

## NOTICE TO BIDDERS

**EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY  
7 WILTSHIRE DRIVE, EAST WINDSOR, NJ 08520  
609-443-6000**

### **RFP FOR PROFESSIONAL SERVICES (ENGINEERING) WASTEWATER TREATMENT PLANT – TERTIARY FILTER PROJECT**

Sealed bids will be received by the Executive Director of the East Windsor Municipal Utilities Authority, East Windsor, New Jersey, County of Mercer, in the Board Room at the Administration Building, 7 Wiltshire Drive, East Windsor, NJ 08520 for: **RFP – Professional Engineer – Wastewater Treatment Plant Tertiary Filter Project – Bid opening is July 17, 2023 at 2:00 p.m. at the East Windsor MUA Administration offices, 7 Wiltshire Drive, East Windsor N.J. 08520.**

#### **BID OPENING DATE:**

Specifications are on file in the Division of Human Resources, Budget & Purchasing, and may be obtained by prospective bidders during the hours of 9:00 a.m. to 4:00 p.m. Specifications may also be obtained from our website [www.Eastwindsormua.com](http://www.Eastwindsormua.com) . Bids must be enclosed in a sealed envelope marked appropriately (**Tertiary Filter Project - RFP**) and must have the **NAME AND ADDRESS** of the bidder on the outside of the envelope. Bids may be hand delivered or mailed by certified mail to the above-mentioned address. No other forms will be accepted.

Bidders are required to comply with all applicable statutory requirements including the requirements of N.J.S.A. 10:5.31, et seq N.J.A.C. 17:27 (Equal Employment Opportunity) 42 U.S.C.-12101, et seq (Americans with Disabilities Act). N.J.S.A. 34:11-56.25 et seq (Prevailing Wages) N.J.S.A. 52:32-44, et seq (NJ Business Registration).

A corporation submitting a bid, in response to this advertisement, shall accompany such bid with a resolution authorizing its proper officers to submit such a bid and authorize said officers to execute a contract in the event its bid is accepted.

The East Windsor Municipal Utilities Authority reserves the right to reject any or all bids as in its judgment may be deemed to be in the best interest of the East Windsor Municipal Utilities Authority.

**BY ORDER** of the East Windsor Municipal Utilities Authority

**Richard Brand  
Executive Director**

6/26/23

**EAST WINDSOR MUNICIPAL UTILITIES  
AUTHORITY**

**REQUEST FOR PROPOSALS  
FOR PROFESSIONAL SERVICES  
FOR THE EAST WINDSOR MUNICIPAL UTILITIES  
AUTHORITY  
WASTEWATER TREATMENT PLANT TERTIARY  
FILTER PROJECT**

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## SECTION I- GENERAL INFORMATION

### A. OBJECTIVE

The East Windsor MUA is seeking the services of a Professional Engineering Services Firm (Consultant) in connection with its Wastewater Treatment Plant (WWTP) Tertiary sand Filter Improvement Project (Project). Under this Project, the East Windsor MUA intends to replace damaged and inoperable equipment located in the three Tertiary Filters at the Millstone Road Pollution Control Facility (WWTP). Filter sand needs to be removed and the porous plates have deteriorated (restricted) and are in need of replacement. These structures and equipment are essential to assure the intended operation of the tertiary filters to comply with permit limits. These filters have reached the end of their useful life and are in need of replacement. East Windsor MUA did a pilot study in August 2020 with Rotating Disc Filters as direct replacements. The Objective of this RFP is to seek the services of a consultant to:

- (1) review existing filters and pilot study
- (2) inspect and evaluate current drawings from Veolia (Plan review)
- (3) Make necessary design changes
- (4) prepare contract documents and final construction drawings for sand filter replacement based on the selected improvements.
- (5) Engineers design and technical report
- (6) Complete and file TWA application, WQM003-T, WQM-006, and any other required forms to NJDEP for approval.
- (7) Delaware and Raritan Canal Commission submission and any other agencies approval required under the TWA approval;

### Background

The East Windsor MUA WWTP Tertiary Filter Building contains 3 sand filters with porous plate used for filtration of secondary treated effluent. Filtered water is collected in a common header by gravity to the ultraviolet disinfection system prior to discharge to the Millstone River. Two of the Tertiary Filter units were upgraded in 2010 and a third one was added at the same time. The filter walls are constructed of reinforced poured concrete. Each filter has a traveling bridge.

The work required under this RFP shall be divided into two phases as described in Section II, Scope of Engineering Services of this RFP. In general, the successful Consultant is to provide a professional engineering evaluation, review plans and make necessary changes if needed, and prepare a construction bid package for the Project.

As a future second phase of work, the East Windsor MUA anticipates seeking a proposal from the successful Consultant for engineering support services related to the construction management for the Project. The Consultant will have approximately 2 months to complete all work identified in Phase 1 of the Scope of Engineering Services (system and data evaluation, filter inspection, project meetings, development or review of a demolition/construction

sequencing plan, conceptual and detailed design (review), contract document preparation). The construction activities for this Project are expected to begin in early fall 2023. The successful Consultant will coordinate work with East Windsor MUA WWTP staff who will provide access to the Tertiary Filter Building and provide East Windsor MUA records necessary to support the Scope of Services in Section II.

#### B. QUESTIONS ABOUT AND CLARIFICATIONS OF THE REQUEST FOR PROPOSAL

All questions regarding this RFP shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this RFP. All questions shall be submitted on or before July 13, 2023 at 10:00 a.m., and should be addressed as follows: Scope of Work/Proposal Content questions shall be e-mailed to Darren Zujkowski, Wastewater Treatment Superintendent, [DZujkowski@Eastwindsormua.com](mailto:DZujkowski@Eastwindsormua.com)

Should any prospective Consultant be in doubt as to the true meaning of any portion of this RFP, or should the Consultant find any ambiguity, inconsistency, or omission therein, the Consultant shall make a written request for an official interpretation or correction by the due date for questions as listed above. All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to [www.Eastwindsormua.com](http://www.Eastwindsormua.com) and it shall be the Consultant's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the East Windsor MUA shall become part of the RFP, and must be incorporated in the proposal where applicable.

