

Township of Millburn
375 Millburn Avenue
Millburn, New Jersey 07041



Request for Proposals (RFP) for
Professional Engineering Design Services and
Construction Management and Inspection Services for
Millburn Road Improvement Program 2022

Notice Date: April 22, 2022

Project Information

The Township of Millburn is seeking proposals from qualified professional engineering firms to provide engineering design services, as well as construction management and inspection services for roadway improvements on several roads in the Township of Millburn. The selected engineering firm will prepare plans and specifications complete and of sufficient detail such that they could be advertised for public bidding and an accurate construction proposal could be obtained by the Township.

The township roads to be improved are as follows:

- Myrtle Avenue (Mountain View Rd. to Millburn Ave.)
- Old Hollow Rd. (Old Short Hills Rd. to end)
- Madison Terrace (Jefferson Ave. to end)
- Edwards Pl. (White Oak Ridge Rd. to end)
- Rolling Hills Rd. (Holly Dr. to Athens Rd.)
- Campbell Rd. (Millburn Ave. to Pine Terrace East)

Scope of Work

The scope of work for this project shall include all work required for the preparation of plans and specifications for a project which will be "Road Improvements for Various Streets in the Township of Millburn".

The successful engineering firm for this project shall be expected to provide the following services:

- 1) Site inspection, data collection, measurement for quantities, and all fieldwork necessary to develop and prepare complete construction plans and technical specifications for the items included in the scope of work for the construction project. (**Note: Town can provide tax maps, storm and sanitary utility maps, and topo maps for each area of concern which can be used to create base maps.**)
- 2) Road improvements that must be included in the bid package for the street improvement project:
 - (a) Curb construction/replacement/repair where required (Note: some roads do not require curb)
 - (b) Cobblestone gutter repair/replacement as required (Campbell Road only)
 - (c) Upgrade of inlets including bicycle safe grates and eco-curb plate restrictors
 - (d) Identification of inlets/manholes that require repair
 - (e) New manhole frames and castings
 - (f) Design of additional drainage (inlets, pipe) if/where required
 - (g) Barrier-free curb ramps at Myrtle/Mountain View intersection
 - (h) Evaluation of roads to determine where base repair is indicated
 - (i) Pavement improvement shall be full width milling and paving
 - (j) Replacement of regulatory signage
 - (k) Pavement striping/markings as required
- 3) All specifications and details must meet current NJDOT standards
- 4) Develop detour plan(s) including locations of traffic control devices
- 5) All construction items and quantities shall be listed on bid proposal form
- 6) Construction items shall include traffic control devices and an estimated quantity of manhours for traffic flaggers
- 7) Provide engineer's itemized **construction cost estimate**.
- 8) Develop construction plans including any specialized details. Construction plans shall be developed in AutoCAD.
- 9) Scope of Services shall also include management of the electronic bid process, including responding to questions from bidders, preparing and distributing addenda, reviewing bids, preparing bid summary, and making a recommendation for contract award.
- 10) Scope of Services shall also include management of construction and provision of construction inspection services including but not limited to: review and approval of material cut-sheets, prepare construction inspection reports when on-site, measure of as-built quantities throughout construction, review, verify and approve contractor's requests for payment and evaluate requests for change orders due to field conditions.

The Project Manager shall be a PE licensed in NJ. Construction inspectors shall be experienced in the type of construction that they will be inspecting. Construction inspectors shall be assigned to this project for the duration of construction. The proposed project team shall be submitted with the response to this RFP.

RFP Submission Instructions

Deliverables

1. All field surveys and data collected and used for this project will be provided to the Township for inclusion in the permanent project file with the Township.
2. AutoCAD files used for final plan development shall be provided to the Township. All files must be compatible with AutoCAD LT.
3. Final signed and sealed construction plans as well as technical specifications and construction estimate will be provided as part of this contract. PDF files of the final plans and technical specifications shall also be provided to the Township.
4. All records created during construction inspection such as daily inspection reports, material tickets collected on site or other documents provided by the contractor or created as part of the successful completion of this project will be provided to the Township as part of this contract.

