



Joseph H. Vicari, Freeholder Director
Gary Quinn, Freeholder Deputy Director
Virginia E. Haines, Freeholder
John P. Kelly, Freeholder
Gerry P. Little, Freeholder

Michael J. Fiure, Director, Management & Budget
John N. Ernst, County Engineer

**COUNTY OF OCEAN
ADMINISTRATION BUILDING
101 HOOPER AVENUE
TOMS RIVER, NEW JERSEY 08754**

REQUEST

FOR

QUALIFICATIONS

FOR

ON-CALL CULTURAL RESOURCES CONSULTING SERVICES

WHERE AND AS DIRECTED

BY THE OCEAN COUNTY ENGINEER

2020

REQUEST FOR QUALIFICATIONS

The Ocean County Board of Chosen Freeholders is requesting qualifications for vendors to provide **On-Call Cultural Resources Consulting Services, Where and As Directed by the Ocean County Engineer.**

The Request for Qualifications (RFQ) 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.

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 **September 24, 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.

County of Ocean
Request for Qualifications
On-Call Cultural Resources Consulting Services
Where and As Directed by the Ocean County Engineer
Responses Due: Prior to 4:00 PM, prevailing time on September 24, 2020

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 qualifications from vendors capable of providing Cultural Resources Consulting services for a one year contract term.

If there are any questions regarding the project, please contact John N. Ernst, P.E., Ocean County Engineer, at 732-929-2130.

Table of Contents:

- I. General Conditions
- II. Submission Requirements
- III. Evaluation Criteria
- IV. Basis for Proposal
- V. Fee Schedule of Direct Labor Hourly Rates, Overhead, Profit, and Direct Expenses

Anticipated Budget:

The County anticipated funding for completion of the above described services not to exceed \$75,000.00 per assignment.

GENERAL CONDITIONS

The intent of this Request for Qualifications (RFQ) is to award On-Call Cultural Resources Consulting Services to a cultural resources consultant for a period of twelve (12) months to assist the County Engineer in resolving various cultural resource issues.

The cultural resource consulting firm will be required to perform all cultural resources reports and studies (archaeological, architectural and historical) to obtain permits, approvals and/or certifications from federal and state agencies, including the NJSHPO, NJDOT, US Army Corps of Engineers, Federal Highway Administration, US Fish and Wildlife Service and the Pinelands Commission. Assignments will involve investigations and evaluations of historic and cultural resource sites (standing structures), as well as Phase I, II and III prehistoric and historic archaeological surveys, public involvement and evaluations in conjunction with various types of transportation projects throughout the county.

All cultural resources assignments must be conducted by or under the direct supervision of a person or persons meeting at a minimum the *Secretary of the Interior's Professional Qualifications and Standards* (36 CFR Part 61) for Archaeology, Architectural History and History. All cultural resources surveys must be performed in accordance with the New Jersey Historic Preservation Office's *Guidelines for Phase I Archaeological Investigations: Identification of Archaeological Resources, Guidelines for Preparing Cultural Resources Management Archaeological Reports,*

and Guidelines for Architectural Survey, and the Pinelands Cultural Resource Management Plan for Historic Period Sites.

The scope of these projects is intended to be limited with short delivery schedules.

The County reserves the right to disqualify submitters based on experience and/or references. Those submitting proposals must be prepared to present the County with suitable evidence of financial standing upon request.

SUBMISSION REQUIREMENTS

All responses to the Request for Qualifications ("RFQ"):

1.1 Will be opened publicly in the Administration Building, Room 335, 101 Hooper Avenue, Toms River, New Jersey, commencing at 4:00 p.m., prevailing time, on **September 24, 2020**.

1.2 Must be enclosed in a **sealed envelope** bearing the **name and address of the submitter, the name of this RFQ and the RFQ date on the outside of the envelope**. All proposals should be stapled in the upper left corner, no plastic binding shall be accepted.

1.3 Responses which are to be hand delivered the day of the opening must be taken and presented to the Ocean County Administrator at the time the responses to this RFQ are called for.

1.4 Responses to the RFQ which are to be mailed, shall be mailed to the:

OCEAN COUNTY ADMINISTRATOR
101 HOOPER AVENUE, ROOM 335
P.O. BOX 2191
TOMS RIVER, NJ 08754-2191

and must be received prior to 4:00 p.m., prevailing time on the date on which they are to be opened.

