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

REQUEST

FOR

PROPOSAL

FOR

**PROFESSIONAL ENGINEERING SERVICES FOR
LOCAL PRELIMINARY ENGINEERING STUDY, CHADWICK
BEACH ISLAND BRIDGE,
TOMS RIVER TOWNSHIP**

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 label on the box is:

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.

REQUEST FOR PROPOSALS

The Ocean County Board of Commissioners is requesting proposals for the services of a firm licensed in the state of New Jersey to provide services for **Professional Engineering Services for Local Preliminary Engineering Study, Chadwick Beach Island Bridge, Toms River Township.**

The Request for Proposal (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.

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, September 9, 2021**. 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 Commissioners of the County of Ocean.

Signed: **GARRY QUINN**
Director

CARL W. BLOCK
County Administrator

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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 **Professional Engineering Services for Local Preliminary Engineering Study, Chadwick Beach Island Bridge, Toms River Township** for the duration of the project.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A 19:44A-20.2, et seq., and as such, contractors are exempt from the limitations on making political contributions under the law. Further, for that reason, as well as because of a language in the New Jersey's Annual Appropriations Act, refusal to disclose campaign contributions otherwise required by N.J.S.A. 19:44A-20.2 et seq. and 19:44A-20.25 et seq., will not adversely affect your consideration for award.

The successful vendor(s) must have a minimum of ten years' experience in providing Professional Engineering Services.

Project Description:

The County of Ocean, through the federally funded Local Capital Project Delivery (LCPD) Program administered by the North Jersey Transportation Planning Authority (NJTPA), has, in close cooperation with the New Jersey Department of Transportation (NJDOT), undertaken a study to determine appropriate improvements to the Chadwick Beach Island Bridge in Toms River Township. The Local Concept Development (LCD) phase of the LCPD Program has been completed and the project has been approved to advance to the Local Preliminary Engineering (LPE) phase. Ocean County, in cooperation with the NJTPA and NJDOT, is requesting the services of a consulting engineering firm to provide preliminary engineering services. It is the intent of the Ocean County Engineering Department (OCED) to have the selected consultant prepare and deliver a complete LPE Report, including all effort required to produce same.

The purpose of the Chadwick Beach Island Bridge Project is to completely replace the existing structurally-deficient thirteen-span timber bridge. The LPE Study is to be developed based on the Preliminary Preferred Alternative (PPA) previously selected in the LCD phase to best meet the project purpose and need statement.



Project Location Map

Purpose and Need

The purpose of the Chadwick Beach Island Bridge Project is to restore the structural, geometric, and operational integrity of the bridge in compliance with current design standards and to provide a safe, efficient, and reliable crossing for all modes of transportation.

The existing structurally-deficient, thirteen span all timber bridge was originally constructed back in the early 1950's (exact year unknown) as part of the original development of the island community. In 1985 the bridge's superstructure was replaced by county forces to prolong its service life. New timber girders, diaphragms, cross bracing, decking, bridge rails, and sidewalk along North fascia were added as part of the reconstruction.

The issues with the existing timber bridge include the following:

- Moderate to severe deterioration/section loss of load bearing piles
- Deterioration of substructure cross bracing
- Continual shimming of girders required
- Deterioration and misalignment of timber deck boards and hardware
- Deterioration and section loss to timber bulkheading retaining the approach roadway embankment
- Inadequate cartway width for vehicular traffic
- Inadequate pedestrian access
- Deteriorated utility pipe supports
- Non-compliant bridge guide rail and guide rail end treatments

Description of the PPA

The Preliminary Preferred Alternative outlines the complete replacement of the existing timber bridge using prefabricated steel stringer and concrete deck modular superstructure units, supported by reinforced concrete pier caps on drilled shaft-column piers and integral or semi-integral abutments. In an effort to limit the duration of impact to traffic, the proposed substructure will be constructed while all traffic is maintained across the existing bridge. To avoid conflicts with the existing bridge, the proposed abutments will be positioned outside the limits of the existing abutment, extending the bridge length from 212' to 220'.

New drilled shaft-column supported reinforced concrete piers will be constructed outside of the existing bridge footprint using either barges or construction platforms to support the construction equipment. Placement of the new piers between the existing piers will allow the existing substructure to remain in place thus allowing for uninterrupted traffic on the existing bridge. Following construction of the drilled shaft foundations, the new pier caps will be constructed from below the existing bridge without requiring lane closures or staging.

