

**THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY
CEDAR KNOLLS, NEW JERSEY**

INVITATION TO SUBMIT PROPOSAL

Sealed proposals will be received by the Executive Director, or assigned delegate, of The Southeast Morris County Municipal Utilities Authority (Owner or SMCMUA), at the principal offices of the SMCMUA, 19 Saddle Road, Cedar Knolls, New Jersey, **by 10:00 AM on Thursday, January 18, 2024**, for **Professional Engineering Services in connection with Headquarters Facility Improvements**.

The scope of work includes design of the construction of a materials and equipment storage building at SMCMUA's Headquarters Facility located at 19 Saddle Road in Cedar Knolls, New Jersey.

The Request for Proposal (RFP) may be obtained by contacting Alexis Bozza at 973-326-6867 or abozza@smcmua.org.

Proposers must use the prepared proposal and related forms which are contained in the RFP. The proposal must be separately enclosed in a sealed envelope with 'Executive Director, The Southeast Morris County Municipal Utilities Authority', marked on the outside along with the name of the item or project being proposed on. Proposals may be submitted personally, by Federal Express, certified mail, courier service or similar media. No proposals may be withdrawn within 60 days after receipt of proposals, unless permitted by law.

A non-mandatory pre-proposal meeting will be held on, **Friday, December 28, 2023, at 10:00 AM** at the offices of SMCMUA, 19 Saddle Road, Cedar Knolls, New Jersey 07927. Proposers are strongly encouraged to attend and participate in the pre-proposal meeting.

The proposer shall submit any questions regarding the RFP documents by **Friday, January 5, 2024, at 4:00 PM**. Requests made after this date will be considered untimely and may, at the sole discretion of the SMCMUA, not be considered.

No proposals will be accepted after the time set forth above; provided, however, that the SMCMUA may, in its sole discretion, waive this requirement and allow reasonable, minor extensions of time in cases of bona fide delay due to weather, traffic or similar uncontrollable conditions; and further if notice of the expected delay is provided to the SMCMUA by messenger, telephone or e-mail prior to the time set forth above for receipt of proposals. No proposals will be accepted after any sealed proposal is unsealed and opened.

SMCMUA reserves the right to reject any or all proposals or waive minor informalities or irregularities in the proposals and to award the Contract to the most qualified Bidder.

Proposers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., and N.J.A.C. 17:27.