#### F. SEALED PROPOSAL SUBMISSION

All proposals are due and must be delivered to the East Windsor MUA on or before July 17, 2023 at 2:00 p.m. (local time). Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile will not be considered or accepted. Each respondent must submit in a sealed envelope

- one (1) original proposal
- three (3) additional proposal copies
- one (1) digital copy of the proposal preferably on a USB/flash drive as one file in PDF format. Each respondent must submit in a single separate sealed envelope marked Fee Proposal
- two (2) copies of the fee proposal

The fee proposal and all costs must be separate from the rest of the proposal. Proposals submitted must be clearly marked: "RFP No. 7-16-23 WWTP Tertiary Filter Improvement Project" and list the Consultant's name and address. Proposals must be addressed and delivered to: East Windsor MUA c/o Richard Brand, Executive Director, 7 Wiltshire Drive, East Windsor, N.J. 08520. All proposals received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered. Hand delivered proposals

must be date/time stamped by the Administration Department at the address above in order to be considered. Delivery hours are 9:00 a.m. to 3:00 p.m. Monday through Friday, excluding Holidays. The East Windsor MUA will not be liable to any Consultant for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Consultants are responsible for submission of their proposal. Additional time will not be granted to a single Consultant. However, additional time may be granted to all Consultants at the discretion of the East Windsor MUA.

The forms provided as Attachment A – Acknowledgement of Receipt of Addenda; Affirmative Action Statement; Affirmative Action Mandatory Language; Affidavit of Compliance – Township of East Windsor; Americans with Disability Act Mandatory Language; Acknowledgement of Addenda; Non-Collusion Affidavit

RFP Document must be included in submitted proposals. Proposals that fail to provide these completed forms listed above upon proposal opening will be deemed non-responsive and will not be considered for award.

## SECTION II - SCOPE OF SERVICES 1.

### Background

The East Windsor MUA is seeking the services of a Professional Engineering Services Firm (Consultant) in connection with its Tertiary Filter Improvement Project (Project). Under this Project, the East Windsor MUA intends to address deficiencies with the performance of the sand filters and porous plates. The East Windsor MUA WWTP Tertiary Filter Building contains 3 sand filters used for filtration of secondary treated effluent. Filtered water is collected in the weirs where the water is discharged into a common header by gravity to the ultraviolet disinfection system prior to discharge to the Millstone River.

### Objective

The Objective of this RFP is to seek the services of a consultant to:

- (1) review existing filters and pilot study
- (2) inspect and evaluate current drawings from Veolia (Plan review)
- (3) Make necessary design changes
- (4) prepare contract documents and final construction drawings for sand filter replacement based on the selected improvements.
- (5) Engineers design and technical report
- (6) Complete and file TWA application, WQM003-T, WQM-006, and any other required forms to NJDEP for approval.

- (7) Delaware and Raritan Canal Commission submission and any other agencies approval required under the TWA approval;

The work required under this RFP shall be divided into two phases as described in Section II, Scope of Engineering Services of this RFP. In general, the successful Consultant is to provide a professional engineering evaluation, review plans and make necessary changes if needed, and prepare a construction bid package for the Project.

As a future second phase of work, the East Windsor MUA anticipates seeking a proposal from the successful Consultant for engineering support services related to the construction management for the Project. The Consultant will have approximately 2 months to complete all work identified in Phase 1 of the Scope of Engineering Services (system and data evaluation, filter inspection, project meetings, development or review of a demolition/construction sequencing plan, conceptual and detailed design drawings (review), contract document preparation. The construction activities for this Project are expected to begin in fall 2023. The successful Consultant will coordinate work with East Windsor MUA WWTP staff who will provide access to the Tertiary Filter Building and provide East Windsor MUA records necessary to support the Scope of Services.

Requirements This Project shall include two phases described as follows:

A. Phase 1 Services

Phase 1 shall include the following:

- (1) review existing filters and pilot study
- (2) inspect and evaluate current drawings from Veolia (Plan review)
- (3) Make necessary design changes
- (4) prepare contract documents and final construction drawings for sand filter replacement based on the selected improvements.
- (5) Engineers' design and technical report
- (6) Complete and file TWA application, WQM003-T, WQM-006, and any other required forms to NJDEP for approval.
- (7) Delaware and Raritan Canal Commission submission and any other agencies approval required under the TWA approval;

Services shall also include construction schedules, anticipated shutdowns, and an estimate of WWTP staff time needed for construction coordination for each demolition / construction task. The Consultant shall prepare, organize and present project proposals at onsite meetings with East Windsor MUA WWTP staff during Phase 1.

Phase 1 also includes development of a detailed design package for new tertiary Rotating Disc Filter equipment and an accurate opinion of probable cost for the ownerselected option.

The Consultant shall submit a proposed design schedule for Phase 1 services that includes the number of meetings with East Windsor MUA staff during the design process. Also, as part of their proposal, the Consultant shall submit a list of expectations for East Windsor MUA staff time to provide information or time commitment during the design phase. The Consultant shall prepare a construction plan and schedule for approval by East Windsor MUA staff that includes any temporary measures required for continuation of wastewater treatment services during the tertiary filter improvement project. The Consultant shall also identify required filter shut downs needed to construct the filter improvements. Shut down and temporary measures will be incorporated into the design package as requirements for the construction contractor. The sequence of construction shall be planned and incorporated into the bid documents so that there is no interruption of wastewater treatment operations during this project.

The Consultant shall provide 4 sets of biddable drawings and specifications. The contract documents shall include appropriate demolition and design drawings to document construction of the new tertiary Rotating Disc Filters. Final design documents shall be signed and sealed (each drawing) by a Professional Engineer licensed in the STATE OF New Jersey. All plans and specifications shall be prepared in accordance with the East Windsor MUA and NJDEP specifications. The Consultant shall also prepare and provide documentation for submittal of **all necessary State and county agencies, and Local permit applications**. The Consultant shall provide all bid documents in MS Word format and the latest AutoCAD format.

C. Phase 2 Services (Potential Future Services)

Phase 2 services may be addressed in a future proposal after completion of Phase 1 services. Phase 2 services shall include full construction support (e.g., technical support, shop drawing review and approval, responding to RFI's, issuing Work Change Directives and field orders, project management, contractor oversight, project field representation and inspection, start-up services that include providing assembled Operation & Maintenance (O&M) Manuals, O&M staff training, piping system diagrams and piping labeling). All O&M Manuals shall be provided in both hard copy and electronic format (MS Word and Acrobat pdf). As-built and record drawings shall be delivered in hard copy, Acrobat pdf, and the latest electronic AutoCAD format.

