

REQUEST FOR QUALIFICATIONS

FOR

EAST BRUNSWICK REDEVELOPMENT AGENCY



ISSUE DATE: November 17, 2022
DUE DATE: December 14, 2022 @11:00 AM

Issued by:

East Brunswick Redevelopment Agency
1 Jean Walling Civic Center
East Brunswick, New Jersey 08816
Tel. 732-390-6850
Fax. 732-238-8848
www.eastbrunswick.org

Legal Publication Date: East Brunswick Township website
November 17, 2022

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications:

- “Redevelopment Agency” or “Agency” – refers to the East Brunswick Redevelopment Agency, its officers and elected and appointed officials, employees and advisors and consultants.
- "Due Date" - refers to the date and time by which Qualification Statements must be received by the Redevelopment Agency in order to be considered for award of the contract or position.
- "Qualification Statement" - refers to a Respondent’s complete response to this RFQ.
- "Qualified Respondent" - refers to those Respondents who (in the sole judgment of the Redevelopment Agency) have satisfied the qualification criteria set forth in this RFQ.
- "RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.
- "Respondent" or "Respondents" - refers to the interested individuals and firms that submit Qualification Statements.
- “Services” – refers to the professional services the Township seeks in this RFQ process.
- “Successful Respondent” – refers to the Respondent selected by the Redevelopment Agency to perform the Services.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction and Purpose.

The Redevelopment Agency is soliciting Qualification Statements from interested persons and/or firms for the provision of the professional services described herein. Through a Request for Qualification process, persons and/or firms interested in assisting the Redevelopment Agency with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Redevelopment Agency will review only Qualification Statements that include all the required information as described herein. The Redevelopment Agency intends to qualify persons and/or firms that (a) possess the professional capabilities to provide the proposed services; (b) will agree to work under the compensation terms and conditions set forth; and (c) have demonstrated the capability and willingness to provide high quality services to the Redevelopment Agency.

1.2 Procurement Process and Schedule.

The selection of Qualified Respondents is subject to the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4 *et seq.* The Redevelopment Agency has structured a competitive procurement process which ensures that anyone interested in providing the services sought has an opportunity to submit a Qualification Statement in response to this RFQ. The Redevelopment Agency will evaluate responses to this RFQ in accordance with the criteria set forth in Section 5. Based upon the totality of the information contained in the Qualification Statement, and from the Respondents’ references, the Redevelopment Agency will determine which Respondents are qualified. Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Redevelopment Agency) will be designated as a Qualified Respondent, and will be considered for selection by the Redevelopment Agency.

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are stated in the Anticipated Procurement Schedule. The Redevelopment Agency reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents who have provided contact information to the Agency upon receipt of this RFQ.

Qualification Statements must be received by the Township's Designated Contact Person, via mail or hand delivery, by 11:00 A.M. prevailing time on the Due Date. Qualification Statements received after 11:00 A.M. on the Due Date will be returned unopened.

All communications concerning this RFQ or the RFQ process shall be directed to the Redevelopment Agency's Designated Contact Person, in writing. The Designated Contact Person is:

**Loren Morace, Redevelopment Agency Clerk
Township of East Brunswick
1 Jean Walling Civic Center Drive
East Brunswick, New Jersey 08816-1081**

ANTICIPATED PROCUREMENT SCHEDULE

<u>ACTIVITY</u>	<u>DATE</u>
1. Issuance of Request for Qualifications	November 17, 2022
2. Receipt of Qualification Statements/ Due Date	December 15, 2022
3. Completion of Evaluation of Qualification Statements	December 16, 2022
4. Award of Professional Services Agreements	January 3, 2023

1.3 Conditions Applicable to RFQ.

Upon submitting a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions:

- This document is an RFQ and does not constitute an RFP.
- This RFQ does not commit the Redevelopment Agency to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent. There shall be no claims whatsoever against the Redevelopment Agency, its staff or consultants for reimbursement or payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.
- The Redevelopment Agency reserves the right to reject for any reason any and all responses and components thereof.
- The Redevelopment Agency reserves the right to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.

