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**COUNTY OF OCEAN
ADMINISTRATION BUILDING
101 HOOPER AVENUE
TOMS RIVER, NEW JERSEY 08753**

REQUEST

FOR

PROPOSAL

FOR

**ENGINEERING SERVICES FOR THE DESIGN & PERMITTING
OF A NEW COUNTY PARK IN
MANCHESTER TWP.**

REQUEST FOR PROPOSALS

The Ocean County Board of Chosen Freeholders is requesting proposals for the services of an Engineering firm licensed in the state of New Jersey to provide **Engineering Services for the Design & Permitting for a New County Park in Manchester Twp.**

The Request for Proposals (RFP) is available on the Ocean County Bid Portal Website (<http://www.co.ocean.nj.us/ocbidportal.nsf>) or by contacting the County Administrator's Office at 732-929-2147. It is recommended that the proposers visit and become familiar with the project site, this is a non-mandatory walk-through (see **attached aerial photo**), and must be completed within 2-weeks of the issuing of this RFP (on or before May 21, 2020). After the site visit(s) please contact Joseph A. Pirozek, Project Manager 732-506-9090 x 5952, and a conference call/video conference will be set up with those proposers who have visited the project site on **Friday, May 22, 2020 at 11:00 am**.

Sealed proposals shall be mailed to:

County Administrator's Office
Administration Building, Room 335
101 Hooper Avenue
Toms River, New Jersey 08753

and must be received prior to **4:00 pm**, prevailing time on **Thursday, June 11, 2020**. The County will not be responsible for late mail deliveries and no proposals will be accepted if received after the time stipulated in this notice. Proposals may be hand delivered to the County Administrator's Office.

By order of the Board of Chosen Freeholders of the County of Ocean.

Signed: **JOSEPH H. VICARI**
Freeholder Director

CARL W. BLOCK
County Administrator

TO ALL VENDORS:

Ocean County is closely monitoring the situation of the COVID-19 virus. In an effort to maintain the safety and health of all persons, our procedures for the receipt of all Bid, RFP/RFQ, and Competitive Contract (CC) packages will be as follows until further notice:

We strongly encourage all vendors to mail in their bid, RFP/RFQ, and CC packages. For all submission packages to be mailed, please follow the instructions as stipulated in the Instructions to Bidders page of the specifications.

If a vendor needs to hand deliver a package, there will be a locked drop box located in front of the Ocean County Administration Building, 101 Hooper Ave. Toms River, NJ 08753 where sealed responses can be securely dropped off. The box is labeled:

PROCUREMENT PROPOSAL DOCUMENT DROP BOX

Please ensure the submission envelope clearly bears the name and address of the vendor, the name of the bid/RFP/RFQ/CC and the date of the opening.

Responses left in the drop box will be collected and recorded daily. In-person hand deliveries of submissions the day of the opening will be collected and recorded in the Administration Building Lobby.

If a vendor determines that it is absolutely necessary to attend the official bid opening, please be advised the County will enforce appropriate protocols of social distancing to limit the exposure of pathogens. In order to limit the exposure of pathogens, the County will not be allowing vendors to immediately review any submission documentation at the opening. If a vendor requires information regarding the submissions, they shall contact the Ocean County Purchasing Department at (732) 929-2101.

The County will not be responsible for late mail deliveries and no bids will be accepted if received after the time stipulated in the Notice to Bidders.

We appreciate your understanding and cooperation of these matters during this time.

INTRODUCTION

The County of Ocean is a County of Fifth Class as defined in N.J.S.A. 40A:6-1 et seq. Pursuant to N.J.S.A. 19:44A-20.4 et seq., the County of Ocean requests proposals from firms capable of providing **ENGINEERING SERVICES FOR THE DESIGN & PERMITTING OF A NEW COUNTY PARK IN MANCHESTER TWP.** for a one year contract term.

The successful vendor(s) must have a minimum of Five years' experience in providing **Engineering Design & Permitting Services for large scale Parks and Recreation development projects in excess of 5 Million Dollars.**

SCOPE OF WORK

Proposals are being sought for engineering services for the design, permitting, and architectural services for a new County Park in Manchester Township, the preparation of bid specification, including bid support RFI and submittal review during construction, and attendance to a minimum of 20 bi-monthly progress meeting. The Design Phase is a critical element in the successful implementation of this project. The proposal shall also include shop drawing and RFI review through the completion of the construction phase. The contract will be awarded as a lump sum for the duration (all phases) of the project.

