

# **PUBLIC NOTICE**

## **AH/HRSA REQUEST FOR PROPOSALS**

**PROJECT: SEWERAGE COMMUNOTOR REPLACEMENT PROJECT FOR THE ATLANTIC HIGHLANDS AND HIGHLANDS PUMP STATIONS**

**SUBMISSION DEADLINE & PUBLIC OPENING: Wednesday, February 22, 2012, at 1 PM**

**DELIVERY LOCATION & PUBLIC OPENING: AH/HRSA, Atlantic Highlands Borough Hall, 100 First Avenue, Atlantic Highlands, New Jersey 07716.**

Through a Fair and Open process and in accordance with N.J.S.A. 19:44A-20.4, et seq., the Atlantic Highlands/Highlands Regional Sewerage Authority (AHHRSA) is requesting sealed proposals to contract for materials and services related to the replacement of the sewerage comminutors used at the AHHRSA's Atlantic Highlands and Highlands Pump Stations. The Proposals will be publicly opened and read aloud by a representative of the AHHRSA at the Atlantic Highlands Borough Hall, 100 First Avenue, NJ, 07716, at the date and time shown above.

Further details and requirements are contained in the additional pages of the AHHRSA's Proposal Submission Package which is posted at [www.AHHRSA.org](http://www.AHHRSA.org). Questions should be directed to the AHHRSA Administrator David Palamara at 732-977-2100, or by email to [Dave@AHHRSA.org](mailto:Dave@AHHRSA.org), or by fax at 732-291-3055. All interpretations or clarifications which will be relied upon, or could impact, a proposal shall be submitted by email. The Authority will promptly copy questions received plus the answer or decision regarding each to all prospective proposers using their known email address or other address they designate.

Proposals must comply with all items listed in the additional pages of AHHRSA's Proposal Submission Package. Proposals will be evaluated by the AHHRSA with due consideration to the prices quoted, plus qualifications, experience and other factors and criteria determined to be the most advantageous to the AHHRSA. The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the AHHRSA to do so.

By order of the AHHRSA, David Palamara, Administrator.

# **SUBMISSION NOTICE**

**The following document is for public information only; it is correct as of the date of posting but is subject to revision prior to the Proposal Submission Deadline.**

**Anyone wishing to submit a Proposal must provide contact information sufficient for notification of any revisions and receive an official Proposal Submission Package.**

**The official Proposal Submission Package can be requested by mail from the Atlantic Highlands/ Highlands Regional Sewerage Authority, PO Box 72, Atlantic Highlands, NJ 07716; or by fax from 732-291-3055; or by email from the following link, [Dave@ahrsa.org](mailto:Dave@ahrsa.org)**

**Any questions should be directed to the Authority using the above information or by calling 732-977-2100.**

# **CONTENTS OF PROPOSAL SUBMISSION PACKAGE**

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Other Information pertinent to contract but not required for Proposal Submission	
Fair & Open Contracts and Pay-to-Play Regulations.....	page 5
List of Elected Officials.....	page 6

## **Other Included Items**

### **Required for Proposal Submission**

Proposal Submission Form.....	pages 1-11
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## **Attachments: Construction Plans and Technical Specifications (File Name)**

Construction Plans (4 sheets) .....	PLANS (2012-02-07)
Index .....	1 INDEX (2012-01-25)
Information for Bidders Supplements .....	2 NJ IFB Supplements (2012-02-07)
General Conditions Supplements .....	3 NJ GC Supplements (2012-01-25)
Information for Bidders .....	4 NJ Information for Bidders (2011-07)
General Conditions .....	5 NJ General Conditions (2009-02-02)
Summary of Work .....	01010 (2012-02-07)
Measurement and Payment .....	01012 (2012-02-07)
Construction Coordination and Sequencing.....	01040
Progress Meetings .....	01202
Preconstruction Conference .....	01210
Shop and Working Drawings .....	01340
Noise Control.....	01561
Material and Equipment .....	01600
Final Cleaning .....	01710
Restoration and Cleanup .....	02390
Flow Control of Sewer Lines (Bypass Pumping).....	02738 (2012-01-25)
Electric Comminutors.....	15050 (2012-02-07)
Hydraulic Comminutors .....	15051 (2012-01-25)
Appendix A-Existing Hydraulic Detail.....	Appendix A