D. Review of Existing Related Documents and Information

Review existing East Windsor MUA filter inspection notes and photographs.  
Review Tertiary Filter Building Design Drawings (1992 and 2010)  
Other documents and data may be available upon request.

E. Project Meetings with WWTP staff

Consultant shall include the number of meetings necessary to perform Phase 1 Project.



**SECTION III - MINIMUM INFORMATION REQUIRED PROPOSAL FORMAT**

Consultants should organize Proposals into the following Sections:

A. Professional Qualifications

B. Past Involvement with Similar Projects

C. Proposed Work Plan

D. Fee Proposal (include in a separate sealed envelope clearly marked "Fee Proposal")

E. Authorized Negotiator

F. Attachments The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

**A. Professional Qualifications – 25 points**

1. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of New Jersey.
2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any subcontractors must also be included.
3. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

**B. Past involvement with Similar Projects – 25 points**

1. The written proposal must include a list of specific experience in the project area and indicate proven ability in implementing similar projects for the firm and the individuals to be involved in the project. A complete list of client references must be provided for similar projects recently completed. It shall include the firm/agency name, address, telephone number, project title, and contact person.
2. Identify all of those, if any, who will be subcontracted to assist you with this project, and the extent of work for which they will be responsible. Include similar references data for subcontractors and employees as requested in items A. and B. above for the main proposer.

C. Proposed Work Plan – 35 points

Provide a detailed and comprehensive description of how the Consultant intends to provide the services requested in this RFP. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to the MUA, communication and coordination, the working relationship between the consultant and MUA staff, and the company's general philosophy in regards to providing the requested services. Consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Fee Proposal - 15 points

Fee schedules shall be submitted in a separate, sealed, envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details. The proposal should highlight key staff and positions that would likely be involved with projects. Consultants shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

**A not to exceed quote is also required.**

F. Authorized Negotiator

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with the MUA

- G. Attachments Legal Status of Consultant, Conflict of Interest Form, Living Wage Compliance Form, and the Non-Discrimination Form must be completed and returned with the proposal. These elements should be included as attachments to the proposal submission.

PROPOSAL EVALUATION 1.

The selection committee will evaluate each proposal by the above-described criteria and point system (A through C) to select a short-list of firms for further consideration. The MUA reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview, if necessary. The committee may contact references to verify material submitted by the Consultants. The committee then will schedule interviews with the selected firms if necessary. The selection committee will open the fee proposals for the firms selected to be interviewed. Selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.

The interview must include the project team members expected to complete a majority of work on the project, but no more than six members' total. The interview shall consist of a presentation of up to thirty minutes (or the length provided by the committee) by the Consultant, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and

answers. Audiovisual aids may be used during the oral interviews. The committee may record the oral interviews.

The firms interviewed will then be re-evaluated by the above criteria (A through C), and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by East Windsor MUA Board, if suitable proposals are received. The MUA reserves the right to waive the interview process and evaluate the Consultants based on their proposals and fee schedules alone and open fee schedules before or prior to interviews. The MUA will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope. Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.

Any proposal that does not conform fully to these instructions may be rejected.

#### PREPARATION OF PROPOSALS

Proposals should have no plastic bindings but will not be rejected as non-responsive for being bound. Staples or binder clips are acceptable. Proposals should be printed double sided on recycled paper. Proposals should not be more than 30 sheets (60 sides), not including required attachments and resumes. Each person signing the proposal certifies that he or she is the person in the Consultant's firm/organization responsible for the decision as to the fees being offered in the Proposal and has not and will not participate in any action contrary to the terms of this provision.

#### ADDENDA

If it becomes necessary to revise any part of the RFP, notice of the addendum will be posted to [www.Eastwindsormua.com](http://www.Eastwindsormua.com) for all parties to download. Each Consultant must acknowledge in its proposal all addenda it has received. The failure of a Consultant to receive or acknowledge receipt of any addenda shall not relieve the Consultant of the responsibility for complying with the terms thereof. The East Windsor MUA will not be bound by oral responses to inquiries or written responses other than official written addenda.

#### PROPOSALS TO REMAIN SUBJECT TO ACCEPTANCE

RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. The owner will either award the Contract within the applicable time period or reject all proposals.

The owner may extend the decision to award or reject all proposals beyond the sixty (60) calendar days when the proposals of any respondents who consent thereto may, at the request of the owner, be held for consideration for such longer period as may be agreed.

# ATTACHMENT

# A

**PROPOSAL DOCUMENT CHECKLIST  
(REQUIRED WITH SUBMISSION OF PROPOSAL)**

The following checklist is provided as assistance to the development of the RFP Response. It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

Business Registration Certificate to be supplied  
**(PRIOR TO CONTRACT AWARD)** \_\_\_\_\_√\_\_\_\_\_

Acknowledgement of Receipt of Addenda \_\_\_\_\_√\_\_\_\_\_

Stockholder Disclosure  
**(MANDATORY REJECTION IF NOT INCLUDED)** \_\_\_\_\_

Affirmative Action Statement \_\_\_\_\_√\_\_\_\_\_

Affirmative Action Mandatory Language \_\_\_\_\_√\_\_\_\_\_

Affidavit of Compliance – Township of East Windsor \_\_\_\_\_√\_\_\_\_\_

Americans with Disabilities Act Mandatory Language \_\_\_\_\_√\_\_\_\_\_

Acknowledgement of Addenda \_\_\_\_\_√\_\_\_\_\_

Non-Collusion Affidavit \_\_\_\_\_√\_\_\_\_\_

Disclosure of Invested Activities in Iran  
**(required to be completed)** \_\_\_\_\_

Detailed Information as Mentioned in this  
Request for Proposal \_\_\_\_\_√\_\_\_\_\_

Original Copy and **(2)** additional copies  
with **original** signatures \_\_\_\_\_√\_\_\_\_\_

Proposal Form with original signature \_\_\_\_\_√\_\_\_\_\_

**STANDARD BID DOCUMENT REFERENCE**

	<b>Reference: III</b>
<b>Name of Form:</b>	<b>ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA</b>
<b>Statutory Reference:</b>	N.J.S.A. 40A:11-23c. 1), 2), & 3)
<b>Instructions Reference:</b>	Interpretation and Addenda III
<b>Description:</b>	Recommended administrative method for securing Acknowledgment of receipt of addenda by bidders

This form could be used for complex purchases.