All supporting studies and/or surveys necessary to obtain all local, county, state, and federal permits which will be necessary to complete the improvements at the site (i.e. Threatened and Endangered Species Survey, geotechnical/subsurface investigations, Hydrogeological studies, wetland delineation, cultural resource surveys, topographic survey, traffic studies for ingress/egress to the new park etc.) shall be included in the proposal as separate line items. Coordination with the County Engineer will be required for ingress/egress to and from County Roads. Coordination with Ocean County Information Technology for Security Camera, and phone/data requirements.

All state and federal permits required; or potentially required; (i.e. stream encroachment, Pinelands, CAFRA etc.) to complete the improvements at the site shall be included in the proposal as separate line items. A courtesy review with the local planning board shall be included in the proposal. The proposal shall include 10 progress meeting with the County during the design/permitting phase, not including the project kick-off meeting or pre-application meeting with regulators, as a separate line item.

AWARD

The County shall award the contract for the duration (all phases) of the project. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor to obtain the most cost advantageous services for the County.

The County reserves the right to reject any or all proposals in accordance with N.J.S.A. 40A:11-13.2, or to waive any informalities and non-material defects in the proposals and to accept any proposal deemed in the best interest of the County.

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

PROFESSIONAL & TECHNICAL INFORMATION

The proposer shall provide a statement of their qualifications and technical ability in Design, Regulatory Permitting, and Bid Support & Negotiation services, as well as Construction Phase Support and services identified herein.

The proposer shall possess first hand, in-depth understanding of Design, Regulatory Permitting, and Bid Support & Negotiation services, as well as Construction Phase Support.

The proposer shall provide a Statement of Work, outlining the proposed timeline, and stages of implementation of the services identified herein.

The proposer shall provide a Statement of Agreement to all terms and conditions set forth in this RFP as well as the services identified herein, and as listed on RFP Document Checklist.

The proposer shall provide a background statement should demonstrate the firm's understanding and approach to the project, as well as detail the firm's previous experience with projects of comparable size and complexity, and with the firm's previous experience with projects for the County

- a. The proposer shall have working knowledge of Design, Regulatory Permitting, Bid Support and Negotiation services, as well as Construction Phase Support Services.
- b. The proposer is to have a thorough understanding of large scale park development projects in excess of 5 Million Dollars
- c. A principal, registered or certified member of the firm must be a member of a recognized engineering organization
- d. The proposer is to have in-house personnel to be assigned to the work who have a minimum of 5 years in the design and permitting of parks and recreation development projects of comparable size and complexity.

PROJECT DESCRIPTION

The ~215 acre future County Park site located on Rt. 571 in Manchester Township was acquired by The County of Ocean in 2019, from private owners, as well as a donation from the Township of Manchester, is bound by Rt. 547 and the railroad tracks (**see attached aerial photo**). The parcel is also bisected by Ridgeway Blvd, creating a unique opportunity for the development of a County Park which offers both active, and passive recreation in a single park.

Ultimately, the environmental conditions of the site will dictate where and how the development will take place. It has always been the desire of Ocean County to fit park amenities into the site, and let the geography, ecology, and beauty of the various parks sites to dictate how the parks will fit into the landscape. The objective of the design is to fit the park into the landscape, as such, mature trees,

interesting natural features, and specimen trees/shrubs shall be identified, surveyed, so during the construction phase these unique features of the park are preserved, and not damaged or removed.

How the park is designed and developed will be dictated by the environmental conditions of the site. The goal is to cluster the development of the active amenities in a small footprint as it relates to the site as a whole. The design engineer shall provide the County of Ocean, Department of Parks & Recreation two options for development (passive on one parcel, and active on the other), which will achieve the County's goals; including color renderings of both options, and a list of pros & cons of each design option.