1.5 The County will not be responsible for late mail deliveries and no responses to this RFQ will be accepted by the County if received after the time stipulated above.

1.6 All proposals must be enclosed in **one (1) sealed package**. **The package shall include an original and two (2) copies of the Technical Proposal and a sealed envelope containing an original and one (1) copy of the Fee Schedule of Direct Labor Hourly Rates, Overhead, Profit, and Direct Expenses**, identified and bearing the name and address of the proposer, the name of the proposal and the date of the opening on the outside of the envelopes. **Documents should be paper, double-sided and stapled in the upper left corner. No plastic will be accepted. Failure to comply with this provision will be cause for rejection.**

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

- 1.7.1 Non-Collusion Affidavit
- 1.7.2 Affirmative Action Questionnaire
- 1.7.3 Signature Page

- 1.7.4 Statement of Ownership (Chapter 33 of the Laws of 1977)
- 1.7.5 Disclosure of Investment Activities in Iran
- 1.7.6 Acknowledgment of Receipt of Addenda or Revisions (if issued)
- 1.7.7 Any other documents that may be required in the Specifications

1.8 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.

1.9 The proposer(s), if awarded a contract, agree(s) 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 acts of the contractor, his servants or agents.

1.10 Insurance

1.10.1 **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.

1.10.2 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 and must state that the County of Ocean is additionally insured.

1.10.2 Professional Liability

1. Errors and Omissions Coverage - not less than \$1,000,000.

1.11 It is to be understood by the proposer that his 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.

1.12 A copy of proposer's New Jersey Business Registration Certificate should be included with proposal. If it is not, it will be required prior to award of the contract. Please see samples of acceptable Business Registration Certificates in this RFQ.

1.13 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.

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

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

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

EVALUATION CRITERIA

2.1 Proposal Evaluation: All proposals will be reviewed to determine if they are responsive. A committee, using the criteria set forth herein, will then evaluate responsive proposals. Proximity to the Ocean County seat is an important selection criteria as it relates to the Consultant's ability to respond to public meetings, field operations and to provide the County Engineer with frequent in-person updates.

35% Responsiveness to the Request for Qualifications 65% Experience and Knowledge of the Firm and Team Members

2.2 Responsiveness to the Request for Qualifications includes:

- 1) Demonstrating thorough understanding of the project requirements
- 2) Technical quality of the proposal
- 3) Completeness of the proposal
- 4) Proximity to Ocean County seat

2.3 Experience and Knowledge of the Firm and Team Members:

- 1) Details of recent and similar projects
- 2) Project team organization
- 3) Knowledge of Ocean County and all other applicable Public Agency requirements
- 4) Qualifications of the designated Team Members
- 5) Experience of the designated Team Members
- 6) Reference recommendations of the firm and Team Members

2.4 Ranking:

All proposals will be reviewed for completeness and qualifications.

All complete and qualified proposals will be ranked in accordance with the evaluation criteria.

The County will recommend at least the top ranked six (6) firms.

The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interests of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County.

BASIS FOR PROPOSAL:

3.1 Proposer's Experience and Qualifications

3.1.1 The proposer firm must provide an organizational chart specific to those personnel assigned to the project, as well as their qualifications. This shall include, but not be limited to, the resumes, names and phone numbers of assigned personnel, as well as descriptions of similar work and references.

3.1.2 The proposer firm must have a minimum of 10 years experience providing similar services for similar sized institutions and shall include in their proposal their specific experience in providing such services. A list of at least 3 references must accompany all proposals. The County reserves the right to disqualify proposer firms based on experience and/or references. Proposer firms must be prepared to present the County with suitable evidence of their financial standing upon request.

3.2 Disclosure of Proposal Contents: All proposals and other material submitted become property of the County and may be returned only at the County's option. Information contained in the proposals will not be disclosed during the evaluation process. Under New Jersey's "Right to Know" laws, public records are required to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time the Notice of Award is issued.

3.3 Conflict of Interest

3.3.1 Each proposal shall include a statement indicating whether or not the firm or any individual working on the contract has a possible conflict of interest (e.g. themselves, spouse or child employed by the County of Ocean) and if so, the nature of that conflict. The County reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the project to be performed by the vendor. The County's determination regarding any question of conflict of interest shall be final.

3.3.2 The County may exclude a proposer from submitting a proposal, or may reject a proposer's proposal, after making a written determination that the proposer received payment for assistance in drafting the RFQ, or gained substantial information regarding the RFQ that was not available to the public.

