

**TOWNSHIP OF EDGEWATER PARK  
400 DELANCO ROAD  
EDGEWATER PARK, NJ 08010**

**Request for Proposals for Professional Services  
Professional Services for Year 2023  
Township Redevelopment Planning Consultant**

This is a Request for Proposal (RFP) form. This form will be used by the Edgewater Park Township Committee as a basis for making professional service appointments for year 2023; appointments shall be for a term of one-year or until a successor is appointed.

The Township of Edgewater Park is seeking qualified proposals for professional services for the following position: Township Redevelopment Planning Consultant. Where to obtain minimum qualifications and proposal forms, submission deadline and form of submission are indicated below.

Where to obtain RFQ/RFP: Requests for these forms should be made in person to the Municipal Clerk, Patricia Clayton, 400 Delanco Road, Edgewater Park, NJ, 08010, email: [pclayton@edgewaterpark-nj.com](mailto:pclayton@edgewaterpark-nj.com), on the web at [www.edgewaterpark-nj.com](http://www.edgewaterpark-nj.com) or fax request to 609-877-2308. Please no phone requests. This form will be used by the Edgewater Park Township Committee as a basis for making professional service appointments.

-----  
**Submission Deadline: November 17, 2022**

**Submission Location: Township of Edgewater Park, Municipal Clerk, 400 Delanco Road, Edgewater Park, NJ 08010**

Form of Submission: All submissions shall be in sealed envelope with "Submission of Proposal for [Name of Position]" marked on the outside. One original hard signed unbound copy and one bound copy of all documents to be submitted. IN ADDITION to the Original hard copy, an electronic copy in Adobe Acrobat (PDF) format shall be submitted on a CD or flash drive at the same time.

**Return in sealed envelope to: Patricia Clayton, Township Clerk, Edgewater Park Township Park, 400 Delanco Road, Edgewater Park, NJ, 08010, NO LATER THAN November 17, 2022, at 12:00PM (Noon).**

**THIS PROPOSAL IS BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A.19:44A-20.5 et seq.**

**Purpose & Scope:**

The following general requirements must be met for any firm to be considered to provide professional or other services, exempt from public bidding pursuant to N.J.S.A. 40A:11-5, and covered by N.J.S.A. 19:44A-20.5 et seq., with the Township. The process is designed to find qualified service providers in an open and fair manner to have the most qualified service provider for the Township. The scope of this policy covers any persons or firms interested in providing professional or other exempt services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40A:11-2 and 5, to the Township of Edgewater Park.

**General Requirements:**

1. The Request for Proposals (“RFP”) shall be used to determine whether the costs or fees proposed to provide the services are fair and reasonable, both in terms of the Township’s budgetary interests, the general market rates for the services, and the level of experience, breadth of services, reputation, and expertise of the candidate.
2. Knowledge of the Township of Edgewater Park, its physical layout, and Township Committee form of government.
3. Availability (proximity) to accommodate any required meetings of the agency, and availability (proximity) to handle emergencies.
4. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project, as outlined in their proposal.
5. Advertising of the RFQ/RFP, at a minimum, includes posting on the Township website and Township official bulletin board, and filed with the Municipal Clerk at least ten (10) days prior to the submission deadline.
6. Candidates shall include with the submission a copy of their Business Registration in accordance with N.J.S.A. 40A:11-23.2 (P.L. 2004, c.57), and an Affirmative Action Statement in accordance N.J.S.A. 10:5-3 1 et seq. and N.J.A.C. 17:27 et seq.
7. Acceptance of a contract will be by Resolution acted on by the Township Committee or the Planning Board at a Township Meeting for contracts with a value of over \$17,500.
8. All RFP’s will be delivered by mail, fax, e-mail, or can be obtained at the Municipal Building or website to applicants by the Township Clerk and returned to the Clerk in sealed envelopes.
9. Form of Submission: All submissions shall be in sealed envelope with “Submission of for [Name of Position]” marked on the outside. One original hard signed unbound copy and one bound copy of all documents to be submitted. IN ADDITION to the Original hard copy, an electronic copy in Adobe Acrobat (PDF) format shall be submitted on a CD or flash drive at the same time.

**Description of Required Services:**

The Township of Edgewater Park (“Township”) desires to obtain the services of a Redevelopment Planning Consultant. The Township has multiple industrially owned properties potentially in need of redevelopment along the NJ Transit River Line right-of-way. A redevelopment plan has not yet been completed for the transformation of this area into a mixed-use, transit-friendly town center.

