

**Sussex County Municipal Utility Authority (SCMUA)**  
**Request for Qualifications/Request for Proposals (2025)**

Notice is given that the Sussex County Municipal Utilities Authority (“SCMUA” or “Authority”) is soliciting a Request for Qualifications/Request for Proposals (RFQ/RFP) utilizing the “Fair and Open” Process pursuant to N.J.S.A. 19:44-20.4 et seq. in consideration of such process to create a short-list for interviews and eventual selection of the following professional services:

*General Consulting Services (GCS)*

- General Legal Counsel
- Bond Counsel
- Special Legal Counsel for Environmental/Permitting Matters
- Auditing Services
- Risk Manager/Insurance Agent Services
- Financial Advisor & Continuing Disclosure Agent Services
- Insurance Broker/Consultant Services for Health Benefits Programs

*Consulting Engineering Services (CES)*

- General and Specialized Wastewater Consulting Engineering Services (GEC)
- General and Specialized Solid Waste Consulting Engineering Services (GEC)
- Specialized Environmental Consulting/ LSRP Services
- Professional Land Surveyor Services
- Landfill Gas Field Operations Services
- Specialized Water Quality Studies Consultant(s)
- Specialized Air Permitting Consultant(s)
- Specialized Energy Consultant(s)

The SCMUA intends to consider qualifications and proposals to determine multiple appointments for the above professional services in the best interests of the SCMUA for 2025.

**I. Background**

SCMUA’s Wastewater District includes Andover Borough, Andover Township, Branchville Borough, Frankford Township, Franklin Borough, Green Township, Hamburg Borough, Hardyston Township, Lafayette Township, Montague Township, Ogdensburg Borough, Sandyston Township, Sparta Township, Stillwater Township, Sussex Borough, Vernon Township, Walpack Township, and Wantage Township. SCMUA’s Solid Waste District consists of the entire County of Sussex, New Jersey.

The Authority’s existing infrastructure consists of the following facilities:

**Wastewater Program**

The SCMUA Upper Wallkill Water Pollution Control Facility (WPCF) is a 3.0 MGD activated sludge treatment plant located in Hardyston Township with surface water discharge to the Wallkill River (NJPDES Permit #NJ0053350), along with a 0.265 MGD membrane bioreactor treatment module with separate discharge to groundwater in Vernon Township (NJPDES Permit #NJ0145688). Approved sewer service area includes all or portions of participating municipalities of Franklin Borough, Hamburg Borough, Hardyston Township, Sussex Borough, Wantage Township, Sparta Township, and Vernon Township. The SCMUA owns and operates regional pumping stations in Hamburg, Franklin, Hardyston, Sparta (2), and Vernon, as well as associated interceptor and force main sewers as part of the Upper

Wallkill regional system. The Upper Wallkill WPCF accepts outside septage and sludge from haulers. All residual plant sludge is trucked to Passaic Valley Sewerage Commission (PVSC).

The SCMUA owns and operates the Paulinskill Water Reclamation Facility, which is a 170,000 gpd discharge to groundwater facility in Frankford Township (NJ0146676). The facility serves both Branchville Borough and sections of Frankford Township. SCMUA also owns and operates a regional wastewater pumping station located in Branchville Borough.

The SCMUA Hampton Commons Wastewater Treatment Plant is a 0.05 MGD activated sludge treatment plant located in Hampton Township with surface water discharge (NJPDES Permit #NJ0050580). Approved sewer service area includes Hampton Commons Homeowners' Association (HCHA) and commercial property in Hampton Township. The SCMUA operates the HCHA collection system.

The SCMUA also operates the County of Sussex Homestead Wastewater Treatment Plant in Frankford Township (NJPDES Permit No. NJ0022063), which is a 50,000 gpd activated sludge facility which treats wastewater generated at the County Homestead Complex.

### Solid Waste Program

The SCMUA Solid Waste Facility includes a 68-acre sanitary landfill located in Lafayette Township, accepting ID 10, 13, 13C, 23, 25, 27, and 27A waste types from Sussex County municipal, commercial, and industrial sources. The SCMUA landfill consists of 6 Phases, with each cell phase divided into 2 sub-cells. Phases 1A, 1B and 2A are capped. Phase 2B is filled to elevation, and landfilling is currently active in Phase 6. Under a NJDEP approved Solid Waste Facilities Permit, there is a phased landfill horizontal and vertical extension plan. Landfill life is projected to extend through 2073. The SCMUA is currently under construction for the North Slope Permanent Cap that is anticipated to be completed by Summer 2025. SCMUA also owns and operates a Residents' Convenience and Recycling Center (RC/RC), as well as a Class C Vegetative Waste Composting Facility and wood waste Mulching Facility. The SCMUA annually sponsors two (2) Household Hazardous Waste Disposal Events and up to four (4) Computer/Electronic Waste Recycling Events, as well as monthly Secure Paper Shred Events. It is anticipated that these sponsored events will continue. The SCMUA owns and operates a landfill gas (LFG) collection and control system consisting of vertical LFG wells, horizontal LFG collectors, and a blower/flare skid.