After construction of the substructure is complete, the superstructure will be replaced using staged construction, which will require reducing the bridge width to a single lane of alternating traffic via the implementation of a temporary traffic signal system.

Overhead electric, telephone, and cable lines are currently located on the north side of the structure and will be in conflict with the proposed construction. An existing gas main as well as a water main both of which are currently attached to the underside of the existing bridge will require relocation. Lastly existing sanitary sewer lines running under the bay bottom may need to be relocated to accommodate the project.

SCOPE OF WORK

The scope of work (SOW) outlined below contains the required elements to successfully complete the LPE phase of the LCPD Program, and to be eligible to receive federal funding for final design, right-of-way acquisition and construction. The consultant is reminded to thoroughly review the LCD report including the PPA and the NJDOT PE Scope Statement and any other available information at the Ocean County Engineer's office, as well as to determine the adequacy of the said information to be utilized for this project. Any additional work deemed necessary for the consultant to verify and/or supplement the existing report(s) and plans beyond those described in the SOW contained herein must be identified, justified and the scope of additional work clearly detailed in the proposal.

Current Disadvantaged Business Enterprise (DBE) goal is 13.23%.

All deliverables must be submitted first in draft form, and then revised based on comments received. Following revisions, six (6) copies of final documents shall be submitted. All final project deliverables shall be submitted in electronic format, including editable format.

The consultant will be responsible for establishing contacts and coordinating the design with all owners/agencies whose facilities or operations have an impact upon or will be impacted by, or are adjacent to the project, in order to obtain their consent, requirements or concerns. The design of the project shall conform to the previous phase's LCD PPA and as approved by the FHWA/NJDOT. The scope of work

shall include, but not be limited to, the items listed below. These activities are considered to be a starting point for the consultant to configure their proposals and the consultant is encouraged to develop their proposal in a manner most appropriate to effectively accomplish the stated goals of the project and produce quality deliverables.

The LPE Phase involves performing engineering tasks and technical environmental studies in order to obtain: an approved environmental document (i.e., NEPA document) from FHWA; design level mapping; and community consensus. Based on the PPA, a number of activities occur during the LPE phase such as community involvement, agency consultation, environmental documentation, design level mapping and design services. To obtain the formal community consensus, a public information session will be conducted, which may lead to minor adjustments to the PPA. Ultimately, the local elected representatives will be asked to provide a resolution of support endorsing the project.

The project's baseline budget and schedule, including the Final Design, Right-of-Way Acquisition and Construction Phases, will be prepared and the funding needed to initiate these phases secured in the Transportation Improvement Program (TIP).

The tasks conducted will be based on the PPA and will consist of, among other things:

- Development of design level base plans;
- Development of geometric design (horizontal/vertical alignment, type, size, location, etc.) sufficient to clarify environmental impacts and right-of-way impacts;
- Utility discovery and verification;
- Geotechnical studies (soil borings and analysis) for bridge foundation design;
- Preliminary drainage work;
- Access impact evaluation;
- Development of property acquisition cost estimates and project cost estimates;
- Review LCD Report, including PPA and NJDOT PE Scope Statement;
- Investigate various additional improvement alternatives as necessary;
- Perform all necessary field work;
- Determine/verify the extent of cultural resources and prepare reports as necessary;
- Identify all necessary Federal, State, and local permits;
- Complete the categorical exclusion document (CED);
- Value engineering, constructability and maintenance review;
- Prepare the Local Preliminary Engineering Report and preliminary plans;
- Prepare Final Design scope of work, final design and construction cost estimates.

Please provide OCED with a proposal and schedule for complete LPE services as follows:

Task 1 - Project Management

This task includes budgeting, scheduling, reporting, meeting, coordination and reviews. The consultant shall develop and submit in the proposal a quality assurance and quality control plan which is to be used to achieve and sustain a high standard of performance by consultant personnel.

The consultant will provide a detailed design schedule which indicates time frames required for the work tasks. Please note that all tasks as outlined and all deliverables shall be finalized, completed, and submitted to the County within eighteen (18) months of Notice-To-Proceed. The consultant will prepare and submit a monthly progress report and progress schedule indicating the percent of work complete/ funds expended that corresponds to the monthly invoice. The progress reports shall include all active and completed tasks and shall indicate the percentage of total work completed (total and by task), work and submittals completed in the last month, work to be performed in the next billing period, meetings, actions/decisions required by the County, and the status of the schedule and budget. The consultant will identify and justify any schedule slippages.