## **SUMMARY OF PROJECT**

The scope of work for the AHHRSA Comminutor Replacement Project is fully described in the attached plans and specifications of this RFP, however, it generally consists of the following:

1. Remove existing sewerage comminutor/grinder units and related hydraulic and electrical components, furnish and install new similar units, as detailed in the Plans, Sections 01010, 01012, 15050, 15051.
2. By-passing of sewage flow around the work area if required, as detailed in Sections 02738, 15050, 15051.
3. Installation of a new wet well access manhole at the Atlantic Highlands Pump Station as detailed on Sheet 3 of the Plans.
4. Restoration and cleanup.
5. All other work of any type or description necessary for the completion of the project, whether or not specifically shown on the plans or specifications herein.

AHHRSA shall not be responsible for any costs associated with preparation and/or submission of a Proposal under any conditions.

## **EVALUATION OF PROPOSALS**

Proposals will be reviewed and award of contract will be based upon the following criteria, responses to Submission Requirements contained herein and any other factors or criteria determined to be the most advantageous to the AHHRSA. The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the AHHRSA to do so.

- Experience, specific knowledge and past performance of the contractor relating to work similar to the AHHRSA's needs. "Contractor" includes his/her firm and others who will be involved in performing the required services.
- Ability of the contractor and staff and others to perform the services on a timely basis, including familiarity with the subject matter.
- Cost and cost effectiveness considerations, including, but not limited to the Proposal amounts for each Item of the work described in this RFP, separately and/or in total.

## **SUBMISSION REQUIREMENTS**

The attached Proposal Submission Form must be submitted and shall include responses to all of the items shown on that form and attachments required in the Proposal Submission Form.

## **SUBMISSION OF PROPOSAL**

An original plus one copy of your Proposal Submission Form must be **received** by AH/HRSA on or before the deadline above. Submissions may be mailed or delivered to AH/HRSA, at Atlantic Highlands Borough Hall, 100 First Avenue, Atlantic Highlands, New Jersey 07716. Submissions must be sealed and have “**AH/HRSA Comminutor Replacement Project**”, or similar, clearly marked on the face of the envelope. Proposals will be publicly opened and read aloud at the above time by a representative of AH/HRSA.

Failure to provide all required documents may result in the Proposal not being considered. AHHRSA reserves the right to reject any and all Proposals, to waive any informality and to accept the proposal which, in its sole judgment, best serves the needs and interests of the AHHRSA.

## **FAIR & OPEN PAY-TO-PLAY**

This proposal is made under a Fair and Open process and no disclosure is anticipated to be required from the applicant under state regulations but it is the applicant's responsibility to review the current regulations of Fair & Open contracts (NJSA 19:44-20.4, et seq.) and Pay-To-Play regulations (NJSA 40A:11-51, et seq.) to insure they are in compliance. One source of information on these regulations is NJ Department of Community Affairs web site, <http://www.nj.gov/dca/lgs/p2p/>.

In furtherance of a Fair and Open process, Page 11 of the Proposal Submission Form provides for disclosure of any relationships relating to this contract. On the following page is a list of governing body officials of the Boroughs of Atlantic Highlands and Highlands, and the AHHRSA.