- The Redevelopment Agency reserves the right, without prior notice, to supplement, amend, or modify this RFQ, or to request additional information.
- All Qualification Statements shall become the property of the Redevelopment Agency and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Redevelopment Agency in accordance with law.
- Any Qualification Statements not received by the Redevelopment Agency timely will be rejected.
- The Redevelopment Agency shall not be liable for any claims or damages alleged to have been incurred as a result of this RFQ process, including the Redevelopment Agency's review of Qualification Statements and its award of contracts.

1.4 Rights of Redevelopment Agency.

The Redevelopment Agency reserves the following rights with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the Redevelopment Agency deems necessary or convenient, to clarify the information provided as part of a Qualification Statement, and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFQ at any time, commence a new procurement process, or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Redevelopment Agency shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

1.5 Addenda or Amendments to RFQ.

After the issuance of the RFQ, but no later than five (5) business days prior to the Due Date, the Redevelopment Agency may issue addenda, amendments or answers to written inquiries. Addenda will be noticed by the Redevelopment Agency and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of any addenda issued.

1.6 Proposal Format.

Responses should cover all information requested in Section 3 of this RFQ. Responses that do not meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2

SCOPE OF SERVICES

The Redevelopment Agency seeks Qualification Statements from Respondents that have expertise in the provision of services as outlined the Notice of Solicitation. Refer to Appendix A for Scope of Services for particular profession.

The term of the contracts between the Agency and the successful Respondents will be for one (1) year. The Agency anticipates qualifying Respondents for the Redevelopment Agency at its Reorganization Meeting in January. The Agency shall reserve the right to terminate the contract without cause on 15 days' notice.

SECTION 3

SUBMISSION REQUIREMENTS

3.1 General Requirements.

Respondent's Qualification Statement must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information described below, Respondents are invited to submit supplemental information that may be useful to the Redevelopment Agency in evaluating the Qualification Statement. This information may include, for example, a firm profile or brochure. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2 Administrative Information Requirements.

The Respondent shall, as part of its Qualification Statement, provide the following documentation and information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Intent (See Exhibit A).
3. Name, address and telephone number of the individual or firm submitting the Qualification Statement and the name of the key contact person.
4. A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities (*e.g.* N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27-1.1 *et seq.*) and evidence of such compliance. (See Exhibit B)

5. The number of years Respondent has been in practice.
6. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If any, please provide the docket numbers.
7. Whether Respondent or its firm is now or has been involved in any bankruptcy or re-organization proceedings in the last ten years. If so, please provide the docket numbers.
8. A statement that principals have no immediate relatives who are Redevelopment Agency employees or elected officials.

3.3 Professional Information Requirements.

1. Respondent shall submit a description of its overall experience in providing the same or similar Services. At a minimum, the following information should be included as appropriate:
 - a. Description and scope of Respondent's work experience.
 - b. Three business references, including contact information.
 - c. Explanation of perceived relevance of Respondent's experience to the RFQ.
2. Describe those portions of the Respondent's services, if any that are sub-contracted. Identify all subcontractors the Respondent anticipates using in connection with the Services.
3. Resumes of key employees who will be assigned to provide the Services.

3.4 Services Fees.

1. **Refer to Appendix A Scope of Services.**
2. Respondents should take careful note of the following:
 - a. Respondent shall be reimbursed for out-of-pocket expenses that shall include, but not be limited to:
 - (i) Faxes and conference calls;
 - (ii) Payment of filing, application fees, review fees and similar charges;
 - (iii) Outside printing, reproduction, binding, collating, graphic services;
 - (iv) Messenger service and overnight mail.

Charges incurred under (iii) and (iv) must be pre-approved by the Redevelopment Agency.