The following are to be included with each invoice: a detailed cost control report by Task with Totals, (to include % of Total Budget, % Complete, % of Total Project Complete, % Billed This Period & Total % Billed); a brief narrative of the work performed; detailed payroll backup (timesheets).

The project manager for the consultant team should be available to discuss project status on a bi-weekly basis (either in person or via conference call, as necessary) to ensure the project remains on track and within the budget. A minimum of six (6) technical meetings are anticipated in addition to the bi-weekly status meetings for the project to discuss project milestones. These meetings will include all key personnel as required from the consultant team, OCE, NJDOT, NJTPA, NJDEP, etc.

The Design Communication Report (DCR) is to be maintained throughout the project in accordance with NJDOT guidelines. The intent of this document is to provide a record of all pertinent communications (also referred to as interactive communications on NJDOT's website), decisions, agreements and approvals that will occur between the designers, Interagency Review Committee (IRC), and various stakeholders. The consultant will review the DCR initiated during the LCD Phase and maintain the DCR throughout the LPE phase.

The consultant will also prepare and include the LPE Quality Certification in the LPE Report.

Federally funded projects are required to follow the federal process. It will be the responsibility of the consultant to be current on all federally required reporting procedures and forms.

Task 1 Deliverables:

- Monthly Invoices, including Cost Control & Progress Reports
- Meeting Minutes
- Submit the DCR at the conclusion of the LPE Phase
- Submit the LPE Quality Certification at the conclusion of the LPE Phase

Task 2 - Preliminary Engineering Initiation

The consultant will review all LCD plans and reports to understand the project scope. The consultant will schedule a kick-off meeting with the County, NJTPA, NJDOT Local Aid, and others associated with the project. The consultant will make field visits to the site to take photographs and become familiar with project site.

Task 2 Deliverables:

- Kickoff Meeting Minutes

Task 3 – Roadway Engineering

Survey & Base Mapping

A Geodetic Survey Control Report is to be prepared and submitted for approval. A topographic survey must be completed along with the Digital Terrain Model (DTM). Any survey not performed during LCD is to be performed. Prepare Base Maps per Ocean County and NJDOT standards.

Field Surveying

1. Establish a Survey Traverse Line with Control Points set at a maximum interval of 500' along the entire length of the project corridor using GPS observations and conventional survey methods, when necessary. The Traverse Control Points need to be located a sufficient distance away from the existing roadway surface so that they will not be destroyed or disturbed during future construction.
2. Reference ties for each Traverse Control Point shall be to a specific specific (such as a PK Nail in a Utility Pole or a Cross Cut in a Manhole Rim) recoverable physical feature near the Control Point. A minimum of three (3) ties shall be provided for each point, and the tie distances must be measured to the nearest one-hundredth of a foot (0.01'). All ties must be field measured and cannot be inversed from located physical features. An approximate distance must be shown from the existing edge of pavement to the Control Point. These ties will be used to recover the Control Points and re-establish them if they are lost or destroyed.
3. Recover and locate all existing property corners, right-of-way monumentation and other survey control markers including the PLS identification number or company name at the time of the survey utilizing current Tax Maps and/or County Roadway/right of way plans. All located Property corners, right of way monumentation and other survey control markers must be labeled with stations and offsets, shown to the nearest one-hundredth of a foot (0.01'), relative to the project baseline. When preparing the mapping described below, the Lot and Block designations for the properties adjacent to the roadway being surveyed must be labeled.
4. Prior to obtaining roadway cross-sections, the Project Baseline should be established from available County mapping.
5. Make a third order digital level run or conventional three-wire level run over the entire project limits with benchmarks established at a maximum interval of 500 feet.
6. Obtain cross-sectional data at 50-foot intervals, roadway centerline intersections, driveway centerlines and any high and/or low points along the roadway. Cross-sectional data points shall be collected at a minimum at the centerline of the Right of Way if different than the existing centerline, at the existing physical centerline; ¼ crown, Edge of Pavement (EOP), grade differences at uncurbed EOP, top and bottom of curb, edges of sidewalk, and at 5-foot intervals to a point 15 feet beyond the future EOP, curb, or outside edge of sidewalk whichever is encountered. (Note: The

Project Baseline must be established prior to collecting cross-sectional data to ensure that the cross-sections are taken at the appropriate intervals and at 90 degrees to the Baseline in tangent sections and radially in curved sections. Cross-sections must be taken within one foot of the section interval station. Additional elevation shots shall be taken at the edges of striped crosswalks as well as at the top and bottom of the curb at the beginning and ending of all curb transitions for driveway and handicap ramp depressions and at the centerline of the depressions.

