectiveness.
5. License qualification

## **Submission Requirements**

Responses to this RFQ must be delivered in a sealed envelope bearing the title And Bid/Proposal Number no later than 10:30 am on January 23, 2025 to:

Township Clerk, Shrewsbury Township  
Shrewsbury Township Municipal Complex  
1979 Crawford St  
Shrewsbury Township, New Jersey 07724

Please submit one original and one copy of the Request for Qualifications (RFQ) on 8 ½" x 11" white paper.

## **NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS– NON-CONSTRUCTION**

All New Jersey and out of State Business Organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted with this proposal. No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The Contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the Contractor.

Before final payment of the contract is made by the Contracting Agency, the Contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the Contractor and each of its affiliates and each Subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into the State.

A Business Organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c. 110 (N.J.S.A. 5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

A sample Business Registration Certificate is attached. Other forms such as Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** acceptable.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at:

<http://www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity>

TOWNSHIP OF SHREWSBURY COUNTY OF MONMOUTH STATE OF NEW JERSEY

STATEMENT OF OWNERSHIP

The Contractor is (check one): Individual: [ ] Partnership: [ ] P.A. [ ] L.L.C. [ ]

Corporation: [ ] Joint Venture: [ ] Other: [ ] Specify: \_\_\_\_\_

NAMES:

ADDRESSES:

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

NAME OF CONTRACTOR: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

PRINT NAME & TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

NOTES:

A. Attach additional sheets as needed and check here [ ].

B. If an entity owns a 10% or greater interest in the Contractor, attach a list of the owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each person who owns a 10% or greater interest has been disclosed. **If no person or entity owns a 10% or greater interest in a listed entity, so state.**

Sample Business Registration Certificate (for example purposes only)

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 352 TRENTON, N.J. 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)		Acting Director This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.