

**EXHIBIT "A"**

**TOWNSHIP OF ALLOWAY**

**REQUEST FOR PROPOSALS FOR THE POSITION OF**

**SEWER COLLECTION SYSTEM OPERATOR  
(TOWNSHIP SEWER VACUUM SYSTEM)**

**Position and Term:**

The Township of Alloway requests Proposals from those who are interested in serving in the position of "Sewer Collection System Operator" for the Township Sewer Vacuum System, from January 1, 2018 to December 31, 2018.

**Minimum Requirements:**

Must possess a current, valid public waste water collection system operations license of the appropriate class issued by the New Jersey Department of Environmental Protection and a valid State of New Jersey Driver's License to operate a vehicle.

**Fair and Open Process:**

Request for Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

Requests for Proposals are to be submitted no later than Thursday, December 14, 2017 at 11:00 a.m. prevailing time in the Alloway Township Municipal Building, 49 South Greenwich Street, Alloway, NJ 08001.

Submissions are to be made to:

Charlet Cheeseman, Municipal Clerk  
Township of Alloway  
49 South Greenwich Street  
P. O. Box 425  
Alloway, NJ 08001

In order to be considered, an Original and five (5) copies of the information being submitted must be enclosed in a sealed envelope bearing the name and address of the responder with the words "Proposal for Professional Services and the category of services" and clearly marked "Sealed Proposal" addressed to the Municipal Clerk, Township of Alloway, 49 South Greenwich Street, P. O. Box 425, Alloway, NJ 08001 and may be received through the mail or presented in person.

Proposals will thereafter be received by the Township Committee of the Township of Alloway, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the Township of Alloway and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the Township; (v) availability to accommodate meeting and interface requirements with the Township Committee and Township Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the Township; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The Township reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the Township.

The Township's determination of the applicant who is most advantageous to the goals and objectives of the Township shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any Township Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any Township Official, Officer or employee to secure unwarranted privileges or advantages.

**Description of Services:**

The sewer collection operator will perform the following:

- Will plan and direct all sewer maintenance and/or construction activities through one or more layers of subordinate supervisors.
- Resolve matters concerned with technical aspects of the work.

- Ensure efficient and economical work operations.
- Schedule, coordinate and direct the accomplishments of work operations by subordinate units through subordinate supervisors.
- Determine required material, equipment and facilities.
- Establish basic priorities and work sequences.
- Maintain balanced workload among subordinate units through distribution of work projects and allocation of human resources, equipment and materials.
- Direct the planning of work to be completed including installation, repair, maintenance and cleaning of sewers and basins.
- Will be responsible for efficient utilization of assigned personnel, equipment, materials, and supplies.
- Will supervise the sewer foreman and other employees engaged in maintenance and repair of sewers and basins.
- Will supervise the repair of broken sewer lines, replacement of worn parts, and installation of new sewer pipes.
- Inspect the construction of new sewers and manholes to evaluate programs and to ensure conformance with specifications and blueprints.
- Determine the need for the types of materials and equipment required to complete projects.
- Confer with representatives of other utilities to coordinate work schedules for the most efficient and economic repair activities.
- Prepare reports quarterly concerning personnel utilization, work progress and disposition of materials.
- Prepare budget estimates based on anticipated needs for material and personnel.
- Prepare and execute plans for effective utilization of available funds, personnel, equipment, materials and supplies.
- Gives assignments and instruction to and supervises the work of groups and individuals.
- Receive complaints dealing with sewer repair and maintenance work, and take remedial action.
- Supervise employees engaged in the operation of a closed-circuit television monitoring system used to inspect internal areas of sewer lines.
- Prepare clear, sound, accurate and informative reports containing findings, conclusions and recommendations.
- Direct the establishment and maintenance of records and files.
- Supervise work involved in obtaining, storing, safeguarding, distributing and ensuring proper use of equipment, materials and supplies.
- Will learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office of related unity.
- Prepare and submit required NJDEP reporting forms.

**Compensation:**

Compensation shall be based on a professional services contract to be submitted with the applicant's proposal.

The applicant awarded the Contract will be entitled to bill for services rendered in connection with projects funded through various grant sources or third party escrows. It is anticipated that the annual value of this Contract will exceed \$17,500.00.

**Qualification evaluation:**

1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the "Minimum Requirements" detailed above.
2. Please describe your experience with regard to sewer collection operator for government entities.
3. Please list all public entities/agencies for which you presently serve as Sewer Service Operator complete with term of appointment and contact person and related phone number.
4. Disclose and describe if you or any member of your firm have ever had their license suspended or revoked in New Jersey or any other state.
5. What is the location of your Office? In Alloway Township; in Salem County or out of Salem County.
6. Describe the resources of your office. Include details of support staff. Include information on other qualified engineers in your office who would be available to Township Officials in the event you were absent or unavailable.