7. Obtain all topographic features within 20 feet of the future EOP. The project limits are to include but not be limited to: EOP; grade differences at EOP; top and bottom of curbs; sidewalks, driveways, fences, landscape areas, walls, trees with caliper greater than six (6) inches, utility surface structures including all signal poles, foundations, junction boxes, include opposite corners if rectangular, traffic control devices; poles; signs; overhead wires; streetlights; striping, etc. Surveyor shall contact New Jersey One Call prior to beginning any survey work on the project and shall locate all underground utilities visible at the time of survey. Baselines are to be established for all intersecting roads along project corridor along with the required cross-sections.
8. Obtain rim elevation, grate elevation, sump elevation and invert elevations (with their corresponding pipe size, type, and direction of travel) of all storm drainage and sanitary sewer structures, including public water valves and NJ Natural Gas valves, encountered within the project limits. Locations of other structures such as N.J. Bell Telephone manholes, etc., must be located and shown on the plan.
9. At culvert crossings, the inverts, pipe material, and diameter shall be recorded. Sufficient shots shall be taken to define the slopes, headwalls, or other end treatments of the culvert.
10. All horizontal and vertical controls shall be NAD83/NAVD88 established by on-site GPS observations with grid to ground conversion, identification of localization points, and average combined scale factor and shift values. The GEOID version used must also be stated in the formula. Vertical controls shall be established by a conventional bench run holding the elevation of the GPS point with the best height differential. All deliverables shall be determined using ground coordinates with control points shown, on a map signed and sealed by a Professional Land Surveyor along with a minimum of three (3) ties to each control point including bench run elevations. Control point ties must be measured and shown to the nearest one-hundredth of a foot. Measurements cannot be inversed from located physical features. A note shall be placed on the plan giving the localization point location and coordinate value of the conversion, along with the combined scale factor and horizontal shift values to convert from ground to grid coordinates.
11. Grid and ground New Jersey State plane coordinate values must be shown for each GPS traverse point along the survey Baseline along with a benchmark elevation on each point. Bearings and distance between survey traverse points must also be shown.
12. The consultant will contact New Jersey One Call or obtain utility mark up plans from the individual utilities. Surveyor shall locate all underground utilities visible at the time of survey.

Baseline/Centerline Control Tie Sheet:

1. The Baseline/Centerline Control Tie Sheet shall include all of the Alignment Data for any Existing Centerlines or Baselines and all Proposed Centerlines and Construction Baselines. This will include

Coordinates for all significant Control Points including P.O.B., PC's, PT's, Radius Points, Angle Points, and P.O.E.'s for each Alignment. Curve Data shall be provided for all Curves on the Project.

2. Baseline/Centerline Tie Sheets will also include locations of all Traverse Points, which will include Ground Adjusted Coordinates, Grid Coordinates and Station and Offset for each Point from the Centerline or Baseline.
3. Locations of all Property Corners located will also be shown on the Control Tie Sheet. All Property Corners located will have Station/Offsets given and "Ground" Coordinates provided. The Name of the Company or Surveyor on the Corner shall also be noted.
4. Within the Control Tie Sheet in the General Notes, there should be a note explaining that all Coordinates shown are "Ground Adjusted State Plane Coordinates." Ocean County's standard note is as follows:
 - a. *"Coordinates shown hereon are New Jersey State Plane Coordinate System NAD83 "Localized" Ground Coordinates, centered on a Base Point having "Grid" and "Ground" Coordinate Values of North xxxxxx.xxxx and East xxxxxx.xxxx. To Convert from "Localized" Ground Coordinates to New Jersey State Plane Coordinate System NAD83 "Grid" Coordinates, Add a Horizontal Shift Distance of xx.xxxx' to the "Localized" North Coordinate Value, then Multiply that sum by the Average Combined Scale Factor of 0.xxxxxxxx, and Add a Horizontal Shift Distance of xx.xxxx' to the "Localized" East Coordinate Value, then Multiply that sum by the Average Combined Scale Factor of 0.xxxxxxxx.*
5. All Elevations shown on these Plans shall be N.A.V.D. 1988 Datum and be established by means of a Traditional Differential Bench Run.
6. Swing Ties should also be provided to each Traverse Point, with Dimensions (measured in the Field-not inversed on the computer) expressed to the nearest hundredth of a foot (0.01'). Each Tie should be to a specific point (such as PK Nail, etc.).
7. Traverse Lines shall be labelled with Bearings and Distances for each leg of the Traverse.