PROPOSED AMENITIES

1. UTILITIES

- A. The site shall be serviced by the following utilities:
 - a. City Water
 - b. Electric (underground)
 - c. Telephone/Data (underground)
 - d. City Sewer
 - e. Natural Gas
 - f. Storm Sewer

2. MAINTENANCE YARD & BUILDING

A. BUILDING

- a. Large maintenance building with overhead doors and multiple bays to allow access for vehicles & equipment (skid-steer, backhoe mason dump, etc...)
- b. One bay shall have overhead doors at both ends, to allow large trucks to pass through the building
- c. Chemical storage room (10'x10') with ventilation for the storage of fertilizer, and herbicide for the sports fields
- d. Rain gutters, and downspouts that extend underground and discharge to daylight
- e. Back-up generator for the building
- f. Air drops at all overhead doors, and work bench
- g. Electric drops for vehicles, and for work bench
- h. Whole building ventilation (exhaust) with manual override
- i. Epoxy floors throughout the building
- j. Break Room with small kitchenette, refrigerator, sink, casework, and lockers for employees
- k. Two Supervisors office(s)
- l. Tool/equipment storage
- m. Large storage room for maintenance/janitorial supplies
- n. Workshop with work bench shelving, and casework
- o. Employee restroom (with accessible plumbing chase)
- p. Separate bay with a separate entrance and overhead door for additional storage, this bay shall be climate controlled for long-term storage
- q. Exterior outlets, and hose bibs
- r. First aid and eyewash station with decontamination shower
- s. Floor drains

- t. Solar-Tubes
- u. Provide phone & Data
- v. HVAC
- w. Security cameras

B. YARD

- a. Oversized yard with bins for the storage of materials (stone, sand, fill, etc...), to be used as a regional yard to support nearby park facilities. Yard shall be large enough to accommodate the turning radius large trucks including tractor-trailers, equipment trailers
- b. Pole barn for the storage of equipment, as well as rack system for the storage of materials such as lumber, signs, accessories, etc...
- c. The yard shall be surrounded by 6' tall (minimum) board on board fencing, or black chain-link with security gates to restrict access to the public
- d. Oversized access road to allow access for trucks, deliveries and machinery, with concrete driveway apron and curb radius
- e. Site lighting (pole mounted, and building mounted)
- f. Building & yard shall have a separate entrance and shall not be visible from the highway or the rest of the park

3. COMFORT STATION

- a. Locate and design a new ADA compliant restroom building (shall be CMU construction) with an accessible plumbing chase, including exterior hose bibs, one hose bib in each restroom under the sinks
- b. The restroom shall include a men's restroom, woman's restroom, and a family restroom, all with stainless steel baby changing stations
- c. The comfort station shall be located on the active side of the project site, in close proximity to the picnic/playground area
- d. The comfort station shall also include an office for Ocean County Security, including, phone & data, electric, HVAC
- e. All fixtures shall be stainless steel
- f. Epoxy floors, with floor drains in all rooms
- g. Gutters and downspouts that extend underground and discharge to daylight
- h. Large janitor closet with slop sink, shelving, and casework for the storage of janitorial and restroom supplies
- i. Walls shall have FRP panels
- j. Bathroom partitions shall be HDPE
- k. Ventilation
- l. Solar-Tubes
- m. Heating and cooling (heat only in pipe chase)
- n. Security cameras
- o. Site lighting (building mounted)

4. PICNIC AREA(S)

A. PICNIC PAVILIONS

- a. Locate and design for a minimum of two (2) 40'x60' barrier free pre-fabricated picnic pavilions with 5" fiber reinforced concrete floor

- b. Provide for a block island grill (cooking area shall be 24"x36") for each picnic pavilion
- c. Provide a water fountain for each picnic pavilion
- d. Each picnic pavilion shall have a minimum of two (2) electrical outlets with weatherproof covers
- e. Each grill shall have a metal can, and metal shovel attached to a post for cleaning the ash, and spent charcoal from the grill
- f. Locate and design for two (2) horseshoe pits, two (2) bocce ball courts, two (2) corn hole game areas, in the vicinity of the picnic pavilions/grove

B. PICNIC GROVE

- a. Locate and design a picnic grove for individual/family picnics with a minimum of ten (10) grills, three (3) of which shall be barrier free
- b. Each grill shall have a metal can, and metal shovel, attached to a post for cleaning of the ash, and spent charcoal from the grills after each use
- c. Each picnic site within the picnic grove shall have a minimum of two (2) concrete picnic tables anchored to a 5" fiber reinforced concrete pad of sufficient size to accommodate the picnic tables, and park patrons
- d. Provide a water fountain in the vicinity of the picnic grove