3.4 Submission of Proposal: As discussed in Section 1.2, envelopes marked **On-Call Cultural Resources Consulting Services Where and As Directed by the Ocean County Engineer**, must be submitted to the County Administrator's Office, Room 335, 101 Hooper Avenue, Toms River, New Jersey 08754. Oral proposals and proposals received via facsimile or other electronic means will not be accepted.

3.5 Understanding the Project: Proposers must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project and illustrates the methodology that will serve to accomplish the work.

3.6 Discussions with Proposers: The County may elect to conduct discussions with responsible proposers who submit proposals determined to be eligible for award. The purpose of these discussions will be to clarify and assure proposer's full understanding of, and responsiveness to, the solicitation requirements. Proposers reasonably eligible for award shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and revisions may be permitted after submissions and before award of the contract for the purpose of obtaining best and final offers. In conducting these discussions, the County may not disclose information derived from proposals submitted by competing proposers.

3.7 Response Format and Content: The RFQ sections that should be submitted and clearly defined are:

Cover Page

Table of Contents

Introduction, Background Statement

Complete proposer information and a specific point of contact if questions should arise

Proposer Narrative of Understanding of Project, proposed Methodology and general scope of work

Organizational Chart and Qualifications/Resumes of key staff

References

Disclosure of Investment Activities in Iran

A statement acknowledging that the proposer shall comply with all conditions outlined. An Officer of the company empowered to bind the company must sign the proposal.

The Fee Schedule of Direct Labor Hourly Rates, Overhead, Profit, and Direct Expenses Sheet provided in the RFQ must be completed. An original and one (1) copy are to be provided in a separate sealed envelope. **Failure to properly complete this Fee Schedule will be cause for rejection of proposal.**

Failure to include these items may cause the proposal to be determined as non-responsive and the proposal may be rejected.

The proposal should be paper, double-sided and stapled in the upper left corner. No plastic will be accepted. Failure to comply with this provision will be cause for rejection.

3.8 Cost Proposal: The Fee Schedule of Direct Labor Hourly Rates, Overhead, Profit, and Direct Expenses must include detail of all direct and indirect costs associated with the performance of this hypothetical project. This is a Cost Plus, Not to Exceed contract.

3.9 Exception/Alternate Proposals: To be considered, proposers must follow the instructions outlined in this document. Any exceptions to the terms, conditions or other requirements in any part of the RFQ must be clearly stated in the proposal. Otherwise, the County will consider that all proposals offered are in strict compliance with this RFQ and the successful proposer will be responsible for compliance.

3.10 Right to Negotiate: After the County's completion of the evaluation process, including any discussion held with proposers during the evaluation process, the County may elect to initiate contract negotiations. The option of whether or not to initiate contract negotiations rests solely on the County. If the County elects to initiate contract negotiations, these negotiations cannot involve changes in the County's requirements or the proposal submitted, which would, by their nature, affect the basis of the source selection and competition previously conducted.

3.11 Failure to Negotiate: If the selected proposer fails to provide information required to begin negotiation in a timely manner, if the proposer fails to negotiate in good faith, if the County and proposer cannot mutually agree to an acceptable expenditure or if the proposer and the County, after a good faith effort, simply cannot come to terms, the County may terminate negotiations with the proposer initially selected and commence negotiation with the next highest ranked proposer.

3.12 Intent: The County intends to recommend at least six (6) qualified Consultant Inspection Teams for Road and Bridge Projects where and as directed by the County Engineer. The construction cost of each project is expected to be between \$500,000.00 and \$5,000,000.00. Currently, it is expected that at least three (3) projects will require Construction Project Management of varying scope and duration. The pool of Consultant Inspection teams generated from this RFQ will be ranked with the top ranked team offered the first assignment. Should the top team members not be available, the next ranked team will be offered the assignment, and so on. The unavailable teams will remain on the list in ranked order awaiting the next assignment offer. Once selected, the team will be removed from the ranked list during the length of the assignment and return to their place on the list once the assignment is completed. Each proposer firm may submit only one team. Substitution for the Resident Engineer will not be permitted. Substitution for the Resident Inspector may be permitted at the sole discretion of the County Engineer.

A Purchase Order/Contract will be issued for the specific assignment based upon the submitted quote that is in the best interest of the County determined by the County Engineer at the firm's contract rates. Fees will be paid for on the basis of actual hours worked and not to exceed a defined amount per assignment.