## **II. Scope of Services**

The Authority's Consulting Firm(s) will take direction from the SCMUA Board of Commissioners, along with the SCMUA Executive Director, SCMUA Chief Engineer, SCMUA Comptroller, SCMUA Wastewater and Solid Waste Superintendents, and SCMUA Data Systems Technician. All Consultants may further be required to coordinate its efforts with other Professionals hired by the Authority.

### **A. General Professionals**

Specialized Environmental Consulting/ LSRP Services, Professional Land Surveyor Services, Landfill Gas Field Operations Services, specialized Water Quality Studies Consultants, and Specialized Air Permitting Consultants shall be capable of providing professional consulting services for a variety of solid waste and wastewater needs while meeting required qualifications as listed in Section IV. Refer to Section V Rate Schedule and Section VI Cost Schedule for additional proposal requirement details.

## **B. Specialized Consulting Engineering Services (GEC)**

The GEC (or GEC's) will be responsible for performance of the following professional engineering services, as requested or directed by SCMUA:

### **1. Wastewater Program**

Work tasks may include but are not limited to: 1) general operations and management consulting; 2) Annual Inspection Reports; 3) assistance with capital project bids, specifications, and contracts; 4) NJPDES and Air Permit consultations; 5) engineering certificates, operating and capital budgets, and renewal and replacement fund consultations; 6) project financing (including NJIB assistance); 7) sludge management consulting; 8) review/comment regarding NJDEP rulemaking; 9) review of proposed NJDEP Treatment Works Approval projects; 10) Homestead Wastewater Treatment Plant operations consulting; 11) Hampton Commons Wastewater Treatment Plant operations consulting; 12) wastewater system planning and development; 13) water quality studies and assessments; 14) Water Quality and Wastewater Management Planning (WQMP's, WMP's); 15) Watershed Management, including restoration and control projects; and 16) attendance at authority meetings (as requested).

### **2. Solid Waste**

Work tasks may include, but are not limited to: 1) general operations and management consulting; 2) annual inspection reports; 3) NJPDES Permit consultations; 4) NJDEP Air and Solid Waste Permit consulting; 5) assistance with bids, specifications, and contracts; 6) engineering certificates, operating and capital budgets, and renewal and replacement fund consultations; 7) project financing (including NJIB assistance) 8) stormwater pollution prevention plan consulting; 9) audit assistance; 10) Closure/Post Closure Care planning; 11) detection monitoring reports (groundwater monitoring wells/stormwater basin monitoring); 12) landfill gas program consultations; 13) landfill annual topographic survey and volume report; and 14) attendance at authority meetings (as requested).

The qualified Wastewater and/or Solid Waste GEC may be requested to perform complex analyses and designs regarding wastewater treatment and conveyance facilities and/or landfill and/or solid waste facilities, including technical specifications (bid documents), as well as design oversight reviews and value engineering analyses. The GEC should further be capable of performing construction resident engineering and inspection services for wastewater and solid waste related projects. Refer to Section V Rate Schedule and Section VI Cost Schedule for additional proposal requirement details.

## **III. Experience**

In addition to providing evidence of the requisite staffing of professionals with general engineering knowledge and professional licensures, the applicant(s) shall demonstrate sufficient experience in the performance of all the referenced Scope of Work tasks, as well as the potential supplemental performance of Design, Bid Phase, Construction Oversight and Resident Engineering and Inspection Services (as needed).

## **IV. Qualifications**

The applicant shall provide a narrative of its corporate qualifications and achievements, along with an in-depth statement regarding its financial and professional capabilities to successfully administer and timely

complete complex wastewater and/or solid waste related projects (per Scope of Work), while remaining fiscally responsible to project and work task budgetary controls and limitations. The applicant shall additionally provide a corporate flow chart identifying the proposed organizational structure for performance of the work scope(s).