Engineering firms shall include the following in their response to this RFP:

- Letter of Interest
- Company profile or brochure illustrating the firm's capacity to complete the design of the project
- Proof of licensure as a Professional Engineer in the State of New Jersey
- Office Location: Local office providing services shall be located within 70 driving miles of the Township of Millburn, New Jersey.
- Cost proposal which shall include the following fees:
 - a) Lump sum, not-to-exceed cost for preparation of bid documents (plans and specifications)
 - b) Lump sum, not-to-exceed cost for bid evaluation and contract award recommendation
 - c) Estimated cost of inspection services. Hourly fee schedule for inspection personnel.
- References – Provide a list of up to five projects, similar in size and scope, which have been successfully completed by your firm. References shall include all pertinent project

- information, contact names and telephone numbers.
- Insurance forms indicating the firm’s ability to provide insurance in the following amounts:
 - a) Workers Compensation and Employers Liability Insurance – Statutory & \$1M/\$1M/\$1M
 - b) Commercial General Liability insurance with limits of \$1M Per Occurrence & \$2M Aggregate
 - c) Commercial Auto Liability insurance - \$1M Combined Single Limit covering all Owned, Hired & Non-Owned Autos
 - d) Excess Liability (Umbrella) insurance - \$2M Limit, including General, Employers & Auto Liability as underlying
 - e) Professional Liability insurance - \$2M Limit, Retention may not exceed \$10k unless acceptable to the Township. If the policy contains a Retro date, it must be no later than the effective date of this agreement.

It is hereby agreed that the Contractor shall include the Township of Millburn as an Additional Insured on all Liability coverage parts, excepting Employers Liability, on a Primary & Non-Contributory Basis. On the General Liability, such Additional Insured status will be afforded the Township as respects both the Ongoing & Completed Operations. A Waiver of Subrogation shall apply in favor of the Township of Millburn for all coverage parts, excepting the Employers Liability. Thirty (30) days’ notice of cancellation shall be provided to the Township of Millburn on all policies referenced, and coverage for all policies shall be written with insurers authorized in the State of New Jersey and maintaining a minimum A.M. Best Rating of “A- VII”.

A Certificate of Insurance confirming the requirements outlined above shall be provided with the Contractor’s RFP submission Note that the Township of Millburn reserves the right to amend the insurance requirements, at its sole discretion, upon award of the Contract.

RFP notices can be obtained by downloading a copy from the Township of Millburn’s website at <https://twp.millburn.nj.us/335/Request-for-Proposal-RFP>. RFP packages can be obtained by email at engineer@millburntwp.org, or by visiting the Engineering Department at Millburn Town Hall located at 375 Millburn Avenue, Millburn, NJ 07041.

Evaluation Criteria

Proposals will be evaluated on the basis of the following criteria:

1. **Experience and Qualifications of the Company and Project Team.** Proposals must include a resume or summary of qualifications, work experience, education, skills, etc. for each member of the project team, which emphasizes previous experience. List any similar projects that have been successfully completed within the last two (2) years.

2. Abilities and Method of Providing Services. Proposals must include a work plan and a description of the methodologies to be used for data collection and technical analysis. Respondents must demonstrate that the firm and Project Team will be available to dedicate hours and resources to work consistently with the Township.
3. Completeness of Proposal. Ensure that all documents as expressly required within this RFP are included in the proposal. The Township reserves the right to reject any incomplete proposal.
4. Cost Proposal. A cost proposal broken down by hourly rate and multiplier must be included in the proposal. The proposal shall be broken into three tasks: Design and preparation of bid documents, Bid evaluation and contract recommendation, and Construction Management and Inspection. All costs including costs for reimbursable items, reproduction costs, etc. shall be listed in the cost breakdown and included in the total cost for this project.

