

PUBLIC NOTICE

The Willingboro Municipal Utilities Authority is soliciting statements of qualifications from applicants for appointment to the following professional position; Broker to sell Solar Renewable Energy Credits

Responses should address all of the criteria outlined below. All responses will be treated as confidential and reviewed only by the Executive Director and the governing body, unless otherwise required by law. Responses must be received in the Office of the Executive Director, Willingboro Municipal Utilities Authority, 433 John F. Kennedy Way, Willingboro, New Jersey 08046, no later than 10:00 AM, March 14, 2016. All responses shall be opened and announced publicly by the Executive Director or his representative. Responses will be reviewed by the Executive Director who will announce the appointment on March 16, 2016. Unless otherwise noted appointments shall be for the period from date of appointment through January 31, 2017. Appointments are subject to the execution of a contract. Complete information regarding the requirements for the submittal is available on the Authority's website www.WMUA.info

About the Utilities Authority

The Willingboro Municipal Utilities Authority is a governmental entity operating under the laws of the state of New Jersey. We supply drinking water and sanitary sewer service to approximately 13,500 retail customers and provide bulk wastewater treatment services to Edgewater Park Township and supply drinking water to Mount Laurel and Evesham Township's through inter-municipal agreements.

General statement of scope of work

The Utilities Authority desires to hire a firm to assist them with the sale of solar renewable energy credits.

Scope of work

The successful firm must sell solar renewable energy credits generated by the Authority's solar facilities. The sale of solar renewable energy credits must comply with New Jersey Clean Energy rules and regulations and the sale of personal property for local governmental units. (Local Unit Electronic Technology Pilot Program, PL 2001, C. 30, and the regulations promulgated thereafter). SRECs can be sold through public auctions or on the spot market.

The firm must take all steps necessary to consummate the sale, including the advertisement of the sale of the SRECs

GENERAL PROPOSAL REQUIREMENTS

The request for qualifications is to be formatted as follows to assure consistency:

Section A. Describe your company (Company Overview), including contact information.

Section B. Describe the Qualifications & Experience of firm

Section C. Resumes & Qualifications of Key Personnel

Section D. Client Reference List

Section E. All proposals must contain a description of how the firm will be compensated, including commissions or fee schedules.

MISCELLANEOUS

1. The Authority will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to attest to the requirements of this Request for Qualifications. Emphasis should be on completeness and clarity of content.
2. The contents of the proposal submitted by the successful firm(s) and this Request for Qualifications are a part of the contract for these services. The successful firm(s) will be expected to execute said contract with the Authority.
3. Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.
4. The Authority reserves the right to reject any and all proposals received by reason of this Request for Qualifications, or to negotiate separately in any manner necessary to serve the best interests of the Authority. Firms whose proposals are not accepted will be notified in writing.
5. Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement of its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Authority.
6. The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c. 127 and submit an employee information report or certificate of employee information.
7. The selected firm(s) shall be required to provide a Business Registration Form (license to do business in NJ).
8. The successful firm(s) will be expected to execute a contract with the Authority. A draft of the proposed contract must be submitted with the proposal.
9. Submit 8 copies.

EVALUATION OF PROPOSALS

The proposal will be independently evaluated on the basis of the criteria listed below: Proven record of experience, including referrals, in providing the type of services detailed herein

- Ability to provide services in a timely manner.
- Personnel qualifications for those individuals that will be directly managing or performing the covered services.

- Understanding of the services requested in the scope of Work (including completeness and clarity of submission), and qualitative nature of the services proposed.
- Proven experience in the particular field.
- Proposed Fees

FEES

Firms shall specify the method of compensation and fee schedules or percentage of commissions.

INDEMNIFICATION

The selected firm(s) shall defend, indemnify and hold harmless the Authority; its officers, agents, and employees from any and all claims and costs of any nature associated with its own work, whether for personal injury, property damage, or other liability arising out of or in any way connected with the firm's acts or omissions under this agreement.