The applicant shall provide a complete summary of its relevant project related wastewater and/or solid waste engineering consulting experience, specifying and detailing comparable work scopes along with their respective outcomes. The applicant shall indicate whether such work was performed in conjunction with the efforts of another firm, and the relative percentage of shared responsibilities for such shared work. For construction projects, the overall project construction and engineering budgets should be noted, along with proposed and actual project schedules. Additionally, please provide a brief discussion of significant Construction Contract change order work, and the overall percentage of change orders compared to each project's construction contract cost. Where applicable, the applicant shall discuss its knowledge, experience, and interaction regarding NJDEP wastewater and solid waste permits, rules and regulations.

The applicant shall designate and identify within its proposal an overall Project Manager responsible to oversee the proposed work scope and supervise personnel accordingly. The designated Project Manager shall be the primary point of contact for the SCMUA and serve as the representative who will attend SCMUA Commissioners Meetings (as directed). The resumés of key staff shall also be provided to demonstrate experience, qualifications and capability relative to the work scope.

Specifically for CONSULTANT services, the applicant shall provide a statement as to its in-house capabilities regarding various project design and construction related disciplines, including general civil/site, environmental/sanitary, structural, electrical, HVAC, and process instrumentation and controls. Should the applicant CONSULTANT anticipate the need for contracted sub-consultant services for the performance of consulting services of any of the above disciplines, then each relevant discipline should be noted as such, along with a listing of potential sub-consultant(s). Additionally, the applicant shall further demonstrate its knowledge and experience relative to project financing alternatives, including bonding, NJIB and USDA loan and grant programs (where applicable).

## **V. Rate Schedule**

The applicant shall submit a binding copy of its proposed rate schedule for performance of professional services for SCMUA for the following period: February 1, 2025 through February 28, 2026 (or until following year Service Contract becomes active), with a cost breakdown of hourly rates by title/position. A specific hourly rate for the SCMUA Project Manager shall be noted. Qualifications and licensure requirements pertaining to each title/position shall also be provided. The applicant shall further provide a narrative to discuss its billing practices, including policies regarding mileage (and rate(s) thereof), reimbursables, overhead costs, multipliers (internal/sub contractual), field/office billing differentials, clerical billing (if applicable), etc.

The applicant shall not charge travel time or mileage from applicant's office to SCMUA facility (i.e. "portal to portal"). The applicant shall be able to charge mileage from SCMUA owned facility to an offsite location as required and directed by authorized SCMUA staff. The applicant shall not charge time or expenses for any work that is related to cost proposals and/or required to resolve billing matters. The applicant shall not charge hours to compile monthly (or as needed) billing invoices. A change order for a previously approved/awarded project will not be granted based on an increase in proposed rate.

## **VI. Cost Proposal**

For all annual appointments, other than GEC, only statement of qualifications and binding copy of proposed rate schedule is required as stated above. The Scope of Services shall be performed by the CONSULTANT on a time and materials basis per submitted CONSULTANT Rate Schedule, as directed by SCMUA and in accordance with SCMUA Wastewater and Solid Waste Operating Budgets. For GEC appointments, the following is also required:

### **1. Prepare Wastewater Annual Inspection Report (Wastewater GEC):**

Prepare and complete the annual inspection report for Upper Wallkill WPCF, Paulinskill WRF, and Hampton Commons Wastewater Treatment Plant. The process involves inspection and written assessment of the facilities, processes, ancillary structures, mechanics, and instrumentation and controls, along with GEC recommendations regarding capital and operational improvements. Electronic .pdf version of the completed, signed reports as well as supplemental files used to complete report such as CAD, MS Excel, MS Word, etc. are to be provided by the GEC. The work product is time sensitive, annually. A sample copy of the prior years' report may be obtained by request. A MS Word file of previous report will be provided to CONSULTANT who is awarded this task. The applicant CONSULTANT shall provide time and materials cost proposals with a "not to exceed" budget cost ceiling for performance of the required annual inspections and completion of the assessment reports thereof.

### **2. Prepare Solid Waste Annual Inspection Report (Solid Waste GEC):**

Prepare and complete the annual inspection report of the Solid Waste Facilities. The process involves inspection and written assessment of the condition of the SCMUA Solid Waste Facilities, including landfill, gas system, leachate collection and conveyance, stormwater management, and related administrative and operations buildings and equipment, along with GEC recommended capital and operational improvements. Electronic .pdf version of the completed, signed report as well as supplemental files used to complete report such as CAD, MS Excel, MS Word, etc. are to be provided by the GEC. The work product is time sensitive, annually. A sample copy of the prior years' report may be obtained by request and a MS Word file of previous report will be provided to CONSULTANT who is awarded this task. The applicant CONSULTANT shall provide a time and materials cost proposal along with a not-to-exceed budget cost estimate for performance of the required annual inspection and completion of the assessment report thereof.