# **LIST OF ELECTED OFFICIALS OF ATLANTIC HIGHLANDS BOROUGH AND HIGHLANDS BOROUGH FOR 2012**

## **Atlantic Highlands Borough**

Mayor Fredrick J. Rast, III  
Council President Jacob Hoffmann  
Council Member John Archibald, Jr.  
Council Member Roy Dellosso  
Council Member Peter T. Doyle  
Council Member Lou Fligor  
Council Member Robert Sutton

## **Highlands Borough**

Mayor Frank Nolan  
Council President Rebecca Kane  
Council Member Christopher Francy  
Council Member Richard W. O'Neil  
Council Member Kevin Redmond

## **Atlantic Highlands/Highlands Regional Sewerage Authority**

Commissioner Wilbur Bishof  
Commissioner Kenneth Braswell  
Commissioner Louis Fligor  
Commissioner Christopher Francy  
Commissioner Richard O'Neil  
Commissioner Michael Rybeck

**AHRSR COMMUNOTOR REPLACEMENT PROJECT**

**PROPOSAL SUBMISSION FORM**

**BIDDER'S NAME:** \_\_\_\_\_

**BIDDER'S ADDRESS:** \_\_\_\_\_

**TELEPHONE NO.** \_\_\_\_\_ **FAX NUMBER** \_\_\_\_\_

**E-MAIL ADDRESS (optional)** \_\_\_\_\_

**FEDERAL TAX I.D. NO.** \_\_\_\_\_  
**(SS NUMBER FOR SOLE PROPRIETOR)**

**OWNER'S NAME:** ATLANTIC HIGHLANDS-HIGHLANDS REGIONAL SEWERAGE AUTHORITY

**SUBMISSION ADDRESS:** 100 FIRST AVENUE

ATLANTIC HIGHLANDS, NJ

**SUBMISSION DATE:** 1 PM, WEDNESDAY, FEBRUARY 22, 2012

**PROJECT NAME:** AHRSR COMMUNOTOR REPLACEMENT PROJECT

The UNDERSIGNED, as BIDDER, declares 1) that the only persons or parties interested in this proposal as principals are named herein; 2) that this proposal is in all respects fair and without collusion or fraud; 3) that no officer or employee of the OWNER is directly or indirectly interested in this bid or the work of this contract or in any portions of the profits thereof; 4) that the BIDDER has carefully examined and accepts the proposed Forms of Contracts and the Information for Bidders, Notice to Contractors, General Conditions, and Specifications Special Provisions; 5) that the BIDDER or a representative has made an inspection of the site and is familiar with the proposed work; 6) and that the BIDDER proposes and agrees that if this proposal is accepted, the BIDDER will contract with the above-named OWNER, in the form of contract hereto annexed, to provide the necessary machinery, tools, apparatus, and other means of construction, and to furnish all the materials, equipment and labor specified in the contract in the manner and time therein specified, according to the requirements of the Engineer as therein set forth, and 7) that the BIDDER will take in full payment therefor the prices set forth in this Proposal.

**PROPOSAL SUBMISSION CHECKLIST**

(Pursuant to NJSA 40A:11 – 23.2)

The undersigned BIDDER declares that the required documents, as noted below, have been completed, reviewed and/or executed by the BIDDER and are submitted as part of this proposal.

<u>DOCUMENT BIDDER'S REQUIRED</u>	<u>DESCRIPTION OF DOCUMENT</u>	<u>INITIALS</u>
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Failure to submit any of the following documents with the Proposal will mandate rejection of the bid.

- |     |   |       |
|-----|---|-------|
| [X] | Notice, Revision or Addenda Receipt Acknowledgement Form                                  | _____ |
| [X] | Form of Proposal, completed & signed by appropriate authorized representatives of BIDDER. | _____ |
| [X] | A Statement (disclosure) of Ownership pursuant to NJSA 52:25-24.2.                        | _____ |
| [X] | A Bid Guarantee (bid bond or equivalent) pursuant to NJSA 40A:11-21.                      | _____ |
| [X] | A surety company certificate (Consent of Surety) pursuant to NJSA 40A:11-22.              | _____ |
| [X] | A Listing of Subcontractors pursuant to NJSA 40A:11-16.                                   | _____ |

Failure to submit any of the following documents with the Proposal will be cause for rejection of the bid unless waived by the OWNER (IB.11), subject to the standard of materiality established by Township of River Vale v.R.J. Longo Construction Co., 127 N.J. Super. 207, 216 (Law Div. 1974).