Should it be necessary to issue addenda, it is recommended that an acknowledgement form for receipt of addenda accompany same.

**Publishing & Notice Requirements for Bid Addenda**

N.J.S.A. 40A:11-23c, 1), 2), & 3)

TYPE OF BID SOLICITATION

<b>Action</b>	<b>Goods &amp; Services</b>	<b>Construction Work</b>	<b>Municipal Solid Waste Collection &amp; Disposal Service</b>
Publish in official newspaper of the contracting unit	Yes	Not required	Published in an official newspaper, and in at least one newspaper of general circulation published in the State.
Publication Time	No later than 7 days, Saturdays, Sundays, & holidays excepted, prior to the date for acceptance of bids.	A notice shall be provided no later than 7 days, Saturdays, Sundays, or holidays excepted, prior to the date for acceptance of bids, to any person who has submitted a bid or who has received a bid package.*	No later than 7 days, Saturdays, Sundays, & holidays excepted, prior to the date for acceptance of bids.
In writing by certified mail <u>or by:</u>	Yes	Yes	While the Local Public Contracts Law does not specifically provide for these three methods, it may be a best practice to use any one of the three.
...Certified facsimile transmission** <u>or by:</u>	Yes	Yes	
...A delivery service***	Yes	Yes	

\* For all construction work contracts a notice must be provided, but the placement of an official newspaper notice is not statutorily required.

\*\* Sender's facsimile machine produces a receipt showing date and time of transmission and that the transmission was successful.

\*\*\* Delivery service provides certification of delivery to the sender.

(Name of Local Public Agency)

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No addenda were received:

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**REQUIRED EVIDENCE  
AFFIRMATIVE ACTION REGULATIONS  
N.J.S.A. 10:5-31et seq., N.J.A.C. 17:27**

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L.1975, C.127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).  
OR
2. A photocopy of approved Certificate of Employee Information Report.  
OR
3. An Affirmative Action Employee Information Report (Form AA302)  
OR
4. All successful construction contractors must submit within three days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency proposal threshold (available upon request).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE  
AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, c. 127 (N.J.A.C. 17:27)

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The following questions must be answered by all Respondents:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?  
YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, please submit a copy of such approval.
2. Do you have a Certificate of Employee Information Report Approval?  
YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, please submit a copy of such certificate.

**The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L.1975, c.127 and agrees to furnish the required documentation pursuant to the law.**

DATE: \_\_\_\_\_

COMPANY \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Note: A contractor's proposal **must** be rejected as non-responsive if a contractor fails to comply with requirements of P.L. 1975, c.127, within the time frame.

TOWNSHIP OF EAST WINDSOR

AFFIDAVIT OF COMPLIANCE WITH  
SECTION 2.36 OF THE REVISED GENERAL ORDINANCES OF  
EAST WINDSOR TOWNSHIP

State \_\_\_\_\_ :  
of \_\_\_\_\_ : SS  
of \_\_\_\_\_ :  
County of \_\_\_\_\_

I, \_\_\_\_\_  
(Name of Professional Business Entity(s); if a corporation, name of officer making affidavit)

being duly sworn, affirm that I am aware of the provisions of Section 2.36 of the Revised General Ordinances of East Windsor Township, which was enacted by Ordinance No. 2004-21 adopted by the East Windsor Township Council on January 1, 2005 and made effective as of April 1, 2005. In accordance with that Ordinance, I further declare that neither the professional business entity with which I am associated, nor I, have made any contributions in excess of the limits permitted under Section I, subparagraph (d) of the said Ordinance within the past calendar year, to any East Windsor Township Council candidate or office holder, or to any municipal or county party committee or to any political action committee that is organized for the purpose of promoting or supporting East Windsor Township candidates or office holders. I further declare that I am aware that if it is determined that such contributions have been made, that it will be deemed as a material breach of any professional services agreement that have entered into with the Township of East Windsor and that may be subject to penalties as may be provided by law, including those set forth in Section 2.36 of the Revised General Ordinances of East Windsor Township.

\_\_\_\_\_  
Signature of Person Making Affidavit

Sworn and subscribed to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

My Commission expires \_\_\_\_\_

**AMERICANS WITH DISABILITIES ACT OF 1990**  
**Equal Opportunity for Individuals with Disability**

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "ACT") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the OWNER pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the OWNER, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER grievance procedure, the CONTRACTOR agrees to a proposal by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the OWNER or if the OWNER incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The OWNER shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceedings is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the OWNER pursuant to this paragraph.

It is further agreed and understood that the OWNER assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

DATE: \_\_\_\_\_  
\_\_\_\_\_ COMPANY NAME

SIGNATURE: \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in  
(name of affiant)

\_\_\_\_\_ in the County of \_\_\_\_\_  
(name of municipality)

and State of \_\_\_\_\_ of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of  
(title or position)

\_\_\_\_\_ the Proponent making this Proposal  
(name of firm)

for the proposal entitled \_\_\_\_\_, and that I executed the said

(title of proposal )

proposal with full authority to do so that said Proponent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive contracting proposals 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 \_\_\_\_\_ relies upon the

(name of contracting unit)

truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.

Subscribed and sworn to  
before me this day

\_\_\_\_\_ 20 .

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_ 20 .

