

**RIVERSIDE SEWERAGE AUTHORITY**

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 RISK MANAGER:**

At least ten (10) years of experience in a full service insurance agency, with a minimum of five (5) years of experience in the municipal insurance field. In addition, at least five (5) years of experience working with a Joint Insurance Fund (JIF) in New Jersey. Knowledge of workers compensation insurance, public employees' liability insurance, and general liability insurance.

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

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(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 9, 2019, NO LATER THAN 10:00 A.M. All submissions shall be: six paper copies and one electronic copy (CD or Diskette) 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.**