- |      |  |       |
|------|--|-------|
| [X ] | A Non-Collusion Affidavit.   | _____ |
| [X ] | Evidence of Registration for the bidder pursuant to NJSA 34:11-56.48, et seq. (Public Works Contractor's Registration Act) | _____ |
| [X]  | A Statement of Experience & Qualifications on the forms provided.  | _____ |
| [X]  | Disclosure of any relationships relating to this contract.   | _____ |

**NOTICE, REVISION OR ADDENDA**  
**RECEIPT ACKNOWLEDGEMENT FORM**  
(Pursuant To Public Law 1999, Chapter 39)

Bidder's  
Initials

[ ] No revisions and/or Addenda were received.

\_\_\_\_\_

The BIDDER acknowledges receipt of the below listed revisions and/or addenda:

<u>Notice, Revision or Addendum No.</u>	<u>Date</u>	<u>Title or Description</u>	<u>Bidder's Initials</u>
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**AHHRSA COMMINUTOR REPLACEMENT PROJECT - PROPOSAL AMOUNTS**

<u>Item</u>	<u>Description</u>	<u>Proposal Quantity</u>	<u>Unit</u>	<u>Unit Price Bid</u>	<u>Amount</u>
1.	ATLANTIC HIGHLANDS PUMP STATION COMMINUTOR REPLACEMENT	1	Lump Sum	\$_____.	\$_____.
2.	HIGHLANDS PUMP STATION COMMINUTOR REPLACEMENT	1	Lump Sum	\$_____.	\$_____.
3.	ATLANTIC HIGHLANDS PUMP STATION BYPASS, IF REQUIRED	1	Lump Sum	\$_____.	\$_____.
4.	HIGHLANDS PUMP STATION BYPASS, IF REQUIRED	1	Lump Sum	\$_____.	\$_____.

As stated in Note 9 on Sheet 2 of the plans, one comminutor supplier, JWC, may offer a credit towards the purchase of new comminutors upon return of the existing comminutors. List the quoted credit amounts for the return of these cores; this quoted core credit shall be deducted from the Total Amount of this Proposal. Should the actual credit amount be different, the contract shall be adjusted for that difference.

5.	ATLANTIC HIGHLANDS PUMP STATION QUOTED CORE CREDIT FOR EXCHANGED COMMINUTORS	1	Lump Sum	\$_____.	\$_____.
6.	HIGHLANDS PUMP STATION QUOTED CORE CREDIT FOR EXCHANGED COMMINUTORS	1	Lump Sum	\$_____.	\$_____.

TOTAL AMOUNT PROPOSAL (Items 1 through 4): \$\_\_\_\_\_.

WRITE TOTAL AMOUNT PROPOSAL (Items 1 through 4):

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NOTE: This is a Lump Sum Bid. The written Lump Sum bid amount will be considered to represent the Bidder's intent if it is different from the Lump Sum bid amount in numerals.

**CONSENT OF SURETY**

In consideration of the premises and of one Dollar (\$1.00), lawful money of the United States, it is in hand paid by the CONTRACTOR, the receipt whereof is hereby acknowledged, the undersigned surety consents and agrees that if the contract, for which the preceding estimate and proposal is made, be awarded to the person or persons submitting the same as contracted, it will become bound as surety and guarantor for its faithful performance, in an amount equal to one hundred percent (100%) of the contract price, and will execute it as party of the third part thereto when required to do so by the OWNER, and if the said CONTRACTOR shall omit or refuse to execute such contract, if so awarded, it will pay without proof of notice and on demand to the OWNER any increase between the sum to which the said CONTRACTOR would have been entitled upon the completion of the said contract and the sum which the said OWNER may be obligated to pay to another contractor to whom the contract may be afterwards awarded, the amount in such case to be determined by the bids plus the cost, if any, of re-advertising for bids for this work, less the amount of any certified check or bid bond payable and received.