- b. Respondent shall send monthly invoices to the Redevelopment Agency detailing the Services performed.
- c. The Redevelopment Agency shall require that upon performing Services totaling 70 percent of the encumbered amount, whether or not all Services have been invoiced to the Redevelopment Agency, the Respondent shall provide the Redevelopment Agency with an estimate of additional funds that may be necessary to conclude the matter. Additional funds must be approved by resolution of the Redevelopment Agency. The Redevelopment Agency expects its professional service providers to maintain time-management control systems to ensure compliance with this RFQ requirement.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1 Submission of Qualification Statements.

Respondents must submit an original and two copies of its Qualification Statement to the Designated Contact Person:

**Loren Morace, Redevelopment Agency Clerk
East Brunswick Redevelopment Agency
1 Jean Walling Civic Center Drive
East Brunswick, New Jersey 08816-1081**

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein:

1. Qualification Statements must be received by the Redevelopment Agency no later than the Due Date, and must be mailed or hand-delivered. Qualification Statements forwarded by facsimile or email will not be considered. Qualification statements received after the designated time on the Due Date will be returned, unopened, to the sender. The Respondent is solely responsible for delays in delivery.
2. Qualification Statements and all Forms (Exhibits A through J) and other related information must be stapled or bound, and signed by the Respondent. If Respondent is other than a natural person, the Qualification Statement must be signed by an individual with power to bind the Respondent.
3. The name of the Respondent and the position or contract for which the submission is being made must be printed on the outside of the package containing Respondent's submission. The Township will, in its sole discretion, determine whether to qualify more than one Respondent for the Services.
4. Respondents are reminded that the forms attached to this RFP must be completed and submitted with their Qualifications Statements. See also, Exhibit C for a list of documents that must be submitted with the Qualifications Statement and those that that successful Respondents must present to the Redevelopment Agency prior to the Redevelopment Agency executing a contract for services with the Respondent.

4.2 Legislation Compliance

Respondents are to submit a Certification of Political Contribution pursuant to N.J.S.A. 19:44A-20.4 *et seq.* with their Qualifications Statement. A Certification form is provided as Exhibit G.

SECTION 5

EVALUATION

The Redevelopment Agency's objective in soliciting Qualification Statements is to enable it to select a firm, individual, or organization that will provide high quality and cost-effective services to the taxpayers. The Redevelopment Agency will consider Qualification Statements only from firms, individuals, or organizations that, in the Redevelopment Agency's judgment, have demonstrated the capability and willingness to provide high quality services to the taxpayers in the manner described in this RFQ. The Redevelopment Agency will consider all relevant factors, including, but not limited to:

1. Qualifications of the firm, specifically as they relate to the services requested.
2. Related project experience of the firm(s) and the individuals who would be assigned to provide services.
3. Familiarity with the redevelopment and the East Brunswick Redevelopment Agency.
4. Available resources to complete project. This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the services.
5. Other factors determined to be in the best interest of the Redevelopment Agency.

Exhibit A

LETTER OF INTENT

(To be prepared on Respondent's Letterhead. No modifications may be made to this letter)

Date:

Loren Morace, Redevelopment Agency Clerk
East Brunswick Redevelopment Agency
1 Jean Walling Civic Center Drive
East Brunswick, New Jersey 08816-1081

Re: Letter of Intent

Dear Ms. Morace:

The undersigned, as Respondent, has (have) submitted the attached Qualifications Statement in response to a Request for Proposals\Qualifications (RFP\RFQ), issued by the East Brunswick Redevelopment Agency dated _____ in connection with the "Scope of Services." The undersigned hereby states:

1. The Qualifications Statement contains accurate, factual and complete information to the best of our knowledge and belief. The Qualifications Statement is submitted in good faith. I/we understand that any false statement may result in my/our disqualification.
2. Respondent agrees to participate in good faith in the procurement process described in the RFP and to adhere to the Redevelopment Agency's procurement schedule.
3. Respondent acknowledges that all costs incurred by it (them) in connection with the preparation and submission of the Qualifications Statement, amendments thereto, and any other documents prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. Respondent hereby declares that the only persons anticipated by Respondent to perform the professional services for which this Qualifications Statement is submitted are named herein and that no person other than those herein named participated in this Qualifications Statement or will participate in any contract to be entered into between Respondent and the Redevelopment Agency. Respondent declares that this Qualifications Statement is made without connection with any other person, firm or parties who has submitted a Qualifications Statement, except as expressly set forth below, and that it has been prepared and submitted in good faith and without collusion or fraud.
5. Respondent acknowledges and agrees that the Redevelopment Agency may modify, amend, suspend and/or terminate the procurement process (in its sole judgment).
6. Respondent acknowledges that if it becomes the Successful Respondent and is awarded a contract to provide the Services, it shall comply with all applicable affirmative action and equal employment opportunity laws

Signed: _____

Printed: _____

Title: _____

*If a joint venture, partnership or organization other than a natural person is submitting a Qualifications Statement, this Letter of Qualification must be signed by an individual with the authority to bind the organization.

Exhibit B

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE PER N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27-1.1 *et seq.* 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.

Exhibit B, Continued

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. 17:27-1.1 et seq.**

Exhibit C

CHECKLIST FOR ITEMS TO BE SUBMITTED WITH QUALIFICATIONS STATEMENT

Read,
Acknowledged,
Signed & Submitted
Respondent's Initial

FAILURE TO SUBMIT ANY OF THESE ITEMS IS MANDATORY CAUSE FOR REJECTION OF RFP/RFQ

1	Letter of Intent (Exhibit A)	
2	Affirmative Action Letter, Certificate or Employee Information Report AA-302 (Exhibit B) (Submit Copy of State Certificate of Employee Information Report Prior to Contract Award)	
3	Checklist for Items to be Submitted (Exhibit C)	
4	Ownership Disclosure Statement (Exhibit D)	
5	Non-Collusion Affidavit (Exhibit E)	
6	Certification of Political Contributions (Exhibit G)	
7	Proposal Form (Exhibit H)	
8	Acknowledgement of Receipt of Addenda (Exhibit I)	
9	Disclosure of Investment Activities in Iran (Exhibit J)	

DOCUMENTS REQUIRED PRIOR TO CONTRACT EXECUTION

1	Business Registration Certificate (BRC) from the State of New Jersey Department of Treasury, Division of Revenue) (N.J.S.A. 52:32-44) (<i>SUBMISSION OF CERTIFICATE WITH RESPONSE PREFERRED</i>)	
2	Certificate of Insurance Evidencing Comprehensive Liability, Property/Casualty (\$2 million aggregate/\$1 million per occurrence) (or less if Umbrella coverage is present); Workers Compensation (statutory limits); and Professional Malpractice (if applicable) (\$2 million aggregate/\$1 million per occurrence) naming Redevelopment Agency as additional insured.	

READ ONLY

1	Americans With Disability Act of 1990 Language (Ex. F)	
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Signature: The undersigned hereby acknowledges that he/she has submitted the required documents with the Qualifications Statement and will submit the remaining required documents prior to execution of a contract with the Redevelopment Agency.

Name of Respondent/ Firm: _____

Print Name and Title: _____

Signature: _____

Date: _____

EXHIBIT D

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 Qualifications Statement submissions. Failure to submit the required information is cause for automatic rejection.

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 if 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 non-corporate 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 respondent; that the ***East Brunswick Redevelopment Agency*** 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 ***East Brunswick Redevelopment Agency*** to notify the ***East Brunswick Redevelopment Agency*** 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 ***East Brunswick Redevelopment Agency*** to declare any contract(s) resulting from this certification void and unenforceable.

