



REQUEST FOR QUALIFICATIONS: May 27, 2024

PURPOSE

Jersey Water Works Evaluation: New Jersey Future, on behalf of the [Jersey Water Works \(JWW\)](#) collaborative, seeks qualifications from a consultant team or qualified firm(s) with experience in facilitating a process for collaboratives to articulate its value and plan for the future. Our goal is to:

1. Understand key collaborative strengths and potential weaknesses.
2. Discover improvements or modifications needed to the collaborative design.
3. Plan for Jersey Water Works from 2025 to 2030.
4. Explore funding opportunities.

ABOUT US

At New Jersey Future (NJF), we believe that great places help build great lives. To help create and preserve our great places, we promote sensible and equitable planning, redevelopment, and infrastructure investments that foster vibrant cities and towns; protect natural lands and waterways; enhance transportation choices; support a strong economy; and provide access to safe, affordable, and aging-friendly neighborhoods for everyone. We do this through original research, innovative policy development, coalition-building, advocacy, and hands-on strategic assistance. NJF is located in downtown Trenton, NJ. For more information, visit www.njfuture.org.

ABOUT JERSEY WATER WORKS

NJF is the “backbone” organization supporting Jersey Water Works (JWW). JWW is a collaborative effort of many diverse organizations and individuals who embrace the common purpose of transforming New Jersey’s inadequate water infrastructure by investing in sustainable, cost-effective solutions that provide communities with clean water and waterways; healthier, safer neighborhoods; local jobs; flood and climate resilience; and economic growth. Through a collaborative approach, JWW engages the unique perspective and expertise of its member organizations to solve complex problems. The collaborative comprises 145 committee members, 600 supporting members, and over 3,000 network members. JWW seeks equitable, just outcomes as it works collectively to transform water systems for everyone. For more information, visit www.jerseywaterworks.org.

SCOPE OF WORK

The selected consultant will work closely with NJF staff and the JWW committee members to evaluate and articulate the value of the collaborative. Activities will include:

1. Reviewing existing collected data and reports.
2. Interviewing key stakeholders.
3. Facilitating three to four focus groups.
4. Writing a summary report of findings.
5. Articulating recommendations.

SUBMISSION REQUIREMENTS

Interested consultants/firms shall respond to this RFQ via email to Paula Figueroa-Vega, Jersey Water Works Collaborative and Organizational Development Director, at pfigueroa@njfuture.org.

Proposing consultants/firms should include the following information and organize their proposals in the same order as the items listed below. Each proposal should include:

1. **A dated proposal letter** indicating that the firm agrees to be bound by the proposal, without modifications unless mutually agreed to by the firm and New Jersey Future. The proposal letter should also include the name, title, street address, email address, and telephone number of an individual with the authority to bind the firm during the period in which proposals are being evaluated. The letter should specify any applicable expiration date for the proposal, before which the proposal cannot be withdrawn.
2. **A list of the firm's staff and qualifications**, including at minimum:
 - a. Information regarding the firm's previous experience with similar or related projects, including a brief description of the project's work and staffing. Information demonstrating the firm and staff's capabilities to perform all aspects of the Scope of Work.
 - b. Information regarding the expertise and experience of specific staff members to be assigned to the Work.
 - c. At least two client references, including the contact person's name, telephone, and email address; the client project's start and end date; and a project description. References should be for similar or related projects on which proposed key staff members have worked.
 - d. Assurances that the staff have the time available during the submitted timeline to execute all listed items in the Scope of Work.
3. **Technical Approach:** Proposals shall include a response to each Scope of Work item.
4. **Management plan and schedule:** The management plan should demonstrate how the firm will manage its responsibilities, schedule the work to be performed, and work with NJF staff and Initiative members. A timeline for the selection process is below. Please use the dates below to develop a timeline.
5. **Proposed Budget:** The proposed budget should present a separate cost for each of the numbered items listed in the Scope of Work, as well as for each of any items proposed under Additional Services, above. All proposed annual budgets under \$8,000 will be considered and should include all fees.

EVALUATION CRITERIA FOR QUALIFICATIONS

All qualifications will be evaluated in accordance with the below criteria:

- Quality of response: This should directly align with the Scope of Work and requirements.
- Capacity: Respondents should clearly demonstrate capacity and experience.
- Staff qualification: Respondents should clearly show that the staff/team proposed to do work has sufficient qualifications and experience to provide service.

Any qualifications that do not demonstrate these minimum requirements will not be evaluated for further consideration.

PROPOSED SCHEDULE

1. Request for qualifications released: May 13, 2024
2. Deadline for receipt of qualifications: May 27, 2024
3. Respondent notification if selected to proceed: May 29, 2024
4. Consultant interviews completed: May 30, 2024
5. Consultant selection completed by: June 6, 2024
6. Conduct review of reports, interviews, and focus groups by September 15.
7. Submit report by October 15.

TECHNOLOGY AND INFORMATION MANAGEMENT

All work products shall become the property of New Jersey Future. Digital source files of all work products shall be provided to New Jersey Future upon completion.

AWARD AND CONTRACT INFORMATION

The proposing firm agrees that should it be awarded this contract, it will not discriminate against any person who performs work under the terms of the contract because of age, race, creed, color, gender, sexual orientation, gender identity, national origin, religion, or disability. The successful firm shall comply with the Americans with Disabilities Act. All proposing firms shall expressly warrant to New Jersey Future that they have the ability and expertise to perform the proposed Work and shall adhere to the highest professional standards. The successful consultant will be required to enter into and sign a formal contract with New Jersey Future. This RFQ and the response of the successful firm—with reasonable adjustments acceptable to New Jersey Future—will become part of the contract and will be in effect for the duration of the contract period.

TERMS AND CONDITIONS

1. New Jersey Future reserves the right to amend this request for proposals at any time.
2. Written requests via email for clarification of intent or content of this RFQ may be sent to Paula Figueroa-Vega at pfigueroa@njfuture.org no later than May 21, 2024.
3. The successful firm shall defend, indemnify, and hold harmless New Jersey Future and its officers, agents and employees from any and all claims, demands, damages, costs, expenses, judgments, or liability arising out of this contract or attempted performance of the provisions thereof.
4. New Jersey Future reserves the right to:
 - a. Reject any or all of the proposals, at its discretion.
 - b. Remedy errors in the RFQ.
 - c. Cancel the entire RFQ.
 - d. Issue subsequent RFQ(s).
 - e. Approve or disapprove the use of particular subcontractors or suppliers.
 - f. Negotiate with any, all, or none of the proposing firms.
 - g. Accept other than the lowest-priced proposal.
 - h. Waive any informalities or irregularities in any proposal to the extent permitted by law.

This RFQ does not commit New Jersey Future to enter into a contract.