In witness whereof, said surety has caused these presents to be signed and attested by a duly authorized officer and its corporate seal to be hereto affixed this \_\_\_\_\_ day of 20\_.

(A corporate acknowledgement and statement of authority to be here attached by the surety company).

\_\_\_\_\_  
(Surety Company)

BY: \_\_\_\_\_  
Surety Company  
Attorney-in-Fact

Attest:  
  
\_\_\_\_\_

(Surety may substitute a similar statement subject to the OWNER'S approval).

**DISCLOSURE OF OWNERSHIP**

(If bidder is a Sole Proprietorship check here (\_\_\_) and do not complete this statement)

The UNDERSIGNED, as bidder, in accordance with N.J.S.A. 52:25-24.2 (P.L. 1977, Chapter 33), declares and submits this Statement of Ownership.

Bidder is a Corporation ( ) Partnership ( ) Joint Venture ( )

These are all shareholders or partners owning 10% or more of the stock or interest in the bidding corporation or partnership.

<u>Full Name of Individual (Stockholder)(Partner)</u>	<u>Address of Individual (Stockholder)(Partner)</u>	<u>Share(%) Owned</u>
1. _____	_____ _____	_____
2. _____	_____ _____	_____
3. _____	_____ _____	_____
4. _____	_____ _____	_____

Portion owned by minority owners (less than 10%) not listed \_\_\_\_\_

TOTAL 100%

\_\_\_\_\_  
Print or Type Name and Title of Affiant  
Authorized Representative of Bidder

Subscribed and Sworn Before  
Me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
(Notary Public)

(Corporate Seal)  
If Applicable

My Commission Expires:

Notes:

1. Attach additional sheets in this format, if necessary.
2. The terms Corporation and Partnership encompass all forms, including, but not limited to Limited Partnerships, Limited Liability Corporations or Partnerships and Subchapter S Corporations.
3. If a corporation or partnership is shown as a greater than 10% owner, attach similar breakdown of (“its”) individual owners.
4. For a Joint Venture, provide a Disclosure in this format for each participant.

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY                   :  
  :  
  : SS.  
COUNTY OF                                    :

I, \_\_\_\_\_, of the \_\_\_\_\_ of \_\_\_\_\_  
in the County of \_\_\_\_\_ and State of New Jersey, of full age, being duly sworn according to law on  
my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the bidder making the Proposal for the above named  
project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly  
or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in  
restraint of free, competitive bidding in connection with the above named project; and that all statements  
contained in said Proposal and in this Affidavit are true and correct, and made with full knowledge that  
the OWNER relies upon the truth of the statements contained in said Proposal and in the statements  
contained in this affidavit in awarding the contract for the said project.

\_\_\_\_\_

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

Subscribed and sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of New Jersey  
My Commission Expires: \_\_\_\_\_.

## LIST OF SUBCONTRACTORS

In accordance with NJSA 40A:11-16, the bidder will set forth below the names, addresses and, if applicable, license numbers of the subcontractors to whom the bidder will subcontract work in the categories listed in connection with the erection, alteration or repair of any public building and the related site work.

<u>WORK</u>	<u>SUBCONTRACTOR</u>
1. Plumbing and gas fitting and all kindred work.	Name: _____ Address: _____ _____ License No. _____ Expires: _____
2. Steam and hot water heating and ventilating apparatus, steam power plants and kindred work.	Name: _____ Address: _____ _____ License No. _____ Expires: _____
3. Electrical work.	Name: _____ Address: _____ _____ License No. _____ Expires: _____
4. Structural steel and ornamental iron work.	Name: _____ Address: _____ _____ License No. _____ Expires: _____

If the "Document Required" box is checked on the Proposal Submission Checklist for the item "Evidence of Registration....," evidence of registration pursuant to NJSA 34:11-56.48 et seq., for all subcontractors listed must be submitted prior to award of a Contract.