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

Exhibit E

NON-COLLUSION AFFIDAVIT

I, _____ of the City of _____, in the County of _____, and the State of _____, of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____, the Respondent herein, and I executed the Respondent with full authority to do so; that the Respondent has not directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive proposing in connection with the above-named Vendor, and that all statements contained in the Qualifications Statement and in this affidavit are true and correct, and made with full knowledge that the East Brunswick Redevelopment Agency relies upon the truth of the statements contained in the Qualifications Statement and the statement in this affidavit in awarding the contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure a 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 _____ (Name of Vendor).

Signature

Print or Type Name and Title

Exhibit F

AMERICANS WITH DISABILITIES ACT OF 1990 EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY

The RESPONDENT and the EAST BRUNSWICK REDEVELOPMENT AGENCY (herein referred to as the AGENCY) do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S.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 regulation promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the AGENCY pursuant to this contract, the RESPONDENT agrees that the performance shall be in strict compliance with the Act. In the event the RESPONDENT, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the RESPONDENT shall defend the AGENCY in any action or administrative proceeding commenced pursuant to this Act. The RESPONDENT shall indemnify, protect, and save harmless the AGENCY, 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 the alleged violation. The RESPONDENT 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 AGENCY'S grievance procedure, the RESPONDENT agrees to abide by any decision of the AGENCY, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding result in an award of damages against the AGENCY or if the AGENCY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure the RESPONDENT shall satisfy and discharge the same at its own expense.

The AGENCY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the RESPONDENT along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the AGENCY or any of its agents, servants, and employees, the AGENCY shall expeditiously forward or have forwarded to the RESPONDENT every demand, complaint, notice, summons, pleading, or other process received by the AGENCY or its representatives.

It is expressly agreed and understood that any approval by the AGENCY of the services provided by the RESPONDENT pursuant to this contract will not relieve the RESPONDENT of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the AGENCY pursuant to this paragraph.

It is further agreed and understood that the AGENCY assumes no obligation to indemnify or save harmless the RESPONDENT, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the RESPONDENT expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the RESPONDENT'S obligations assumed in this Agreement, nor shall they be construed to relieve the RESPONDENT from any liability, nor preclude the AGENCY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Exhibit G

CERTIFICATION OF POLITICAL CONTRIBUTIONS

Name of Business Entity: _____
(Respondent)

Contact Person: _____
(Name and Title)

Qualifications Statement Submitted for: _____
(e.g., Engineer; Counsel, etc.)

Date of Proposal: _____

STATE OF NEW JERSEY)
 ss:
 COUNTY OF _____)

_____, being duly sworn, upon his/her oath deposes and says:

I am _____ of the Respondent referenced above.
 (title)

I have read Township of East Brunswick Ordinance No. 06-13 Establishing Restrictions on the Award of Contracts to Professional Entities and Certain Other Entities Who Make Certain Political Contributions, and pursuant to Section 3 (a) thereof, and I state that the Respondent has not made any contributions in violation of Section 1 of Ordinance No. 06-13 as amended by Ord. 19-23.

Exhibit H

PROPOSAL FORM

COMPLETE IF REQUIRED BY SCOPE OF SERVICES

To the Clerk of the East Brunswick Redevelopment Agency:

The Respondent whose signature is below declares that he/she has reviewed the RFP\RFQ. In the event this Qualifications Statement is accepted, and the Redevelopment Agency awards a contract to this Respondent for the Services, Respondent agrees to perform the Services as set forth under Section 2 of the RFP\RFQ following total amount:

\$ _____
(Amount in numbers)

\$ _____
(Amount in words)

Name of Respondent (Print)

Title

Signature

Date

Exhibit I

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda:

Addendum Number

Dated

Acknowledged for _____
Name of Respondent

By _____
Signature of Authorized Representative

Name _____
(Print)

Title _____

Exhibit J

**EAST BRUNSWICK REDEVELOPMENT AGENCY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

BID/RFP/RFQ/Solicitation: _____ **Bidder/Offeror:** _____

Part 1: Certification

**BIDDERS ARE TO COMPLETE PART 1 BY CHECKING EITHER BOX
Failure to check one of the Boxes will render the Proposal Non-Responsive.**

Pursuant to P.L.2012, c.25, N.J.S.A.52:32-55 et al., 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, is identified on the Department of the Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's 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 may render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of the 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 P.L. 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, sign and complete the Certification below.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

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 on additional sheets provided by you.