## **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27**

#### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

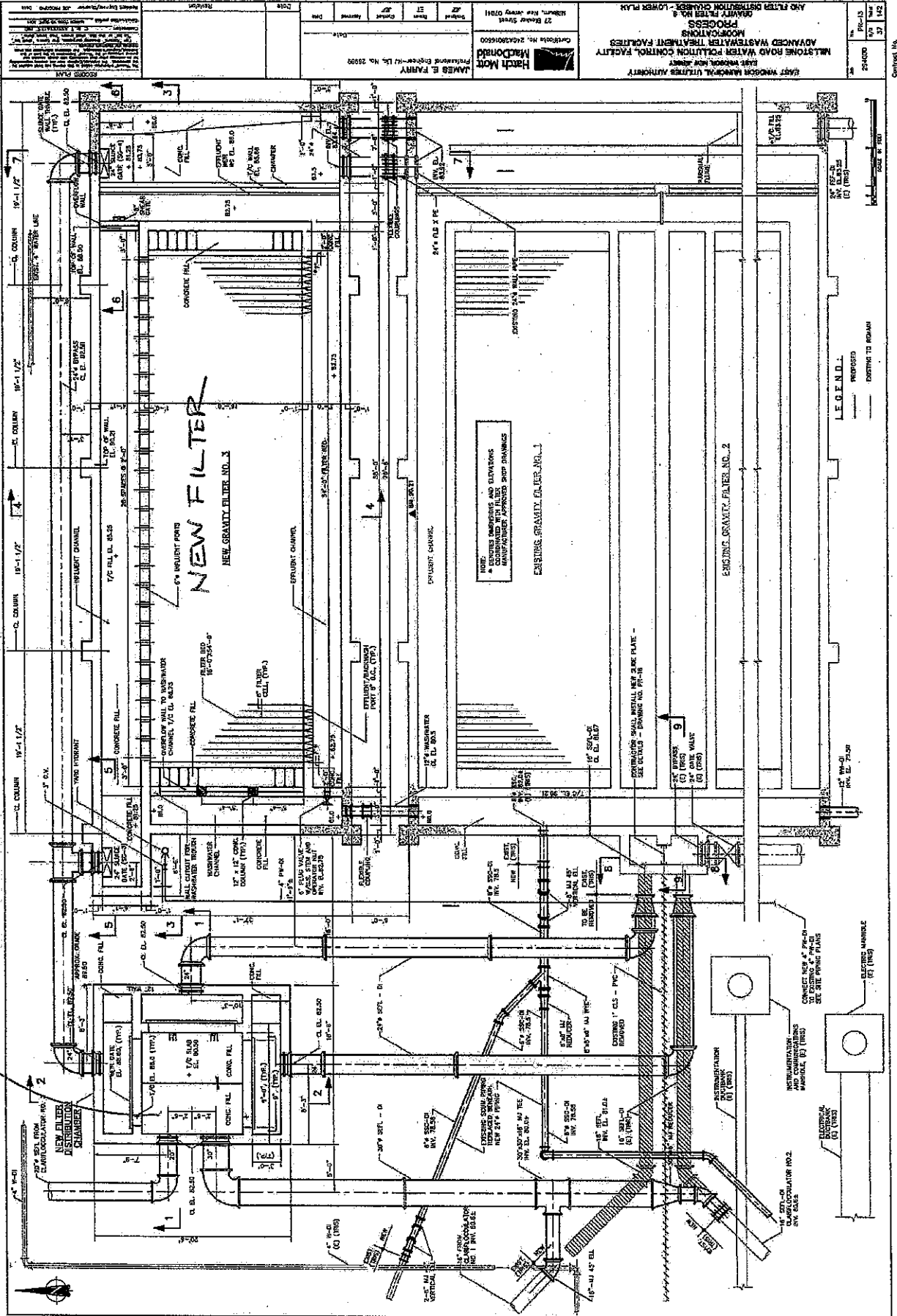
The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**