**NOTE:** If the BIDDER will not subcontract the work described in any category above but will complete it as prime contractor, it is not necessary to name a subcontractor. In such case, the BIDDER should insert "prime contractor" in the subcontractor name space. If more than one subcontractor will be utilized in any category, attach a certificate signed by the BIDDER listing each subcontractor named in the bid for that category. The certificate shall set forth the scope of work for which the subcontractor has submitted a price quote and which the BIDDER has agreed to award to each subcontractor should the BIDDER be awarded the contract. The certificate shall be submitted to the contracting unit simultaneously with the list of the subcontractors (attached to the Proposal). The certificate may take the form of a single certificate listing all subcontractors or, alternatively, a separate certificate may be submitted for each subcontractor.

Each of the above subcontractors shall be qualified in accordance with 40A:11-1 et seq. The OWNER shall require evidence of performance security to be submitted with this proposal. Evidence of performance security may be supplied by the BIDDER on behalf of the BIDDER and any or all subcontractors, or by each respective subcontractor, or by any combination thereof which results in evidence of performance security equaling, but in no event exceeding, the total amount bid. If separate evidence of performance security will be submitted by any subcontractor, the bid shall be accompanied by a separate certificate from a surety company in accordance with NJSA 40A:11-22.

Accompanying this Proposal is a Consent of Surety and a Bid Guarantee, in the form of a Bid Bond ( ), or a Certified or Cashier's Check ( ), payable to the order of the \_\_\_\_\_ in the sum of \_\_\_\_\_ Dollars \$\_\_\_\_\_ which the undersigned agrees is to be forfeited as liquidated damages, and not as a penalty, if the Contract is awarded to the undersigned and the undersigned shall fail to execute the Contract or furnish the Bond required within the stipulated time, otherwise, the Bid Guarantee will be returned to the undersigned.

The undersigned is an \_\_\_\_\_ corporation  
individual under the  
partnership

Laws of the State of \_\_\_\_\_ having principal offices at \_\_\_\_\_

Trade Name of Bidder \_\_\_\_\_

1. Signed By \_\_\_\_\_  
Signature \_\_\_\_\_  
Title \_\_\_\_\_

2. Signed By \_\_\_\_\_  
Signature \_\_\_\_\_  
Title \_\_\_\_\_

3. Signed By \_\_\_\_\_  
Signature \_\_\_\_\_  
Title \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

ATTEST:

(SEAL)

NOTE: This proposal may only be signed by:

1. If a Partnership, all General Partners.
2. If a Corporation, the President and at least one other officer.
3. If a Sole Proprietorship, the Proprietor.
4. An authorized agent of the Bidder. In this case evidence that the agent is authorized to bind the Bidder, in the form of a Power-of-Attorney or equivalent document, for the Partnership, Corporation or Sole Proprietorship must accompany the Bid.

Attach additional signature sheets in similar form, if necessary.

**Statement of Experience & Qualifications**

Bidder shall complete this form in its entirety. If additional sheets are required then the Bidder shall attach additional sheets as needed. The Bidder shall list all contracts in which the bidder installed pump station mechanical and electrical equipment within the last 5 years. The information provided will be used to evaluate bids as described in Specification Section SP-IB.10.1:

Name of Contract: \_\_\_\_\_

Owner's Name and Contact Information: \_\_\_\_\_

Description of Facilities: \_\_\_\_\_

Contract Value (Pump Station Mechanical Work or Similar Portion Only): \_\_\_\_\_

Contract Start and End Date: \_\_\_\_\_

Scope of Work Relative to Pump Station Mechanical Work or Similar Portion Only or Similar Portion Only:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
-----

Name of Contract: \_\_\_\_\_

Owner's Name and Contact Information: \_\_\_\_\_

Description of Facilities: \_\_\_\_\_

Contract Value (Pump Station Mechanical Work or Similar Portion Only): \_\_\_\_\_

Contract Start and End Date: \_\_\_\_\_

Scope of Work Relative to Pump Station Mechanical Work or Similar Portion Only:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