Deliverables are to include the following:

- a) Electronic copy of final plans and base files in Microstation compatible format prepared in accordance with OCED standards. The electronic sheets shall have a base unit of U.S. Survey Foot and shall be unscaled. Both the base file and sheet files shall be generated using OCED drawing seed files, line style, text, and cell resource files.
- b) An ASCII Comma Separated Value (CSV) MS-DOS text file and print-out (hard copy) of all the coordinate data. Separate ASCII files must be included for both Grid Coordinate values and Ground Adjusted Coordinate values.
- c) A complete copy of the electronic data collector file used in gathering the requested information and ASCII text mapping format using the feature/preference and control coding as established by OCED. Alternately, the original file as well as ASCII Comma Separated Value (CSV) MS-DOS text file which has been mapped to use Ocean County features and control coding. An ASCII Comma Separated Value (CSV) MS-DOS text file and print-out (hard copy and PDF format) of the coordinate data containing all data collected field and of the points associated with the individual break lines/alignments collected and/or used in the field.
- d) Copy (hard copy and PDF format) of Survey Field Notes.

- e) If working in Non-Microstation CAD, the Consultant shall provide all line style, font and block resources files. The consultant shall also provide a plain text file that maps the Consultant's layers, line style, line weights, fonts and colors to the County standards.

Drainage Design

Inventory and document the existing drainage systems within the project limits. Complete the preliminary drainage design as required to obtain an approved environmental document and an approved design exception report. Prepare and submit the Preliminary Drainage Design Report for review and approval. The preliminary drainage analysis shall take into consideration the latest NJDEP regulations regarding water quality and stormwater management.

Detour and Construction Staging

The consultant will update the preliminary detour and construction staging plans developed during the LCD study. The consultant will obtain concurrence of the proposed detours and staging from the various affected agencies and will update the plans accordingly. Refer to the NJTA's Manual for Traffic Control in Work Zones. The consultant will also assess the need for interim or temporary signals.

Roadway Plans

The consultant will prepare preliminary roadway plans based on the PPA to support obtaining the approved environmental document and design exception report. This includes calculating the horizontal and vertical geometry in accordance with AASHTO and the NJDOT Roadway Design Manual. The geometry is tied to the existing base map to accurately depict the project footprint. The calculated geometry is necessary to establish the limit of disturbance and right-of-way, utility and environmental impacts, as well as evaluating the design for substandard design features. The plans will depict pavement designs consistent with the standards and requirements of each jurisdiction.

The consultant will:

- Establish the existing and proposed baselines. Baselines should be established from available County mapping. The baseline should be the centerline of the ROW unless conditions warrant a deviation.
- Complete the horizontal geometry calculations for all roadways and ramps
- Complete the vertical profiles for all roadways and ramps
- Establish cross-slope limits and develop cross-sections to determine side slope impacts
- Complete driveway profiles to identify impacts to private driveways
- Guiderail along the project length shall be investigated, and non-current standard components shall be indicated and detailed for replacement.
- Establish pavement and side slope designs consistent with each jurisdiction's standards and requirements

The preliminary roadway plans are to be developed as necessary to provide the IRC with reasonable assurance that the design is proceeding in a reasonable manner and that all areas that can have a major impact on the design of the project were considered. Plans shall be prepared using the OCED standards

for sheets, linestyles, fonts, etc. Examples and appropriate files can be found on the OCED website. The following is a list of anticipated LPE plan sheets to be prepared and submitted.

- a. Title Page
- b. Estimate of quantities
- c. Typical Sections
- d. Standard legend
- e. General notes
- f. Soil erosion notes (provided by OCED)
- g. Survey Control Tie sheet
- h. Plan Sheet Index
- i. Construction Plans
- j. Profiles
- k. Environmental Plans
- l. Grading
- m. Drainage
- n. Cross sections
- o. Traffic Control & Staging
- p. Signing and Striping
- q. Utility Relocation Plans

Construction Schedule

The Preliminary Construction Schedule is to be developed to ascertain an estimate for the construction duration, critical path items, and to identify major milestones. The Preliminary Construction Schedule portrays the construction project timeline, identifying the dates that a project task or activity will be started and completed.