### **3. Prepare Annual Landfill Topographic Survey and Volume Report (Solid Waste GEC):**

Prepare and complete required to complete an Annual Topographic Survey and Report of the SCMUA Landfill in accordance with N.J.A.C. 7:26 – 2A.8, along with Plan and Cross Section Drawings and solid waste volume and density calculations. Two (2) paper copies of the deliverables are to be provided by the CONSULTANT. Electronic .pdf version of the completed, signed report as well as supplemental files used to complete report such as CAD, MS Excel, MS Word, etc. are to be provided by the GEC. The work product is time sensitive, annually. A sample copy of the prior years' report may be obtained by request. The applicant CONSULTANT shall provide a time and materials

cost proposal along with a not-to-exceed budget cost estimate for performance of the required Landfill Topographic Survey and Volume Report, including a breakdown of subcontract costs for the necessary aerial survey (one (1) foot contours), which is typically performed in December (aerial survey performed by SCMUA contractor).

**4. Prepare Stormwater Pollution Prevention Plan (SPPP) Update (Solid Waste GEC):**

The GEC will be required to complete the SPPP Update in accordance with the site NJDEP solid waste permit. Electronic .pdf version of the completed, signed report as well as supplemental files used to complete report such as CAD, MS Excel, MS Word, etc. are to be provided by the GEC. The work product is time sensitive, annually. A sample copy of the prior years' report may be obtained by request. The applicant CONSULTANT shall provide a time and materials cost proposal along with a not-to-exceed budget cost estimate for performance of the required.

**5. Landfill Gas and Air Monitoring (Solid Waste GEC)**

It is the intention to have one (1) consultant be the primary GEC for SCMUA Landfill Gas and Air Monitoring work. The GEC will be required to complete the following tasks in accordance with the NJDEP permit requirements.

- a. Annual Landfill Gas Sampling w/ Application Cover Letter\*  
*\* Laboratory costs should be included as an allowance task*
- b. Quarterly Enclosed Flare Inspection
- c. Annual Surface Emissions Monitoring (SEM) and Report
- d. Annual Emission Statement

Electronic .pdf version of the completed, signed report as well as supplemental files used to complete report such as CAD, MS Excel, MS Word, etc. are to be provided by the GEC. The work product is time sensitive, annually. A sample copy of the prior years' report may be obtained by request. The applicant CONSULTANT shall provide a time and materials cost proposal along with a not-to-exceed budget cost estimate for EACH of the above tasks.

**6. Landfill Closure Reporting (Solid Waste GEC)**

It is the intention to have one (1) consultant be the primary GEC for SCMUA related closure reporting. The GEC will be required to complete the following tasks in accordance with the NJDEP permit requirements.

- a. Annual Governmental Accounting Standards Board (GASB) Update
- b. Biannual Closure/Post Closure Care Plan (2026 – no cost required for 2025)

Electronic .pdf version of the completed, signed report as well as supplemental files used to complete report such as CAD, MS Excel, MS Word, etc. are to be provided by the GEC. The work product is time sensitive, annually. A sample copy of the prior years' report may be obtained by request. The applicant CONSULTANT shall provide a time and materials cost proposal along with a not-to-exceed budget cost estimate.

## **VII. SCMUA Payment Policies and Procedures**

SCMUA shall consider payments to the CONSULTANT which are submitted monthly on SCMUA vouchers, along with a summary of service times by person/title/position and materials. The CONSULTANT vouchers shall be submitted to the SCMUA a minimum of ten (10) calendar days prior to the SCMUA meeting for which it is to be considered for payment. A separate Task Summary shall be further provided by the CONSULTANT which itemizes daily work tasks as performed by person/title/position and briefly summarizes services performed. Payments are typically processed within sixty (60) days of satisfactory submittal, subject to a mandatory oversight period of ten (10) days for Sussex County Board of Commissioners concurrence. It is SCMUA policy to not pay or be subject to any fees, penalties, or multipliers associated with late payments. It is the SCMUA's policy to not pay for travel time or expenses (mileage) associated with work/meetings which are held at either the SCMUA Solid Waste Facility (including Administrative Office), or SCMUA Wastewater Facilities. Other client related off-site meetings not held on SCMUA property can be charged on a time and expense basis as authorized by SCMUA staff. CONSULTANT shall not charge time or expenses for any work that is related to CONSULTANT cost proposals and/or required to resolve billing matters. CONSULTANT shall not charge hours to compile billing invoices. It is SCMUA's policy to pre-approve and authorize GEC expenditures of any singular reimbursable expense greater than \$250.00.