Selection Schedule

April 22, 2022:	Advertise RFP
May 13, 2022:	All proposals received by 12:00 pm
June 1, 2022:	Send notification of results to all firms
June 6, 2022:	Negotiate and Complete Agreement/Contract
June 7, 2022:	Township Committee approval of Agreement/Contract
June 8, 2022:	Execution of Agreement/Contract and Notice to Proceed by Township

*All dates subject to change. Any response to this RFP shall be good for a period of 60 days from the date listed above.

GENERAL INFORMATION

1. The Township of Millburn reserves the right to revise any part of the RFP by issuing an addendum.
2. Issuance of this RFP in no way constitutes a commitment by the Township to award a contract. The Township reserves the right to accept or reject, in whole or part, all Proposals statements submitted and/or cancel this announcement if it is determined to be in the Township's best interest.

3. The Township is not liable for any costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract. Costs associated with developing the Proposals statement, preparing for oral presentations, and any other expenses incurred by the proposer/respondent in responding to this RFP are entirely the responsibility of the proposer/respondent, and shall not be reimbursed in any manner by Township.
4. The Township shall not be liable for any errors in Proposals statements. Township of Millburn reserves the right to make corrections or amendments to the RFP due to errors identified in Proposals statements by the Township or the proposer/respondent. The Township at its option, has the right to request clarification or additional information from the proposer/respondents; if requested, such information shall be provided within fourteen (14) days of request.
5. The Township reserves the right to enter into a Contract without further discussion of the Proposals statement submitted based on the initial offer received. The Township reserves the right to contract for all or a partial list of services offered in the Proposals statement. The RFP and Proposals statement of the selected proposer/respondent shall become part of any contract initiated by the Township.
6. The selected proposer/respondent shall be expected to enter into a contract. In no event shall a proposer/respondent submit its own standard contract terms and conditions as a response to this RFP. If the selected proposer/respondent fails to sign all contract documents within ten (10) calendar days of delivery, the Township may elect to cancel the award and award the contract to another proposer/respondent.
7. Pay to Play: The proposer/respondent is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the proposer/respondent receives contracts in excess of \$50,000 from public entities in a calendar year. It is the proposer/respondent's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.
8. This RFP is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A:20.5 et seq. If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et. seq.

PROPOSAL CONTENTS

In addition to the documents listed under the section of this RFP entitled, "RFP Submission Instructions," proposals must include the following:

1. Copy of New Jersey Business Registration Certificate. All firms (and their subcontractors) competing for Municipal contracts must provide a copy of their Business Registration Certificate at the time the proposal is submitted.
2. Completed RFP Proposal Form (page 9)
3. Completed Affirmative Action Compliance Notice (page 12)
4. Acknowledged Appendix "A" Americans with Disabilities Act Form (page 14)
5. Completed Disclosure of Activities in Iran Form (page 16)
6. Completed Statement of Ownership Disclosure (page 18-21)
7. Completed New Jersey Debarred List Affidavit (page 22)
8. Completed Non-Collusion Affidavit (page 23)
9. Acknowledgement of Receipt of Addenda Form (page 25)
10. Submit electronic RFP file including all documents requiring signatures of the proposer.

AFFIRMATIVE ACTION

All contracts issued by a Public Agency must contain the mandatory affirmative action language set forth in N.J.A.C. 17:27 et seq. For all goods, general services and professional services vendors, Public Agency contracts must include the affirmative action language of Exhibit A which is included with this RFP.

P.L. 1975, C. 127 (N.J.A.C. 17:27) Mandatory Affirmative Action Language for Procurement, Professional and 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, sex, affectional or sexual orientation. 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, sex, affectional or sexual orientation. 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, sex, affectional or sexual orientation.

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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time. The contractor or subcontractor agrees to inform in writing appropriate recruitment

agencies in the area, including 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, sex, affectional or sexual orientation, 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.