# APPENDIX

# A

NEW DISTRIBUTION BOX

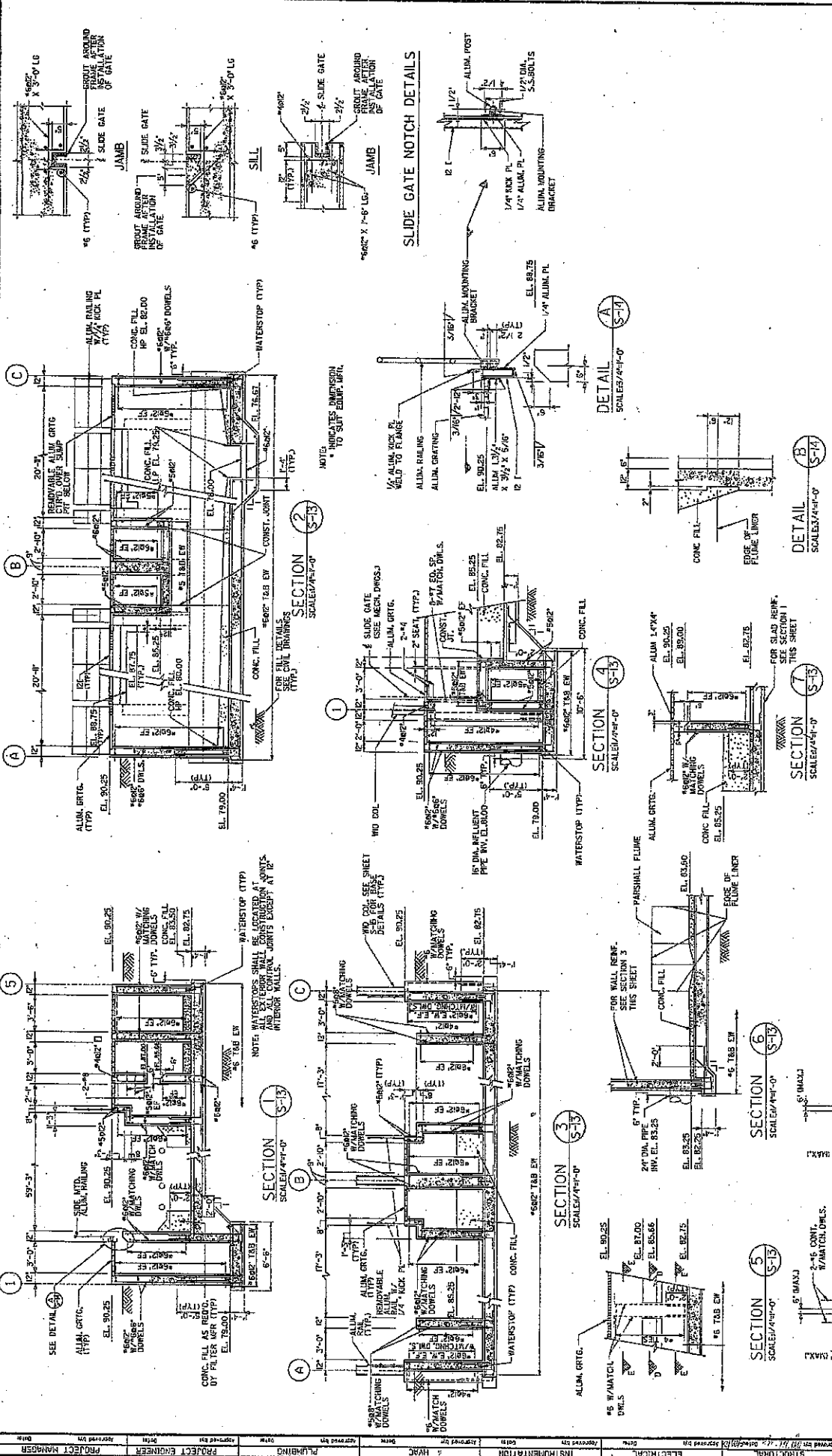


<b>East Waco Water Utility Authority</b> <b>Advanced Wastewater Treatment Facility</b> <b>Process</b> <b>Filter Plant No. 3</b> <b>AND FILTER DISTRIBUTION CHAMBER - LOWER PLAN</b>	27 SCALE 3/8" = 1'-0" DATE: _____ DRAWN BY: _____ CHECKED BY: _____ APPROVED BY: _____
	PROJECT NO. _____ SHEET NO. _____ TOTAL SHEETS _____

LEGEND:

— PROPOSED

--- EXISTING TO REMAIN

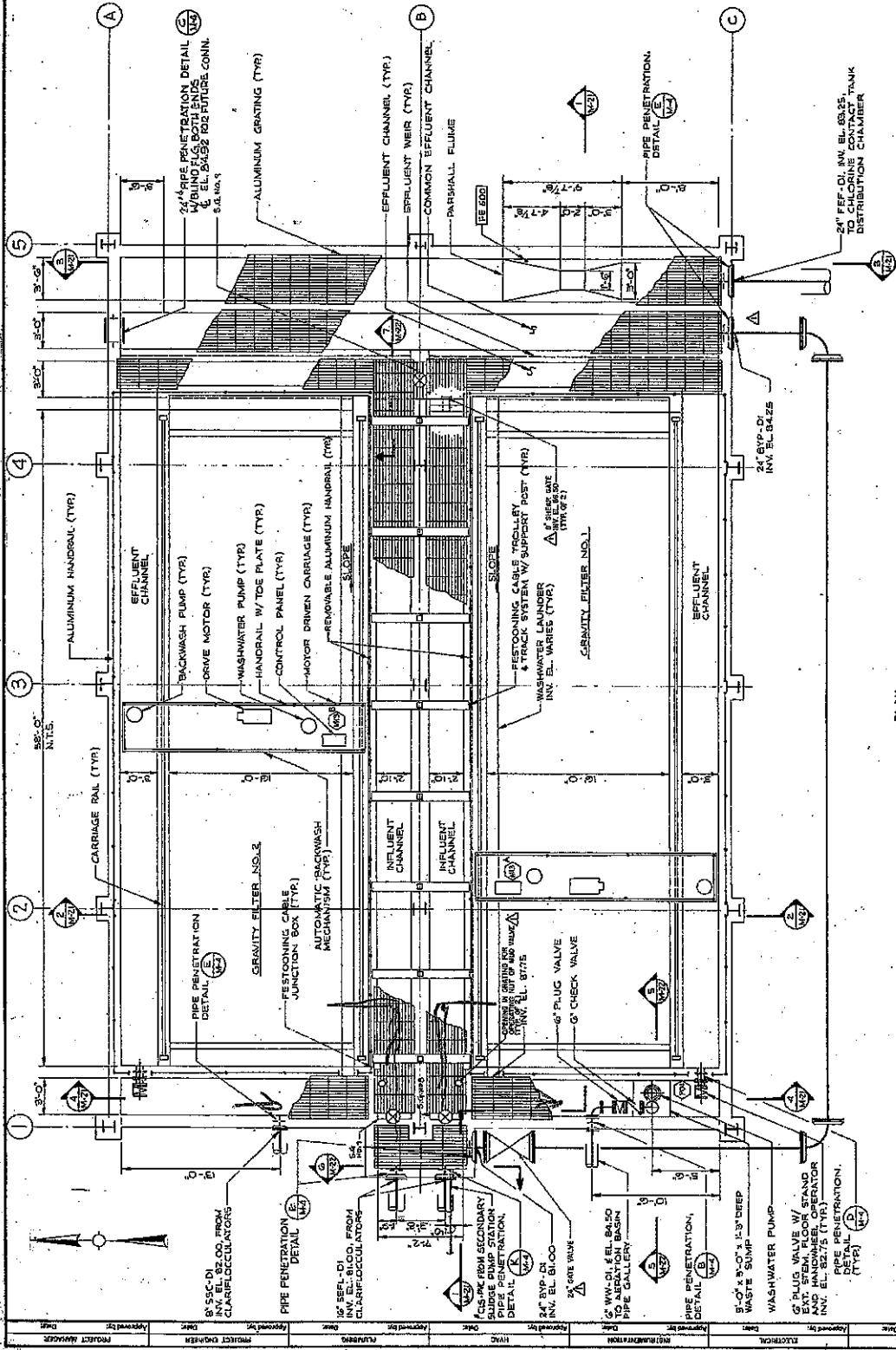


EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY HALLSTONE ROAD WATER POLLUTION CONTROL FACILITY ADVANCED WASTEWATER TREATMENT FACILITIES CONTRACT NO. 83		<b>GRAVITY FILTERS SECTIONS &amp; DETAILS</b>		SHEET NO. <b>S-14</b>
WILLIAM S. HOWARD PROFESSIONAL ENGINEER, LICENSE NO. 10,000		JAMES L. BRANDES PROFESSIONAL ENGINEER, LICENSE NO. 10,000		DATE: JAN. 1988 SCALE: AS SHOWN
Approved by: <i>[Signature]</i> JAMES L. BRANDES		Approved by: <i>[Signature]</i> WILLIAM S. HOWARD		DATE: JAN. 1988 SCALE: AS SHOWN
DWM PLD:MANF. 00300003.00				

# OLD FILTERS

IC/IS  
WWC

- NOTES:
1. FOR CONTINUATION OF PIPING, OUTSIDE STRUCTURE SEE YARD PIPING DRAWINGS.
  2. SEE SHEET M-21 FOR RAISE AND DETAILS.
  3. SEE STRUCTURAL DWGS. FOR CANOPY SYSTEM FRAMING PLAN AND DETAILS.