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 East Brunswick Redevelopment Agency 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 Redevelopment Agency to notify the Redevelopment Agency 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 East Brunswick Redevelopment Agency, New Jersey and that the Redevelopment Agency at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print) _____ Signature: _____

Title _____ Date: _____

*This form need not be submitted. It is provided for use in assuring compliance with all required documentation.

EAST BRUNSWICK REDEVELOPMENT AGENCY
SEALED SUBMISSION LABEL FOR REQUEST FOR
QUALIFICATIONS

Please Tape This Label To The Front Of Your Sealed Submission

DO NOT OPEN

IMPORTANT - SEALED SUBMISSION ENCLOSED

NAME COMPANY: _____

ADDRESS: _____

TO: EAST BRUNSWICK REDEVELOPMENT AGENCY
ATTN: AGENCY CLERK
1 CIVIC CENTER DRIVE
EAST BRUNSWICK, NJ 08816-1081

TITLE OF SUBMISSION:

APPENDIX A

SCOPE OF SERVICES

APPRAISAL SERVICES:

The Redevelopment Agency seeks Qualification Statements from Respondents that have expertise in the provision of **Appraisal Services** in connection with:

- Appraisal Services – Various Projects; and
- Commercial Property Valuation

Respondents must state in their responses which of the Services they are interested in providing. Respondents should be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

The Redevelopment Agency shall expect the successful Respondents to:

- a. Perform Appraisal Services as requested by the Redevelopment Agency and its Officials.
- b. Attend meetings of the Redevelopment Agency as requested.
- c. Attend all other meetings that the Redevelopment Agency shall require.
- d. Provide advice and review to the Redevelopment Agency and its officers and employees, as needed.
- e. Provide services usual and customary for appraisers.

Note: All appraisers who will be providing services for the Redevelopment Agency must be licensed in the State of New Jersey, as applicable.

Respondent shall specifically acknowledge agreement to provide services for a fee not to exceed \$175 per hour.

AUDITOR:

The Redevelopment Agency seeks Qualification Statements from Respondents that have expertise in the provision of **Redevelopment Agency Auditor**. Respondents must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

The Redevelopment Agency shall expect the successful Respondent to provide auditor services as follows:

- a. Audit of the Agency's accounts and records supporting the Agency's 2023 financial statements.
- b. Perform tests of internal controls and compliance with statutory requirements.
- c. Preparation of the Agency's audited statutory financial statements.
- d. Review of annual budget.
- e. Provide as needed accounting and tax guidance throughout the year.
- f. Meet with the Redevelopment Agency, its staff, and consultants as needed and requested.
- g. Advise on legislative changes which may require record changes during the year.
- h. Attend meetings of the Redevelopment Agency when requested;
- i. Attend all other meetings that the Agency shall require; and
- j. Provide financial and budgetary advice to the Agency as needed or requested.

Respondent shall provide total amount for services for the above. Respondent shall specifically acknowledge agreement to provide services for a fee not to exceed \$175 per hour for services beyond the scope of work.

CONFLICT ATTORNEY/LEGAL SERVICES:

The Redevelopment Agency seeks Qualification Statements from Respondents that have expertise in the provision of **Conflict Attorney/Legal Services**. Respondents should be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

The Redevelopment Agency shall expect the successful Respondents to:

- a. Perform Legal Services as requested by the Redevelopment Agency and its Officials.
- b. Attend meetings of the Redevelopment Agency, as requested, and provide advice to the Agency.
- c. Attend all other meetings that the Redevelopment Agency shall require.
- d. Provide advice opinions and legal memoranda when requested.
- e. Provide legal advice and review to the Agency as needed.