The On-Call contract shall remain in effect for one year.

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 provided in this RFQ.

**ON-CALL CULTURAL RESOURCES CONSULTING SERVICES,
WHERE AND AS DIRECTED BY THE OCEAN COUNTY ENGINEER**

CONSULTANT NAME: _____

FEE SCHEDULE OF DIRECT LABOR HOURLY RATES, OVERHEAD, PROFIT, AND DIRECT EXPENSES

TITLE (1)	ASCE GRADE (1)	PROPOSED/POTENTIAL STAFF NAME (1)	MAXIMUM DIRECT LABOR WAGE (2, 6)
Director			
Principal Senior Archaeologist			
Senior Archaeologist			
Principal Senior Historian			
Senior Archaeologist Historian			
Archaeologist			
Lab Director			
Drafter/Editor			
Resident Assistant			
(Other - Use additional sheet if needed)			

DIRECT EXPENSES (5): _____

NOTE TO PROPOSER: This is a Cost Plus, Not to Exceed contract. Failure to properly complete this Fee Schedule may be cause for rejection or disqualification of proposal. **Must include a separate sheet for each proposed subconsultant.**

1. Provide actual Titles, ASCE Grades, and all potential Staff Names that may be required or anticipated to perform work under this On-Call Contract. Use additional sheet if needed. **Services provided by Titles or ASCE Grades not specified cannot be billed.** Future staff will be bound by the maximum rates specified by Title and/or ASCE Grade.
2. A maximum hourly rate, not to exceed, shall be provided. This is the maximum direct hourly labor wage for the Title/ASCE Grade that can be billed under this contract, including escalation if applicable.
3. State your NJDOT Approved Overhead (OH) Percentage = _____%
4. State your Profit Percentage = _____% (should not exceed 10%)
5. Direct Expenses: List any direct costs anticipated with specific unit costs. No other charges will be accepted and blank information will be assumed zero.
6. Invoicing is based on the actual Direct Labor (DL) wage paid (not to exceed the maximum) plus OH, Profit and Direct Expenses. Invoicing = [(DL) + (DL x OH %)] = Subtotal + (Subtotal x Profit %) + Direct Expenses. Payroll back up will be required.

NON - COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :

: SS

COUNTY OF :

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 vendor making the Proposal for the above-named Project, and that I executed the said Proposal
with full authority so to do; that said vendor has not, directly or indirectly, entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive
procurement in connection with the above-named Project; and that all statements contained in said
Proposal and in this affidavit are true and correct, and made with full knowledge that the County of
Ocean relies upon the truth of the statements contained in said Proposal and in the statements
contained in this affidavit in awarding the contract for the said Project.

I further warrant that no person or selling agency has been employed or retained to solicit or
secure such contract upon an agreement or understanding for a commission, percentage, brokerage
or contingent fee, except bona fide employees or bona fide established commercial or selling agencies
maintained by _____.

_____. (N.J.S.A. 52:3415)
(Name of Contractor)

(Also type or print name of affiant under signature)

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

Notary Public of _____

My Commission Expires _____

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 form 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 thereunto, 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	Home Address (for Individuals) or Business Address

PART III - Disclosure of 10% or Greater Ownership in the Stockholders, Partners or LLC Members Listed in PART II

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

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

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

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

PART IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the 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 _____

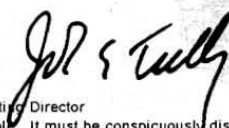
Proposer Contact Name _____ Contact Phone Number _____

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: _____

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:	 <small>Acting Director</small>	
FORM-BRC(08-01)	<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>	

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	

RFQ DOCUMENT CHECKLIST

RFQ Title: **ON-CALL CULTURAL RESOURCES CONSULTING SERVICES**
 WHERE AND AS DIRECTED BY THE OCEAN COUNTY ENGINEER

Required
With
Proposal

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>	Description of Experience and Qualifications and References	_____
<u> X </u>	Cost Proposal (Fee Schedule of Direct Labor Hourly Rates, Overhead, Profit, and Direct Expenses)	_____
<u> X </u>	Certificates of Liability Insurance	_____
<u> X </u>	NJ Certificate of Employee Information Report and Form AA302	_____

C. DOCUMENTS REQUESTED TO BE INCLUDED WITH THE BID

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

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA OR REVISIONS

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.**