All work product performed under contract with SCMUA shall become and be considered the property of the SCMUA and shall be delivered to SCMUA staff electronically or via USB drive prior to final payment.

The CONSULTANT shall submit a written acknowledgement of SCMUA Payment Policies and Procedures, as well as work product ownership consideration, and acceptance thereof as part of its cost proposal (and eventual Professional Services Agreement).

## **VIII. Conflict of Interest**

It is SCMUA policy that any Wastewater CONSULTANT shall not be retained by, or otherwise service or represent, any municipal or private entities within the SCMUA Wastewater District (see above) without prior review and approval/authorization by the SCMUA Board of Commissioners.

It is SCMUA policy that any Solid Waste CONSULTANT shall not be retained by, or otherwise service or represent, any private solid waste hauling, disposal, or recycling entities within the SCMUA Solid Waste District (see above), or doing business with the SCMUA, without prior review and approval/authorization by the SCMUA Board of Commissioners.

The applicant CONSULTANT shall fully disclose any such potential conflicts of interest (per above) as part of its proposal and shall further acknowledge and indicate its (CONSULTANT) intent to comply with the SCMUA Conflicts of Interest Policy.

## **IX. RFQ/RFP Selection Process**

Utilizing the "Fair and Open" Process per N.J.S.A. 19:44A-20.4 et. seq. to solicit RFQ/RFP's, the subsequent evaluation and selection process will be conducted by the SCMUA Board of Commissioners, staff, and professionals. One or more consultants may be retained to assist in the technical and financial analysis. During the evaluation process, SCMUA may independently seek additional information concerning applicant CONSULTANT's and their proposals.

As part of the evaluation and selection process, the Authority may invite one or more applicant CONSULTANT's to be interviewed and make a presentation. Consideration for final selection shall be based on the following pertinent RFQ/RFP factors (not necessarily in order of significance), as also noted in the RFP Invitation:

1. CONSULTANT Qualifications
2. CONSULTANT Experience (SCMUA specific and relevant other)
3. CONSULTANT Rate Schedule
4. CONSULTANT Proposal Document (and supporting documentation)
5. CONSULTANT References
6. CONSULTANT Prior Performance
7. CONSULTANT Conflicts of Interest

SCMUA may select one or more applicant CONSULTANT's to provide professional services for its Wastewater and Solid Waste programs for 2025.

#### **X. SCMUA Rights**

The Authority reserves the right, at its sole discretion, to pursue any or all of the following actions related to this RFQ/RFP, and may:

1. Issue addenda or extend dates of RFQ/RFP.
2. Request additional information or clarification from any of the applicant CONSULTANT's.
3. Negotiate a contract either on basis of original proposal and/or additional information.
4. Reject all proposals and re-issue RFQ/RFP.

It is noted that this RFQ/RFP is not a solicitation and does not obligate the SCMUA to accept any proposal, negotiate with any CONSULTANT, award a contract, or proceed with any services or any project proposed under this RFQ/RFP. The awarding of any contract shall be subject to prior Authority approval in conformance with all applicable laws and requirements.

#### **XI. References**

The applicant CONSULTANT shall provide a current listing of its principal clients, along with contact information, for reference purposes. SCMUA reserves the right to contact these references and any other person/entity SCMUA deems appropriate regarding its evaluations in this matter.

#### **XII. RFQ Requirements**

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. 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.

#### **XIII. RFQ/RFP Schedule**

CONSULTANT Qualifications Statement and Proposal Packages (2 copies) shall be submitted to the attention of SCMUA Executive Director Joseph Sesto P.E. at the SCMUA Administration Building, 34 South Route 94, Lafayette, NJ 07848 on or before **Thursday, January 16, 2025 @ 12:00 p.m.** The



RFQ/RFP's shall be sealed in an envelope or container, and clearly marked "SCMUA Request for Qualifications/Request for Proposals – General Engineering Consultant."

It is anticipated that a short-list of eligible wastewater and/or solid waste CONSULTANT's will be subsequently developed for potential interviews, evaluations, selection and/or further solicitation of detailed cost proposal(s) for the identified work scope and, potentially, other future SCMUA wastewater and solid waste related planning, design, or construction projects. You may contact SCMUA Executive Director Joseph Sesto (jsesto@scmua.org, 973-579-6998 ext. 103) with any written questions regarding this RFQ/RFP.

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