Note: All attorneys who will be performing legal services for the Agency must be licensed to practice law in the State of New Jersey. Attorneys are reminded that conflicts may arise in connection with their private practice and their position as Redevelopment Agency Conflict Attorney, and are advised to familiarize themselves with *In re Supreme Court Advisory Committee on Professional Ethics Opinion No. 697*, 188 N.J. 549 (2006), which discusses conflicts of interest and application of R.P.C. 1.8(k).

The term of the contract between the Agency and the successful Respondents will be for one (1) year. The Agency anticipates awarding contracts for the Services at its scheduled Redevelopment Meeting in December. The Agency shall reserve the right to terminate a contact without cause on 15 days' notice.

Respondent shall specifically acknowledge agreement to provide services for a fee not to exceed \$175 per hour to the Agency and not to exceed \$275 per hour when billing against a Redevelopers escrow.

ENGINEERING SERVICES:

The Redevelopment Agency seeks Qualification Statements from Respondents that have expertise in the provision of **Engineering Services**. The Agency intends to qualify engineers and engineering firms for the provision of services as:

- Redevelopment Agency Engineer
- Engineering Services – Special Projects (Traffic Signal & Intersection Design, Road, Sewer, Water, Traffic, Parking, Parking Decks)

Respondents must note in their responses which of the Services they are interested in providing. Respondents must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

The Agency shall expect the successful Respondents to:

- a. Perform Engineering Services as requested by the Agency.
- b. Attend meetings of the Agency as requested.
- c. Attend all other meetings that the Agency shall require.
- d. Provide all services usual and customary to engineers.

Note: All engineers who will be performing services for the Agency must be licensed by the State of New Jersey.

Respondent shall specifically acknowledge agreement to provide services for a fee not to exceed \$175 per hour.

ENVIRONMENTAL ENGINEERING SERVICES:

The Redevelopment Agency seeks Qualification Statements from Respondents that have expertise in the provision of **Environmental Engineering Services**. Respondents must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

The Agency shall expect the successful Respondents to:

- a. Perform Environmental Engineering Services as requested by the Agency.
- b. Attend meetings of the Agency as requested.
- c. Attend all other meetings that the Agency shall require
- d. Provide all services usual and customary to environmental engineers.

Note: All engineers who will be performing environmental engineering services for the Agency must be licensed by the State of New Jersey.

Respondent shall specifically acknowledge agreement to provide services for a fee not to exceed \$175 per hour.

FINANCIAL ADVISOR SERVICES:

The Redevelopment Agency seeks Qualification Statements from Respondents that have expertise in the provision of **Financial Advisor Services** in connection with **Redevelopment Projects**. Respondents must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

The Redevelopment Agency shall expect the successful Respondent to:

- a. Provide advice and services to the Agency in connection with the issuance of bonds and notes by the Township to finance various capital projects as well as continuing disclosure compliance under the Municipal Securities Rules and post issuance compliance with arbitrage rules under the Internal Revenue Code.
- b. Prepare and review Financial Impact Studies for Redevelopment projects; review and analyze financial projections relating to affordable housing units.
- c. The Financial Advisor shall perform other such duties and render such services as may from time to time be requested by the Redevelopment Agency.
- d. Attend meetings of the Redevelopment Agency as requested.
- e. Attend all other meetings that the Agency shall require.
- f. Provide advice and review to the Agency and its officers and employees of the Agency as needed.
- g. Provide services usual and customary for appraisers.

Respondent shall specifically acknowledge agreement to provide services for a fee not to exceed \$175 per hour.