5. CHILDREN'S PLAY AREA

A. PLAYGROUND(S)

- a. Locate and design a large barrier free 2-5 year old playground for children of all abilities
- b. Locate and design a large barrier free 5-12 year old playground for children of all abilities
- c. Playgrounds shall have 'pour in place' safety surfacing, rated for fall heights for the equipment to be installed
- d. Provide ample benches for the playground area
- e. Locate and design shade sails for the playground area

B. SPRAY PARK

- a. Locate and design a large all-inclusive spray park adjacent to the playground area
- b. Spray Park area shall include one (1) outdoor shower
- c. Provide ample benches in the area of the spray park
- d. Design and permit for the installation of a minimum of three (3) 10,000 gallon double walled fiberglass underground storage tanks to capture the effluent from the spray park to be used as irrigation for the developed area of the park
- e. Design appropriate pumps, and site piping to allow spray park effluent to be used as irrigation.
- f. Design a pass-thru system for effluent from the spray park once the underground storage tanks are full, to discharge to the sanitary sewer
- g. Spray park shall be designed to minimize run-off to surrounding areas

6. ACTIVE RECREATION

A. OUTDOOR WORKOUT AREA

- a. Locate and design an outdoor workout area for multiple user groups
- b. Workout area shall have 'pour in place' safety surface

- c. Locate and design shade sails for the outdoor workout area.
 - B. SOCCER/FOOTBALL
 - a. Locate and design one combination soccer/football field
 - b. Field shall have a water fountain in close proximity
 - c. Shade structure for the Home & Visiting team members with a 5” fiber reinforced concrete floor
 - C. SOFTBALL
 - a. Locate and design for one (1) softball field
 - b. Field shall have a water fountain in close proximity
 - c. Shade structure for the Home and Visiting team members with a 5” fiber reinforced concrete floor
 - D. PICKLE BALL
 - a. Locate and design for four (4) pickle ball court
 - b. Pickle ball court shall have a water fountain in close proximity
 - E. BASKETBALL
 - a. Locate and design for two (2) basketball court
 - b. Basketball courts shall have a water fountain in close proximity
 - c. Basketball courts shall be made of concrete
 - F. OPEN PLAY FIELD(S)
 - a. Locate and design for a minimum of two (2) open play fields
7. FLAG PRESENTATION AREA/TREE LINED PROMENADE
- A. FLAG PRESENTATION AREA
 - a. Locate and design for a Flag Presentation Area
 - b. Flagpole base shall have an innovative design (e.g. Compass Rose)
 - c. Provide for lighting of the flag (KIM Lighting -- model # ARFX09SP/K70UV/XX/XX)
 - B. TREE LINED PROMENADE
 - a. Locate and design for a tree lined promenade as a formal entrance to the park amenities
 - b. Promenade shall have lighting
 - c. Promenade shall have an entry arch with park name (e.g. Icon Shelter Systems, Inc. Product # EA11.5X1-9-P2-25-90-30)
8. VAULT RESTROOM BUILDINGS
- A. ACTIVE SIDE
 - a. Locate and Permit for the installation of two (2) Precast Concrete Vault Restroom Buildings (e.g. Double Rocky Mountain by CXT Precast Products, Inc.)
 - b. Buildings shall have one (1) frost free yard hydrant next to them, for daily cleaning of the building.
 - B. PASSIVE SIDE
 - a. Locate and permit for the installation of one (1) Precast Concrete Vault Restroom Buildings (e.g. Double Rocky Mountain by CXT Precast Products, Inc.) at or near the parking area.
 - b. Building shall have one (1) frost free yard hydrant next to it, for daily cleaning

9. PASSIVE RECREATION

A. PERIMETER WALKING PATH

- a. Locate and design a walking path around the perimeter of the 'passive' portion of the park.
- b. Walking path shall be ADA complainant
- c. Walking path shall be measured and marked with distance
- d. Walking path shall be constructed of asphalt
- e. Walking path shall be tree lined
- f. Provide for benches, and garbage/recycling cans along the walking path

B. PHYSICAL CHALLENGE TRAIL

- a. Locate and design a physical challenge trail through the interior of the 'passive' portion of the park
- b. Physical challenge trail shall be geared toward pre-teen, young adult, & adult user groups
- c. Each physical challenge 'station' shall have 'pour in place' safety surface, rated for fall heights for the equipment to be installed.
- d. Physical challenge trail shall have 'stations' of varying degrees of complexity/difficulty in individual 'pockets' along the entirety of the 'loop' trail (similar to the layout of the children's play trail at Jakes Branch County Park, 1100 Double Trouble Rd. Beachwood NJ)