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, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

The contractor has attached a copy of their current "Certificate of Employee Information Report" to this Agreement; or contractor agrees to complete the Affirmative Action Employee Information Report, form AA-302 and forward same to the Affirmative Action Office within thirty (30) days of the date of this Agreement.

RFP PROPOSAL FORM

Request for Proposals (RFP) for Professional Engineering Design Services and Construction Management and Inspection Services for Millburn Road Improvement Program 2022.

The undersigned proposes to furnish and deliver the above goods/services pursuant to the RFP specification and made part hereof:

Dollar amount in words

\$ _____

Amount in numbers

Company Name

Federal I.D. # or Social Security #

Address

Municipality, State, and Zip Code

Signature of Authorized Agent

Type or Print Name

Title: _____

Telephone Number

Date

Fax Number

E-mail address

The Township has the right to accept or reject any or all of the proposals by the offerors.

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.**

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: _____

APPENDIX A

AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability

The contractor and the Township of Millburn, NJ, (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. 5121 01 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 there unto, 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.

Name of Proposer: _____
(Person, Firm, or Corporation)

Date: _____

Signature and Title:

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title: _____

Proposer: _____

PART 1: CERTIFICATION

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds person or entity to be in violation of the principles which are the subject of this law, action shall be taken 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 person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive.**

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):

_____ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entities that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

_____ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the Township of Millburn under penalty of perjury. 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: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: _____ Relationship to Proposer:

Description of
Activities: _____

—

_____Duration of Engagement: _____Anticipated Cessation Date:

Proposer Contact Name: _____ Phone Number:

PART 3: 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 Township of Millburn 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 Borough to notify the Borough in writing of any changes to the answers of 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 Township of Millburn and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature:

Title: _____ Date: _____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of

Organization: _____

Organization

Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
 - For-Profit Corporation (any type) Limited Liability Company (LLC)
 - Partnership Limited Partnership Limited Liability Partnership (LLP)
 - Other (be specific): _____

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

? No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

STATE OF NEW JERSEY DEBARRED LIST AFFIDAVIT

I, _____ of the _____ (Township)
in the County of _____ and the State of _____ being
of full age and fully sworn according to law on my oath depose and say that:

I am _____ an officer of the firm of _____
the bidder making the Proposal for the above named work, and that I executed the said
Proposal with full authority to do so; that said bidder at the time of making this bid is not
included on the State of New Jersey, Treasurer’s List of Debarred, Suspended and Disqualified
Bidders; and that all statements contained in said Proposal and in this affidavit are true and
correct, and made with the full knowledge that the Township of Millburn, as the Owner, relies
upon the truth of the statements contained in said Proposal and in the statements contained in
the affidavit in awarding the contract for said work.

The undersigned further warrants that should the name making this bid appear on the State
Treasurer’s List of Debarred, Suspended and Disqualified Bidders at any time prior to, and
during the life of this Contract including the Guarantee Period, that the Local Governing Unit
shall be immediately so notified by the signatory of the Eligibility Affidavit.

The undersigned understands that the firm making the bid Contractor is subject to disbarment,
suspension and/or disqualification in contracting with the State of New Jersey, if the Contractor
pursuant to NJAC 7:1-5.2, commits any of the acts listed therein, and as determined according
to applicable law and regulation.

_____ Contractor

_____ Name and Title of Affiant

Subscribed and sworn before me this ____ day of _____ 20 ____.

_____ (Notary Signature)

Notary Public of _____

My Commission Expires _____.

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

SS:

I, _____ residing in

(name of municipality)

(name of affiant)

in the County of _____ 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)

(name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with

(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding 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 truth of

the statements contained in said Proposal

(name of contracting unit)

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

Signature

_____, 2____

(Type or print name of affiant under signature)

_____ Notary

public of

My Commission expires _____

(Seal)

Township of Millburn

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

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

No addenda were received:

Acknowledged for: _____
(Name of Bidder)

By: _____

(Signature of Authorized Representative)

Name: _____

(Print or Type)

Title: _____

Date:

