

**Request For Qualifications**  
**Township of Shrewsbury Water Utility**  
**System**

**To Purchase, Operate, and Maintain the Water Utility  
System Currently Owned by the Township of Shrewsbury,  
Monmouth County, New Jersey**

**September 2023**

**SUBMISSION COVER SHEET**

**REQUEST FOR QUALIFICATIONS: SALE OF TOWNSHIP OF SHREWSBURY, NEW JERSEY,  
WATER UTILITY SYSTEM**

**RFQ SUBMITTAL DUE DATE: October 18, 2023**

**TIME: 2:00 PM**

**LOCATION: Township of Shrewsbury Municipal Building**

**1979 Crawford Street**

**Shrewsbury Township, NJ 07724**

**NOTICE ISSUANCE DATE: September 16, 2023**

**RESPONDENT QUALIFICATIONS INFORMATION FORM**

**Submit one (1) signed and fifteen (15) copies of the  
*Statement of Qualifications***

**RESPONDENT INFORMATION**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Township, State, Zip Code:** \_\_\_\_\_

***THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED***

The undersigned, on behalf of the Respondent, hereby certifies that he or she has read the contents of the Township's Solicitation of Request for Qualifications (RFQ) and further certifies that these submittals on behalf of the Respondent are correct, and the undersigned is the duly authorized representative of the Respondent to submit these qualifications.

Authorized Signature: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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## **1. BACKGROUND INFORMATION AND INTENT**

The Township of Shrewsbury has a total area of 0.1 square miles and is located in between Tinton Falls and Shrewsbury Borough in Monmouth County, New Jersey. The system is owned by the Township of Shrewsbury and operated by a licensed operator. The Township's water system serves approximately 499 residents. In total, the system contains approximately 3,350 L.F. of 8-inch ACP watermain with 70 2-inch water service connections, which go into a manifold of between 2 to 8 services each. The Township of Shrewsbury purchases water from New Jersey American Water (NJAW).

In 2022, the Township evaluated the existing water facilities to determine the current and long-term needs of the system and to estimate the long-term financial requirements needed for the operation and maintenance of the system. The results of the study revealed that the Township does not have the bonding capacity to properly maintain the system or to implement capital improvements required for the system to remain safe and operational. Therefore, the Township applied to the New Jersey Department of Environmental Protection (NJDEP) Water Infrastructure Protection Act (WIPA) due to the lack of historical investment, repair, or sustainable maintenance as provided at N.J.S.A. 58:30-5(b)(4), under Emergent Condition No. 4. The Township's certification of the Emergent Condition was approved in July of 2023, at which time the Township announced that the certification is in anticipation of the sale of the Township's water assets to a capable private or public entity.

The purpose of this Request for Qualifications (RFQ) by the Township is to identify qualified water utility companies who are interested in acquiring and operating the Township's potable water utility facilities.

### **A. Water System and Supply**

The Township's water system serves approximately 499 residents. In total, the system contains approximately 3,350 L.F. of 8-inch Asbestos-Cement watermain with 70 2-inch water service connections, which go into a manifold of between 2 to 8 services each. The watermain has not been

replaced since the initial installation in 1940. The Township owns the system but does not operate it. Instead, the Township hires a licensed operator to maintain the water system.

The Township of Shrewsbury purchases water from New Jersey American Water (NJAW).

## **2. STATEMENT OF QUALIFICATIONS SUBMISSION**

The Statement of Qualifications (SOQ) must be submitted to Katrina Thornton at 1979 Crawford Street, Shrewsbury Township, NJ 07724 by October 18, 2023, at 2:00 p.m. Any SOQ delivered after that time will be ineligible for further consideration in the procurement process and will be returned to the Respondent unopened.

One original and 15 copies of the SOQ shall be submitted. Each submitted response will remain unopened until after the submittal deadline date and time listed previously. At that time the SOQs will be opened and reviewed.

### **A. Submittal Format and Content**

The SOQs must contain at least the following:

1. Transmittal Letter
2. Organization History
3. Qualifications and Experience
4. Operating Plan
5. Statement of Buyer's Financial Capability

All Respondents must be qualified utility companies and demonstrate the capability to own and operate potable water utility facilities and systems. The SOQ shall identify any and all non-monetary terms and conditions associated with the services included in the SOQ, such as the Respondent's limitations on liability. After selection of the highest scoring Respondents, detailed operating information shall be provided to the selected Respondents for the subsequent submittal of a pricing proposal. Following are further discussions relative to the content of each of the suggested chapters of the SOQ.

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### Transmittal Letter

The transmittal letter is to include at a minimum, a commitment by Respondent, if selected, to provide a pricing proposal. The Respondent shall clearly state its interest in potentially purchasing and operating the Township's Water System and describe how this will be beneficial to the Respondent's organization. Letter must be signed by an officer of the Respondent firm.

### Organization History

The Respondent shall provide a detailed description of its organizational structure, operations details, financial details including tax identification number and financial statements to demonstrate financial capability and stability, and a list of water facilities (systems) which the Respondent currently has including the size and type of facility.

### Qualifications and Experience

The Respondent shall describe its experience, knowledge, skills, and abilities for owning, operating, and managing potable water utility facilities and systems. Demonstrate experience in capital planning aspects of water systems and identify specific projects where such services are provided and the results of such services. Include typical emergency repair response times, resources, and technologies available to the Respondent. The Respondent is to provide five (5) references.

### Operating Plan

The operating plan shall include a listing of the specific individuals assigned to the Management Team and to Technical Support that the Respondent will assign to this partnership during the transition and operation and provide the background and experience of those individuals. The Respondent shall discuss the transition procedure and outline a Transition Plan for transition from the current operating personnel and firm to the Respondent's operation. The Respondent shall also provide an operating plan for the facilities and other responsibilities that indicate how the Respondent will

provide operation, maintenance, and management services.

## **B. Performance Evaluation**

As part of its evaluation process, the Township reserves the right to contact Respondent's clients and former clients including those projects listed as references in Respondent's SOQ, for the purpose of evaluating any aspect of the Respondent's performance. By the submission of a SOQ, the Respondent grants the Township permission to contact any personnel or former personnel of Respondent's clients and former clients to discuss and evaluate Respondent's performance or any other aspect of Respondent's services, management or business relationship. Any Respondent that takes exception to this right may, at the Township's sole discretion, be disqualified.

If the Respondent has a few client references that have insisted on being notified when a reference check call is to be expected, the Respondent may indicate so in its SOQ. The Township will try, but is not obliged to, extend the courtesy of notifying the Respondent prior to the Township's call to the client reference.

As part of its evaluation process, the Township may decide to visit one or more projects of the Respondent. By submission of an SOQ, the Respondent grants the Township permission to contact or visit any of its projects or former projects whose owners are public entities or are private entities that provide water services to the public. The coordination of the visit may be through the owner or through the Respondent. The visits will examine the Respondent's performance and or any other aspect of the Respondent's services, management, qualifications or business relationship.

The Township may, at its sole discretion, use its own personnel or its consultants or representatives to conduct reference checks or project visits. In addition to the above, Respondent understands that the Township may contact any other individual or entity it deems relevant to the evaluation process for the purpose of evaluating the Respondent's business, financial and technical capabilities, its performance, or its SOQ.

The Township reserves the right to individually contact any and all members of Respondent's Management Team as part of its SOQ evaluation process.

### **C. Selection**

After evaluation of the SOQs and any further clarifications or presentations, the Township expects to select all qualified respondents that satisfactorily meet the Township's needs and requirements for pricing proposal solicitation. The selection process will take into consideration many factors. Those factors will include without limitation and without relative ranking: technical qualifications; financial qualifications; experience; management style; capabilities and experience with respect to the identified Facilities' Strategic Needs; approach to employees; level of strategic support including emergency response; willingness to accept risk and liability, and extent of performance and financial guarantees and commitments.

The Township reserves the right, at its sole discretion, to reject any and all SOQs; accept any SOQ; discontinue negotiations with one Respondent and start negotiations with another Respondent; discontinue this RFQ; discontinue the procurement; and issue a new RFQ.

### **3. TOWNSHIP'S RIGHTS**

By submitting an SOQ, Respondent acknowledges and grants to the Township all rights and conditions specified in the RFQ including the condition that the Township and its officials, officers, employees, representatives and consultants are free from liability from claims or damages resulting from the solicitation, collection, storage, distribution, disposition, disposal, clarification, evaluation and selection of a Respondent, as well as contract negotiations, the administration and oversight of the Project, the accuracy, errors or omissions of the information and statements provided, both oral and written, and all specified Township's rights and conditions.

The Township's rights and conditions are specified throughout this RFQ which includes all addenda, changes and supplements issued throughout the procurement process. The Respondent is responsible for reading and understanding the entire RFQ including all Township's rights and conditions.

Each SOQ will become the property of the Township and will not be returned to the Respondent. The SOQ which includes its entire contents including additions

and supplements shall be considered non-confidential. The Township does not intend to release the SOQ as public information until pricing proposals have been submitted, evaluated and the final contract is awarded but reserves the right to change the date of public release and to make information in the SOQ available to Respondents as part of the clarification and evaluation process. The Township may dispose of any or all copies of SOQs in whichever manner it deems appropriate in accordance with applicable law. The Township shall use its best efforts to prevent the unauthorized disclosure of the contents of the SOQs prior to the date of public release. The Township shall not be held liable for any loss, damages or other claims made relative to the classification of the SOQ as non-confidential and release as public information.

This RFQ does not bind the Township to complete the RFQ process, select a Respondent or to enter into an Agreement for the requested Services. The RFQ's schedule of events may be changed by the Township at any time without prior notice. The Township, at its sole discretion and without prior notice, may change, amend, supplement or modify the RFQ at any time. The Township may, for any reason including without limitation for the submission of incomplete, inadequate, late or non-responsive SOQ or information, reject any and all SOQs or parts thereof and or eliminate any and all Respondents from further consideration. The Township reserves the right to select one or more Respondents with which to conduct further evaluations and discussions and to determine that one or more Respondents will not be selected.

The Township may select a representative to act in its place or on its behalf during the procurement process. Inquiries, correspondence, and questions must be directed in accordance with the directions in the RFQ and the failure to follow these directions may be determined to be grounds for disqualification. Under no circumstances shall a Respondent contact any other Township official, officer or employee regarding any aspect of this RFQ including without limitation the evaluation and selection processes. Should Respondent make such an unauthorized contact, the Township reserves the right to immediately disqualify the Respondent regardless of whether the unauthorized contact was officially sanctioned by the Respondent or was the initiative of an individual employee of an agent of the Respondent.

All activities related to the operation, maintenance and management of the

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Facilities must be in accordance with Applicable Law.

Failure of the Township to exercise any of its rights or conditions stated in this RFQ shall have no bearing or limitation on the Township's right to enforce that or any other right or condition in the future on any Respondent.