Applicants should demonstrate knowledge and experience with respect to all aspects of mixed-use and transit-friendly redevelopment planning services and demonstrate specifically extensive experience with the New Jersey Local Redevelopment and Housing Act, N.J.S.A. 40A:12A-1 et seq., related statutes and regulations, and processes. Any experience or knowledge of matters that directly affect the Township should be addressed.

**General Requirements:**

May be required to do work on behalf of Planning Board and Township.

It is imperative that the Redevelopment Planner is keenly knowledgeable regarding notice requirements, requirements, and criteria for designating an area as “in need of redevelopment” or “in need of rehabilitation,” and adoption processes for a formal redevelopment designation:

1. Can meet and fulfill all legal requirements under the state redevelopment laws;
2. Clearly understands redevelopment laws, noticing requirements, and entities involved throughout the process;
3. Is aware of redevelopment procedure based on the effects of recent court decisions;
4. Has clear knowledge regarding state agency rules and policies, such as COAH, DCA, DEP, DOT, NJ Transit, etc.;
5. Has the staff capacity, training, and specialized knowledge for redevelopment law;
6. Can develop consensus and/or public support amongst various stakeholders regarding redevelopment;
7. Can work with multiple property owners for any required land assembly;
8. Is a clear and precise communicator;
9. Can attain any specialized redevelopment legal counsel for assistance, if needed;
10. Can ensure consistency and effectuation with the Edgewater Park Township Master Plan.

**Services to be Provided:**

Redevelopment planning services to include, but are not limited to:

1. Public Outreach
  - a. Design and conduct a thorough public outreach effort to solicit the opinions and concerns of diverse constituencies within the Township. Seek input from residents in nearby neighborhoods regarding optimum uses of the property and ways to minimize impact on surrounding areas. Solicit views of athletic and recreation communities as to field space that is needed and construction of the same on site or in other locations within the municipality. Secure input from other groups regarding significance of tax and expense impacts of any plan. Anticipate extensive public input, including multiple meetings, neighborhood sessions, charrettes, and other possible mechanisms.
  - b. Develop and vet several alternative redevelopment scenarios.
  - c. Attend public meetings to explain the developed plan and answer questions. These meetings may include public forum, Planning Board work sessions and action meetings, and meetings with Township Committee.
2. Redevelopment Plan: Preparation of a Redevelopment Plan in accordance with the provisions of the Local Redevelopment and Housing Law.
  - a. The Redevelopment Plan shall include:
    - The plan relationship to definitive local objectives as to appropriate land uses, density of population, traffic and public transportation, public utilities, recreational and community facilities, and other public improvements.
    - Proposed land uses and building requirements in the area.
    - Proposed project phasing and project planning implementation agenda.
    - Impact on local school system.
    - An identification of any properties within the redevelopment area which are proposed to be acquired in accordance with the Redevelopment Plan.
    - Provision of opportunities for affordable housing development in accord with applicable state law and local intentions.
    - The relationship between the Redevelopment Plan and all applicable elements of the Master Plans of the municipality and of contiguous municipalities, the Burlington County River Route Corridor Strategic Revitalization Plan, and the State Development and Redevelopment Plan
    - The Redevelopment Plan will discuss their relationship to pertinent municipal development regulations. The Plan will either supersede applicable provisions of the development regulations of the Township or constitute an overlay zoning district within the redevelopment area.
3. Feasibility studies of multiple potential plans, including:
  - Acquisition of all or part of the potential areas for redevelopment/rehabilitation for: transit station parking relocation; pedestrian and vehicular traffic circulation; municipal public parking; civic / public open space; light industrial business relocation; commercial development, including retail sales and services businesses, eating and drinking establishments, professional, technical, and financial services, and commercial recreation businesses; market rate housing including family and senior housing; and affordable housing.
4. Preparation of all backup documentation to support proposals provided in the Redevelopment Plan, including but not limited to real estate market analyses, traffic analysis, impervious coverage allocations, parking requirements, and anticipated impact of any proposed development on the school system.
5. Interaction and collaboration with other Planning Board and Township Professional Staff and Consultants, as well as attorneys and financial consultants for redevelopment project.

**Mandatory Minimum Requirements:**

The proposal submitted by the Respondent must meet or exceed the professional, administrative, and financial qualifications and requirements set forth in this RFP and shall incorporate the information requested below. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

The Township reserves the right to hold oral discussions with individuals and/or firms of their choice for clarification of their proposal. The Township further reserves the right to request additional information.