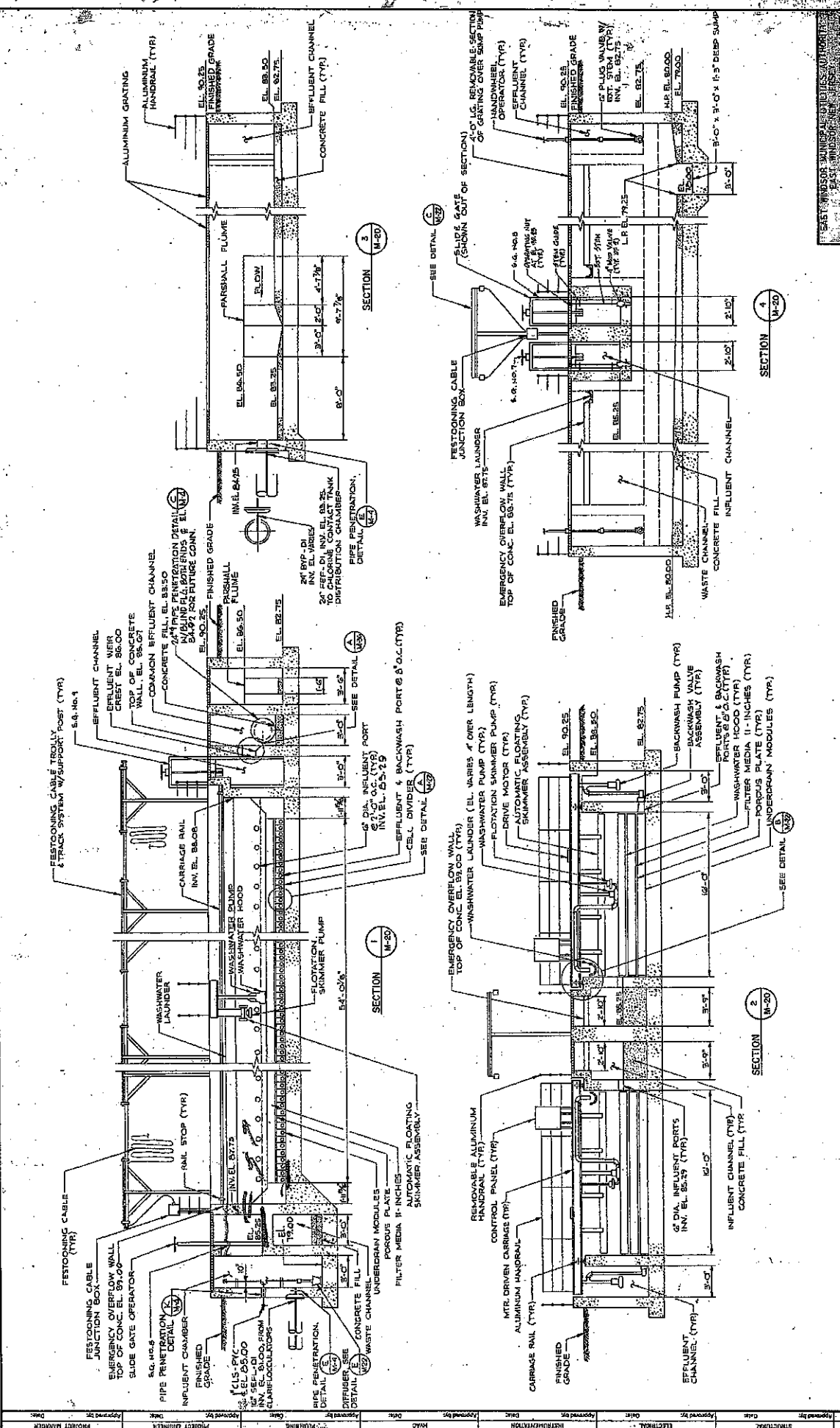


PLAN

<p>EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY EAST WINDSOR, NEW JERSEY ADVANCED WASTEWATER TREATMENT FACILITIES CONTRACT NO. 83</p>		<p>GRANITE PETERS PLAN</p>	
<p>REVISION No. DATE REVISION BY</p> <p>1 11/28/83 1.0 J.S.P.</p> <p>2 12/15/83 1.1 J.S.P.</p>		<p>DATE: 11/28/83 DRAWN BY: J.S.P. CHECKED BY: J.S.P. APPROVED BY: J.S.P.</p>	
<p>PROJECT MANAGER: _____</p> <p>PROJECT ENGINEER: _____</p> <p>DATE: _____</p>		<p>WILLIAM S. HOWARD REGISTERED PROFESSIONAL ENGINEER, E.I.T. NO. 21900 JAMES L. BRANDES REGISTERED PROFESSIONAL ENGINEER, E.I.T. NO. 21847 JAMES L. BRANDES &amp; ASSOCIATES, INC. 1000 W. 10TH STREET, SUITE 100 WINDSOR, NEW JERSEY 07093</p>	
<p>PROJECT NO. _____</p> <p>SHEET NO. M-20</p>		<p>CAMP DRESSER &amp; ASSOCIATES, INC. 1000 W. 10TH STREET, SUITE 100 WINDSOR, NEW JERSEY 07093</p>	

RECORD DRAWING

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PROJECT MANAGER	PROJECT ENGINEER	DESIGNER	APPROVED BY	DATE	APPROVED BY	DATE	APPROVED BY	DATE	APPROVED BY	DATE	APPROVED BY	DATE	APPROVED BY	DATE

DATE	REVISION	REVISION FOR

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CHAMP DRESSER & HAYES, INC. 1000 W. 10TH ST. ST. LOUIS, MO 63103