C. HIKING TRAILS

- a. Permit for a minimum of two (2) low impact hiking trails through the undeveloped portion of the project site.
- b. Trail locations will be provided by the owner
- c. Trails will be constructed by the owner

10. ENTRANCE ROAD & PARKING LOT(S)

A. PASSIVE ENTRANCE & PARKING LOT

- a. Locate and design for an entrance road to the passive portion of the park
- b. Locate and design for a parking lot, with ADA & Van accessible parking stalls
- c. Locate and design for appropriate storm water management infrastructure associated with the parking area and entrance road

B. ACTIVE ENTRANCE & PARKING LOT

- a. Locate and design for an entrance road to the active portion of the park
- b. Locate and design for a parking lot, with ADA & Van accessible parking stalls in several location within the developed area, size based upon potential use of recreational opportunity
- c. Locate and design for appropriate storm water management infrastructure associated with the parking areas and entrance road

C. MAINTENANCE ENTRANCE

- a. Locate and design for a separate maintenance yard entrance road
- b. Provide parking for staff, including ADA parking.
- d. Locate and design for appropriate storm water management infrastructure associated with the parking area and entrance road
- e. Maintenance building shall be sited in a discrete location away from any active or passive development

11. SITE/BUILDING LIGHTING

A. SITE LIGHTING

- a. Provide for adequate site lighting, allowing safe ingress/egress from the park after dark. (KIM Lighting – Model #1A/RA173E35/60L4K240/HA03S)

B. BUILDING LIGHTING

- a. Provide adequate lighting of the park buildings allowing security to identify and report suspicious activity or vandalism/theft

12. MISC. PARKS AMENITIES

- a. Concrete garbage & Recycling cans
- b. Stone Benches
- c. Sports bleachers
- d. Football uprights
- e. Park signage
- f. Traffic signage

SELECTION CRITERIA

The Director of The Department of Parks & Recreation shall designate a committee to review and rank all responses. The selection criteria to be used in awarding a contract for the services described herein, shall include:

- 30 % Proposer's Understanding of the Project**
- 45 % Experience and Qualifications**
- 5 % Contractual Conditions**
- 20 % Cost**

Proposer's Understanding of the Project: Proposals will be evaluated against the questions set forth below:

Has the proposer demonstrated a thorough understanding of the purpose and scope of the project?

How well has the proposer identified pertinent issues and potential problems related to the project?

Has the proposer demonstrated that they understand the deliverables the County expects them to provide?

Has the proposer fully responded to all the questions set forth herein?

Does the proposal depict a logical approach to fulfilling the requirements of the RFP?

Experience and Qualifications: Proposals will be evaluated against the questions set forth below:

Do the individuals assigned to the project have experience on similar projects?

Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in work this project requires?

How extensive is the applicable education and experience of the personnel designated to work on the project?

Has the proposer demonstrated experience in completing similar projects?

How successful is the general history of the proposer regarding timely and successful completion of the projects?

Has the proposer provided letters of reference from previous clients?

Contractual Conditions: Proposals will be evaluated against the questions set forth below:

Has the proposer provided a sample Certificate of Insurance evidencing the required types and levels of insurance coverage?

If the proposer requested any modifications to the Specifications, are they reasonable and acceptable to the County?

Cost: Once the list of Proposers has been rated on the above scoring system, the cost proposals for the highest scoring vendors will be evaluated. The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set forth below:

$$\frac{(\text{lowest cost proposal}) \times (\text{max points})}{(\text{amount of proposal being rated})} = \text{points awarded}$$

PROPOSAL SUBMISSION REQUIREMENTS

Sealed proposals will be received by the County Administrator's Office located at:

Ocean County Administration Building
101 Hooper Avenue
Room 335
Toms River, New Jersey 08753

at which time said proposals will be recorded.

All proposals must be enclosed in two (2) sealed envelopes. One envelope shall contain one (1) original and one (1) copy of the cost proposal along with a digital copy in PDF format on a flash drive. The other envelope shall contain one (1) original and five (5) copies of the technical proposal along with a digital copy in PDF format on a flash drive. Each envelope should be **properly labeled** with the **name and address of the proposer, the name of the proposal and the date of the opening on the outside of the envelope**. All proposals should be stapled or clipped in the upper left corner.