1. Must be licensed to provide professional planning services in the State of New Jersey.
2. Must have a minimum of ten (10) years of experience in providing consulting services to municipalities including demonstrated experience with the types of services
3. Must be experienced in preparation of redevelopment plans, which have been approved by local ordinance and implemented. (Provide a detailed description of the company's qualifications and experience, including a copy of planning document the exemplifies the company's work.)
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Edgewater Park.
5. Provide resumes of key owners.
6. Provide names and resumes of staff, and subconsultants, if anticipated, who will be assigned to provide services to the Township if the Township awards a contract to Respondent. Project managers assigned must have at least ten (10) years of municipal planning experience.
7. Respondents must demonstrate a proven record of advisory services to municipalities and/or public sector entities of similar size and complexity to Township. Include a list of clients in our area where similar services are being provided. Include a contact name, position, and phone number.
8. List the number of years Respondent has been in business under the present name.
9. List the number of years Respondent has been under the current management.
10. Must have ability to respond promptly to emergent matters.
11. Must be willing and able to provide detailed bills for services rendered. Travel, accommodations, and food are not reimbursable.
12. Provide consultant fees (hourly rate) by personnel assigned to the Township of Edgewater Park, as well as their respective roles and responsibilities for this project.
13. Provide an itemized list of proposed deliverables with anticipated project costs, timelines, and milestones.
14. Provide State Treasury certification of consulting firm.

15. Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.)

---

---

---

All work and/or projects that are not specific to an application for development or subject to an escrow agreement or considered *de minimis* general planning and/or zoning board work, as determined by the Township Administrator, shall require the vendor to submit a scope of work to the Township. This scope of work shall be inclusive of all activities necessary to complete a proposed project and must receive written authorization by the Mayor and/or designee prior to any commencement of work.

---

Completed Form Received by Township on: \_\_\_\_\_

Meets Minimum Qualifications       Does Not Meet Minimum Qualifications

The undersigned individual, firm, or corporation, hereby proposes to serve as Township Redevelopment Planner Consultant based upon the following compensation:

*[Please outline your fees proposed, fee schedule (including attendance at regular monthly or special meetings), or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]*

## **Request for Proposal for Professional or other Exempt Services - Policy Statement**

### **Purpose:**

The following procedures are designed to provide for a fair and open process in awarding professional or other services, exempt from public bidding under N.J.S.A. 40A:11-5, based on qualifications, merit and cost effectiveness through a competitive and open process.

### **Scope:**

Any persons or firms interested in providing professional or other services exempt from public bidding to the Township of Edgewater Park as defined in the New Jersey Statutes, N.J.S.A. 40A:11-5.

### **General Requirements:**

1. Once a need is established for exempt services and after a review of the necessary request for qualifications, a Request for Proposals (RFP) for the specific service or contract will be prepared and advertised.
2. Advertising of the RFP shall, at a minimum, include the Township website and any other sources deemed appropriate by the Township for the specific professional service at least ten (10) days before the submission deadline. It shall also be posted on the official bulletin board and filed with the Municipal Clerk at least ten (10) days prior to the submission deadline.
3. The advertisement will include a summary of the specific service or activity and who to contact in the Township to receive a copy of the RFP requirements to qualify and proposal form.
4. The RFP advertisement will, at a minimum, include:
  - A. A description of the professional service needed, including the scope of activities involved.
  - B. Contact information to obtain the RFP forms.
  - C. Submission Deadline, including date and time.
  - D. Submission Location shall be to the Office of the Township Clerk.
  - E. Submissions shall be in a sealed envelope;
  - F. One original hard signed unbound and one bound copy of all documents to be submitted. IN ADDITION to the Original hard copy, an electronic copy in Adobe Acrobat (PDF) format shall be submitted on a CD or flash drive at the same time.
5. All parties meeting the minimum requirements of the RFP shall have their proposals reviewed by the RFP review committee. The proposal shall include specific information regarding the person proposed for the professional appointment, billing method and rate

information, and any other information which the Township may deem relevant and helpful in making its selection and requests in writing.

6. The RFP review committee appointed by the Township Committee shall review all qualifying RFPs giving due regard to the criteria set forth in paragraph nine, below. The review committee shall make a non-binding recommendation to the board or body with appointing authority of the professional to be awarded the contract. Actual contract awards shall be by the governing body or board. The review committee prior to making its recommendation may, in its discretion, elect to interview candidates to better determine their ability to meet the selection criteria and discuss their qualifications and scope of the work to be performed.
7. All submissions shall be kept on file during the term of the contract.
8. All submissions shall be a public record as of the date of advertising.
9. The Township shall award all exempt service contracts or agreements based on qualification, merit, experience, quality of work product, and cost competitiveness. Selection criteria will include:
  - A. Names and titles of the individuals who will perform the service and/or activity.
  - B. A description of the individuals or firms experience with similar services or projects to request the breadth of services offered.
  - C. A list of references and record of success.
  - D. A description of the individual or firm's ability to provide the service or complete the activity in a timely fashion or as required by the Township.
  - E. A fee schedule for the firm, fee schedule for representative attendance at Township Committee or Planning Board regular and special meetings, including any retainer if applicable.
  - F. All respondents shall comply with Business Registration Act (P.L. 2004, c.57), and proof of their registration with the New Jersey Department of The Treasury, Division of Revenue, shall be submitted.
  - G. All respondents are placed on notice that they are to comply with all requirements of P.L. 1975, c.127 (N.J.S.A.10:5-31 through 10:5-38), and all duly adopted Affirmative Action Regulations (N.J.A.C. 17:27).
  - H. Proof of Malpractice Insurance, Copy of Certificate of Insurance.
  - I. Vendor Information: Addendum to Contract
10. In the event that compliance with part or all of the requirements of the RFQ/RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements as to all candidates by a majority



vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.

11. All awards or waivers will be by resolution acted on by the Township Committee at a public session of the governing body convened in accordance with the Open Public Meetings Act.
12. All awards are subject to availability of funds.
13. This policy will include, but not be limited to all of the listed requirements. The Township reserves the right to amend or revise its review standards. In the event of such revision or review, all candidates shall be given not less than ten (10) days' notice of the additional or revised standard(s) and an additional ten (10) days to demonstrate their compliance with the additional or revised standard.
14. This policy will include, but is not limited to, the following professional appointments provided that the anticipated annual contract value is greater than Seventeen Thousand Five Hundred Dollars (\$17,500.00):

**Township of Edgewater Park Vendor Information Addendum to Contract**

The following information shall be included and made part of the contractual agreement.

A. \_\_\_\_\_  
NAME PHONE NUMBER

\_\_\_\_\_

ADDRESS Fax Number

- 1. TAX ID NO.: \_\_\_\_\_
- 2. SS NO.: \_\_\_\_\_
- 3. ARE YOU A STATE CONTRACT VENDOR? \_\_\_\_\_
- 4. IF YES, STATE CONTRACT NO.: \_\_\_\_\_
- 5. ARE YOU INCORPORATED? \_\_\_\_\_

- B. A copy of your Certificate of Insurance.
- C. A copy of your New Jersey Business Registration Certificate
- D. The maximum compensation to be paid hereunder shall not exceed the total of the appropriation for these services as set forth by adopted budget, ordinances or other appropriations or funding adopting or approved by Township Committee without further written authorization by the Township Committee for the professional/contractor to continue to perform duties which will incur billings in excess of such sum.
- E. This Contract is subject to the provisions of the “Local Public Contracts Law”, “Related Procurement Laws”, and “Truth in Contracting”, P.L. 1999, c.440, and the Contractor/Services Provider agrees to abide by such terms and provisions.
- F. Mandatory Equal Employment Opportunity Language (EXHIBIT A)
- G. Mandatory Americans with Disability Act, Equal Opportunity for Individuals with Disabilities (EXHIBIT B)
- H. AFFIRMATIVE ACTION COMPLIANCE NOTICE (EXHIBIT C)
- I. Election Law Enforcement Commission (EXHIBIT D)
- J. Disclosure of Investment Activities in Iran (EXHIBIT E)

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Contractor/ Professional Service Provider Date: \_\_\_\_\_

## **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.**

\_\_\_\_\_  
Print Name of Company/Firm

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**EXHIBIT B**  
**LOCAL PUBLIC CONTRACTS LAW**

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

The contractor and the Township of Edgewater Park, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. §12101 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 thereto, 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's grievance procedure, the contractor agrees to abide 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 proceeding 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

\_\_\_\_\_  
Print Name of Company/Firm

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**EXHIBIT C**  
**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS (INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);  
OR
- b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;  
OR
- c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

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

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

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

**EXHIBIT D**

**ELECTION LAW ENFORCEMENT COMMISSION**

Pay-To Play: The Election Law Enforcement Commission (ELEC) has adopted its proposed regulations (published in the April 16, 2007 edition of the N.J. Register). The regulations require vendors to submit their annual report covering contracts and contributions for the prior calendar year by March 30th of each year.

Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us)

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

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

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

**EXHIBIT E**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**Proposer:**

---

**PART 1**

Pursuant to Public Law 2012, c. 25 any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates (any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity), is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf> Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Authority finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**PLEASE CHECK THE APPROPRIATE BOX:**

I certify, pursuant to Public Law 2012 c. 25, that neither the bidder listed above nor any of the bidder's Parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

**OR**

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

---

**PART 2**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.



Name: \_\_\_\_\_ Relationship to Proposer: \_\_\_\_\_

Description of Activities:

---

---

---

---

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Proposer Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**Certification:** I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Authority is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Authority and the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

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