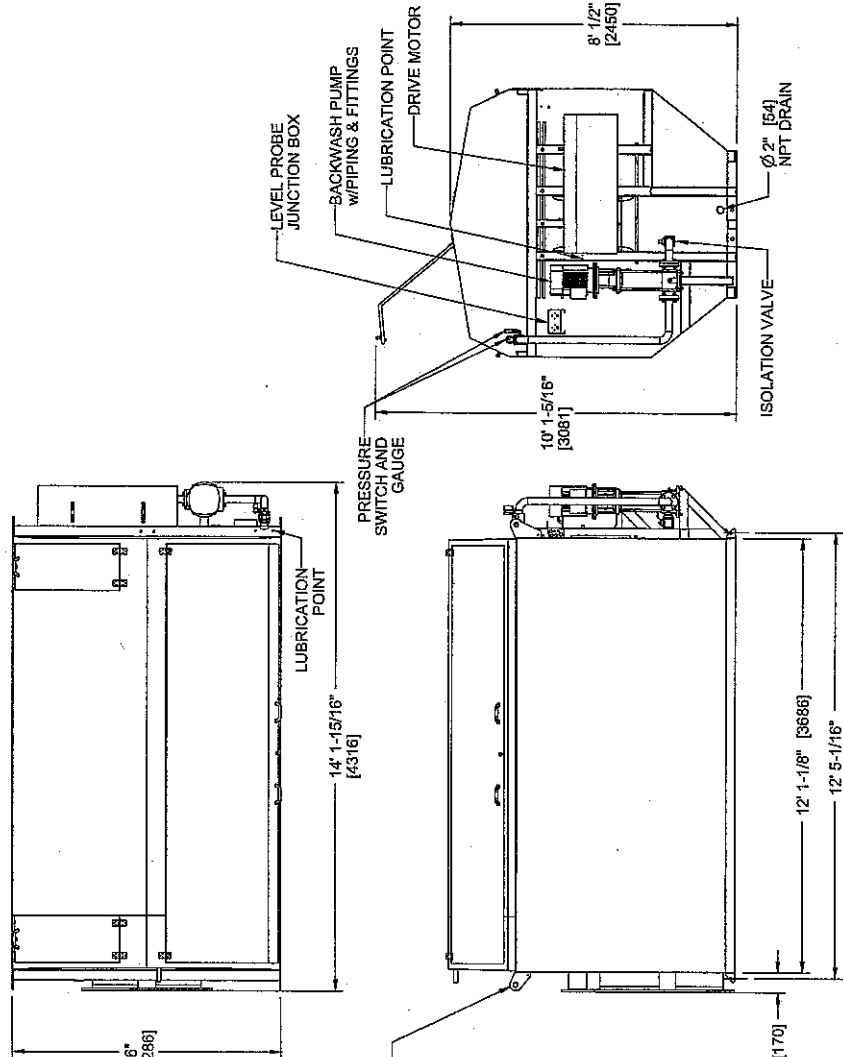
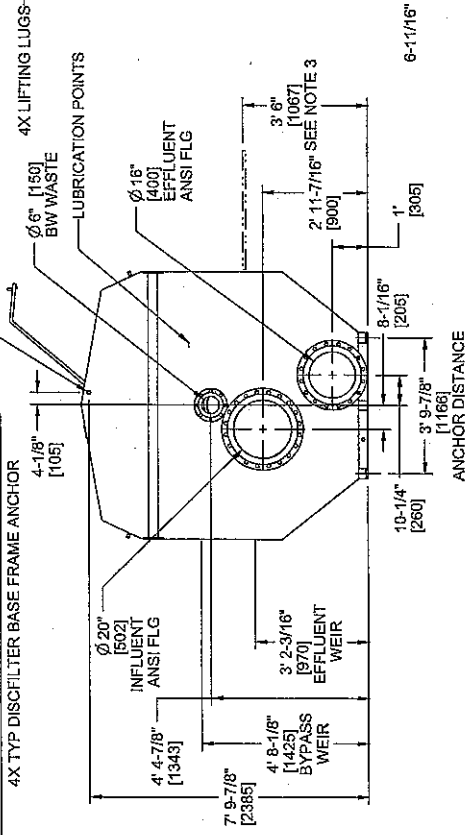
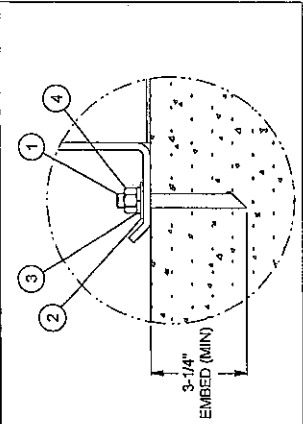
**WILLIAM S. HOWARD**  
 PROJECT ENGINEER  
 CHAMP DRESSER & HAYES, INC.

**JAMES L. BRANDES**  
 PROJECT ENGINEER  
 CHAMP DRESSER & HAYES, INC.

**CRANTY FILTERS**  
 SECTIONS  
**CDM**  
 V-2

1. 1/2" THREADED ROD: ASTM F593 W/ B1.1 UNC THDS
2. 1/2" FLAT WASHER: ASTM A240 304 SS. PLATE
3. 1/2" LOCK WASHER
4. 1/2" HEX NUT: ASTM F594 W/ B1.1 UNC THREADS



- NOTES:
1. ALL FLANGE CONNECTIONS: BOLT PATTERN ANSI B16.5. PLATE FLANGES: GALVANIZED.
  2. DIMENSIONS IN [ ] ARE MM.
  3. RECOMMENDED PLATFORM ELEVATION. PLATFORM TO BE SELF SUPPORTING AND MAY NOT BE ATTACHED TO THE FILTER. LOADS MAY NOT BE TRANSFERRED TO THE FILTER. PLATFORMS DESIGNED/PROVIDED BY OTHERS UNLESS STATED OTHERWISE.
  4. RECOMMENDED MAINTENANCE CLEARANCES: 24\"/>



DISCFILTER  
HSF2212-1C, MIXING BYPASS  
UNIT DRAWING

REV	DESCRIPTION	DATE	BY	APPR
A	PRELIMINARY RELEASE	05.25.22	CDP	DSD

SCALE	DRAWING NO	SHEET	REV
1:40	1C.2212.M.20.16F	1 OF 1	A

STANDARD PRODUCT