All proposals must arrive at the Ocean County Administrator's Office **no later than 4:00 pm on Thursday, June 11, 2020**.

The County will not be responsible for late mail deliveries and no proposals will be accepted if received after the time stipulated in the Request for Proposals.

Proposers shall complete and sign all procedural documents included with the RFP documents (failure to do so **may be** cause for rejection):

Non-Collusion Affidavit
Affirmative Action Statement
Signature Page
Statement of Ownership (Chapter 33 of the Laws of 1977)
Disclosure of Investment Activities in Iran
Acknowledgement of Receipt of Addenda (if issued)
Any other documents that may be required within the specifications

Person authorized to do so must sign each proposal in ink or ballpoint pen. **All original forms submitted must be original ink signature**, no photocopies or digital signatures will be accepted.

The County reserves the right to reject any or all proposals in accordance with N.J.S.A. 40A:11-13.2, or to waive any informalities and non-material defects in the proposals and to accept any proposal deemed in the best interest of the County.

Indemnity Clause - The bidder, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents. The contractor shall maintain primary insurance to protect against all claims under Worker's Compensation, Comprehensive General Liability and Automobile. The coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability shall include the following:

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.
3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

Liability arising out of the ownership, maintenance or use of any auto;

Auto non-ownership and hired car coverage.

Contractor's Worker's Compensation, Comprehensive General Liability and Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Copies of each insurance certificate shall be furnished to the County with Proposal (when requested).

It is to be understood by the proposer that their proposal is submitted on the basis of specifications prepared by the County and the fact that any proposer is not familiar with these specifications or conditions will not be accepted as an excuse.

Payments will be made upon the approval of vouchers submitted by the successful proposer in accordance with the requirements of the Board of Chosen Freeholders and subject to the Board of Freeholders customary procedures. The County will not pay interest or late fees regardless of language provided.

Ocean County Board of Chosen Freeholders will make award within sixty (60) days after receipt of proposals.

The County of Ocean is exempt from any State sales tax or Federal excise tax.

“All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.”

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Certification of Non-Involvement in Prohibited Activities in Iran. Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the proposer is unable to so certify, the proposer shall provide a detailed and precise description of such activities.

Transitional Period (excluding Professional Contracts) – In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one month, at the County's request.

New Jersey Business Registration Requirements. Pursuant to N.J.S.A. 52:32-44, Ocean County (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a

bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.


Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Please see samples of acceptable Business Registration Certificates on next page.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:		TRADE NAME:
TAXPAYER IDENTIFICATION#:		SEQUENCE NUMBER:
ADDRESS:		ISSUANCE DATE:
EFFECTIVE DATE:		<i>J.P. & Tully</i> Acting Director
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

THESE ARE SAMPLES OF THE ONLY ACCEPTABLE BUSINESS REGISTRATION CERTIFICATES.

ONE OF THESE DOCUMENTS MUST BE PROVIDED WITH THE PROPOSAL OR PRIOR TO AWARD OF THE CONTRACT, REGARDLESS OF THE FACT THAT A COPY MAY ALREADY BE ON FILE WITH THE COUNTY OF OCEAN.

 STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

(REVISED 4/10)

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 ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, 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 equal employment opportunity 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 will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 meet targeted county employment goals established in accordance with 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, and labor unions, that it does not discriminate on the basis of age, race, 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 targeted 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, race, 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 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

AFFIRMATIVE ACTION QUESTIONNAIRE

NOTICE TO ALL CONTRACTORS

AFFIRMATIVE ACTION REGULATIONS N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.)

A. ACTIVITY OF YOUR COMPANY- Indicate below:

- Procurement and/or Service Company
- Professional Consultant
- Other _____

All Contractors, except Government Agencies, are required to comply with the above law.

B. TO ALL CONTRACTORS:

1. Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:
 - (a) An existing federally approved or sanctioned affirmative action program.
 - (b) A New Jersey Certificate of Employee Information Report Approval.
 - (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employees Information Report (Form AA302). This forms will be made available to the Contractor by the County of Ocean.

C. QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

Yes _____ No _____

- (a) If yes, please submit a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

Yes _____ No _____

- (a) If yes, please submit a photocopy of such certificate.