REDEVELOPMENT ATTORNEY/LEGAL SERVICES:

The Redevelopment Agency seeks Qualification Statements from Respondents that have expertise in the provision of **Redevelopment Attorney/Legal Services**. Respondents should be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

The Redevelopment Agency shall expect the successful Respondents to:

- a. Perform legal services as requested by the Agency including representation of the Agency with respect to claims, negotiation, and litigation;
- b. Attend all meetings of the Agency and provide advice to the Agency;
- c. Attend all other meetings that the Agency shall require;
- d. Prepare legal opinions and legal memoranda when requested; and
- e. Provide legal advice and review to the Agency as needed.

Note: All attorneys who will be performing legal services for the Agency must be licensed to practice law in the State of New Jersey. Attorneys are reminded that conflicts may arise in connection with their private practice and their position as Redevelopment Agency Attorney, and are advised to familiarize themselves with In re Supreme Court Advisory Committee on Professional Ethics Opinion No. 697, 188 N.J. 549 (2006), which discusses conflicts of interest and application of R.P.C. 1.8(k).

Respondent shall specifically acknowledge agreement to provide services for a fee not to exceed \$175 per hour to the Agency and not to exceed \$275 per hour when billing against a Redevelopers escrow.

REDEVELOPMENT CONSULTING SERVICES:

The Township seeks Qualification Statements from Respondents that have expertise in the provision of **Redevelopment Consulting Services**. Respondents also must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

The Redevelopment Agency shall expect the successful Respondents to:

- a. Provide advice and prepare reports, presentations and research on redevelopment for the Agency, commissioners and professionals as requested;
- b. Assist the Agency on Redevelopment rules and regulations;
- c. Represent the Agency as directed in meetings with state agencies, Middlesex County and other municipalities;
- d. Have capacity to prepare maps, reports and public presentations; and
- e. Provide consulting services and general advice to the Agency as it pertains to commercial and residential redevelopment.

Respondent shall specifically acknowledge agreement to provide services for a fee not to exceed \$175 per hour.

REDEVELOPMENT PLANNER SERVICES:

The Township seeks Qualification Statements from Respondents that have expertise in the provision of **Planner Services**. Respondents also must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

The Redevelopment Agency shall expect the successful Respondents to:

- a. Prepare for the Agency reports, presentations and research on land use, housing, open space, economic development, redevelopment, transportation, public utilities, historic preservation, and natural resource protection and conservation.
- b. Assist and advise the Agency on techniques, rules and regulations that the Agency may need in exercising its powers in the area of redevelopment, land use, housing, open space, economic development, transportation, public utilities, historic preservation and natural resource protection.
- c. Assist and advise the agency in preparing redevelopment plans.
- d. Provide planning advice to the agency, on planning proposals as appropriate.
- e. Prepare plans and other supportive documentation for development and redevelopment as directed.
- f. Represent the Township as directed in meetings with external stakeholders.
- g. Advise the agency as necessary on new or advanced planning techniques.
- h. Have the capabilities to prepare maps, reports and public presentations.

Note: All planners who will be performing services for the Agency must be licensed by the State of New Jersey.

Respondent shall specifically acknowledge agreement to provide services for a fee not to exceed \$175 per hour.

TRAFFIC CONSULTANT:

The Township seeks Qualification Statements from Respondents that have expertise in the provision of **Redevelopment Consulting Services**. Respondents also must be able to demonstrate that they have and will continue to have the capabilities to perform the Services.

The Redevelopment Agency shall expect the successful Respondents to:

- a. Perform traffic consulting services and provide advice to Agency on traffic matters, as requested;
- b. Perform traffic studies, as requested;
- c. Have all required engineering certifications;
- d. Attend all meetings of the Agency;
- e. Attend all other meetings that the Agency shall require; and
- f. Prepare reports, as needed.

Respondent shall specifically acknowledge agreement to provide services for a fee not to exceed \$175 per hour.