REQUESTS FOR LETTERS OF QUALIFICATIONS
FOR PROFESSIONAL SERVICES OF SPECIAL COUNSEL FOR MATTERS RELATED TO WASTEWATER TREATMENT FACILITIES

The Township of Harrison ("Township") is requesting Letters of Qualifications from firms licensed in the State of New Jersey to serve as Special Counsel for Matters Related to Wastewater Treatment Facilities. The Letters of Qualifications are being requested through a fair and open process in accordance with N.J.S.A. 19:44A-20.5.

1. Submissions will be evaluated by the Township Committee of the Township of Harrison on the basis of the most advantageous, price and other factors considered. The evaluation will consider:
   a. Experience and reputation in the field;
   b. Knowledge of the Township of Harrison and the subject matter to be addressed under the contract;
   c. Availability to accommodate any required meetings of the agency;
   d. Compensation proposal;
   e. Other factors if demonstrated to be in the best interest of the Township of Harrison.

Letters of Qualification are to be submitted no later than Tuesday, November 15, 2016 at 12:00 p.m. prevailing time in the Harrison Township Municipal Building, 114 Bridgeton Pike, Mullica Hill, NJ 08062.

Submissions are to be made to:

Diane L. Malloy, Township Clerk
Township of Harrison
114 Bridgeton Pike
Mullica Hill, NJ 08062

An original and two (2) copies of the information being submitted must be enclosed in an opaque sealed envelope bearing the name and address of the responder and the words "Qualifications for Professional Services and the category of services" and clearly marked "Sealed Qualifications" addressed to the Township Clerk, Township of Harrison, 114 Bridgeton Pike, Mullica Hill, NJ 08062 and may be received through the mail <u>or</u> presented in person.

Letters of Qualifications may be received before the hour designated in this notice if they are mailed or hand delivered in person to the Township Clerk's Office, Township of Harrison, 114 Bridgeton Pike, Mullica Hill, NJ 08062.

Responders are required to comply with the requirements of P.L. 1975, c. 127 (Affirmative Action) and P.L. 2004, c.57 (Business Registration). Responders are also required to submit a statement of ownership with their proposal as required by P. L. 1977, c. 33 (Disclosure of Ownership).

The Township Committee of the Township of Harrison reserves the right to reject any and all Letters of Qualifications, and further reserves the right to waive minor irregularities and immaterial variances or formalities in the Letters of Qualifications received and to accept any qualifications which are deemed most favorable to the Township of Harrison, County of Gloucester, New Jersey at the time and under the conditions stipulated.

The Township is not responsible for the loss or destruction of any proposals mailed or delivered to the Township Clerk prior to the time set for the proposal opening.

Diane L. Malloy
Township Clerk