The undersigned Contractor certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L.1975, C. 127 (N.J.A.C. 17:27-1 et seq.) and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____

SIGNATURE: _____

TITLE: _____

Note: A contract must be rejected as non-responsive if a contractor fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L.1975, C. 127 (N.J.A.C. 17:27-1 et seq.)

AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et. seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY 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 COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, 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 COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY 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 COUNTY 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 COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY 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 COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY 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 provision 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 COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

SIGNATURE PAGE

The County of Ocean does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The County of Ocean shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CRF, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

"The County of Ocean considers it to be a substantial conflict of interest for any company desiring to do business with the County to be owned, operated or managed by any County employee, nor shall any County personnel be employed by the vendor in conjunction with any work to be performed for or on behalf of the County of Ocean".

I HEREBY CERTIFY COMPLIANCE WITH THE FOREGOING.

Partnership
The undersigned is a Corporation under the law of the State
Individual
of _____, having principal offices
at _____.

NAME OF COMPANY, CORPORATION OR INDIVIDUAL
- PLEASE PRINT -

SIGNED BY: _____

PRINT NAME AND OFFICIAL TITLE

ADDRESS: _____

INCLUDE ZIP CODE

TELEPHONE: _____

E-MAIL ADDRESS _____

FEDERAL IDENTIFICATION NO. _____

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 proposal submissions. Failure to submit the required information is cause for automatic rejection of the 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	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	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 County of Ocean 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 the County of Ocean to notify the County of Ocean 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 County of Ocean to declare any contract(s) resulting from this certification void and unenforceable.

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

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION

PROPOSERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a 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 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>. Proposers **must** review this list prior to completing the below certification. **Failure to complete the certification will render the proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the proposer listed below nor any of the proposer'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 below, or I am an officer or representative of the entity listed below 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 proposer and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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

You must provide a detailed, accurate and precise description of the activities of the person/entity, 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. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE ADD AN ADDITIONAL SHEET(S) OF PAPER.

Name _____	Relationship to Proposer _____
Description of Activities _____ _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Proposer Contact Name _____	Contact Phone Number _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the County of Ocean 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 County to notify the County 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 County of Ocean and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Name of Proposer: _____

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

RFP DOCUMENT CHECKLIST

RFP Title: ENGINEERING SERVICES FOR THE DESIGN & PERMITTING OF A
NEW COUNTY PARK IN MANCHESTER TWP.

**Item Submitted
(Proposer's
Initials)**
↓

**A. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS IS
MANDATORY CAUSE FOR REJECTION OF PROPOSAL.**

<u>X</u>	Statement of Ownership (Chapter 33 of the Laws of 1977)	_____
<u>X</u>	Disclosure of Investment Activities in Iran	_____
<u>X</u>	Acknowledgment of Receipt of Addenda or Revisions (if issued)	_____

**B. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS
MAY BE CAUSE FOR REJECTION OF PROPOSAL.**

<u>X</u>	Non-Collusion Affidavit	_____
<u>X</u>	Affirmative Action Questionnaire	_____
<u>X</u>	Signature Page	_____
<u>X</u>	Cost Proposal	_____
<u>X</u>	References	_____
<u>X</u>	Certificate of Insurance	_____
<u>X</u>	Statement of Agreement to all terms and conditions set forth in this RFP as well as the services identified herein	_____

C. DOCUMENTS REQUESTED TO BE INCLUDED WITH THE BID

<u>X</u>	Copy of Proposer's New Jersey Business Registration Certificate	_____
----------	---	-------

PRINT NAME OF PROPOSER: _____

SIGNED BY: _____

PRINT NAME AND TITLE: _____

DATE: _____

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE
INDICATED AND RETURNED WITH ALL DOCUMENTS.**

ADDENDUM ACKNOWLEDGEMENT

COUNTY OF OCEAN

ADDENDUM NO: _____

ADDENDUM NO: _____

ADDENDUM NO: _____

ACKNOWLEDGMENT

PROJECT ENTITLED: _____

Acknowledgment is hereby made of the receipt of Addendum No. _____ containing information for the above referenced project.

PROPOSER: _____

BY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

NOTE:

WHEN AN ADDENDUM IS ISSUED, THIS ACKNOWLEDGMENT MUST BE ENCLOSED WITH THE PROPOSAL RESPONSE. FAILURE TO DO SO WILL RESULT IN PROPOSAL REJECTION.