Task 3 Deliverables:

- Geodetic Survey Control Report
- Existing Base Mapping and DTM Files
- Preliminary Drainage Design Report
- Preliminary Detour and Construction Staging Plans
- Preliminary Roadway Plans
- Pavement Design Report, as required
- Preliminary Construction Schedule

Task 4 – Structural Engineering

Structural Design Recommendations

The Consultant will prepare a Structural Design Recommendation Summary as required for the proposed bridge taking into account the details of the Preliminary Preferred Alternative.

Preliminary Geotechnical Report

The Consultant will perform soil borings, gather existing soil information, conduct a geotechnical study and prepare a Preliminary Geotechnical Engineering Report including preliminary foundation recommendations for the proposed bridge.

Preliminary Bridge Plans

The Consultant will prepare preliminary bridge plans including a General Plan & Elevation sheet, bridge cross section views, and preliminary abutment and foundation sections.

Task 4 Deliverables:

- Structural Design Recommendation Summary
- Preliminary Geotechnical Report
- Preliminary Bridge Plans

Task 5 – Right of Way & Access

Right of Way

Any existing right-of-way (ROW) limits developed prior to LPE are likely based on limited information such as tax maps or as-built plans. During LPE, the ROW mosaic is thoroughly developed as it will be the basis for determining ROW acquisition areas. The ROW mosaic should accurately present all properties within the project limits based on the best available deed and tax information. The consultant will collect data as required, including deed searches, tax maps, or ROW plans, in order to establish and define the existing ROW and centerline of the ROW. NJ State Law requires existing property boundary to be established under the supervision of a NJ-licensed land surveyor.

Upon completing the horizontal and vertical geometry and the project footprint, an assessment will be made to establish accurate limits for any required right-of-way (ROW) “fee” parcel or easement. These parcels will be used to develop the ROW plans and documents. Establish ROW impact areas (“fee” parcel and easement boundary areas) required for the project. Once the project footprint is defined and right-of-way (ROW) impacts are identified, preliminary ROW plans and documents are to be developed which will ultimately be used for final ROW documents used for negotiations with property owners for acquiring ROW “fee” parcels and easements. The consultant will prepare an initial ROW cost estimate.

Note the LCD Report anticipates two (2) permanent easements and six (6) temporary easements.

Preliminary ROW plans shall include:

- Control tie sheet
- Tract maps
- Parcel maps
- Metes and Bounds descriptions for acquisitions.

Entire Tract Map:

1. The Entire Tract Map shall be at a Scale large enough to show each of the Lots from which Acquisitions will be made, in their entirety. In the case of extremely large Properties, a not to scale sketch can be added with all of the Courses annotated or listed in a table. The Bearings and Distances should be in both Project Datum and Record Datum and the text fonts or styles will be different enough to distinguish between Project and Record Bearings.
2. Each Lot shall be labelled with Block Number, Lot Number, Parcel Number, Street Address, Current Owner Name, Current Owner Deed Book and Page, Filed Map Information and the Area of the Entire Lot.
3. The Centerlines/Baselines shall be shown and labelled.
4. The Proposed Right of Way Lines and all Proposed Easement Lines shall be shown (without annotation).
5. Dimensions shall be shown from Centerline/Baseline to the Right of Way Lines.
6. All Gores and Overlaps shall be shown and labelled.

General Property Parcel Map:

1. The Centerline/Baseline shall be shown and fully annotated.
2. Each Property shall be shown and labelled with Block and Lot Numbers, Street Address, Current Owner's Names, Deed Information, and Total Lot area.
3. Each Tract being acquired shall be shown and fully annotated. Each Tract will have the Parcel and Tract Number, Type of Acquisition and Area of Acquisition labelled.
4. All Existing Easements of Record shall be shown.
5. The P.O.B. for each Tract shall be labelled (generally at the "Downstation" end of the Tract with Station and Offset from the Existing Centerline or Baseline to the P.O.B.
6. Block Limit Lines shall be shown.
7. Sufficient Existing Conditions will be shown to assist the Appraiser in doing his job, Edges of Pavement, Curblines, Sidewalks, Existing Utilities, (including Sanitary and Storm Sewers), Woodlines, significant large Trees, Existing Driveways, Existing Signs, Mailboxes, Landscaping.

Task 5 Deliverables:

- Final ROW mosaic incorporated into project base map
- Preliminary ROW plans and documents

Task 6 – Utility Engineering

The consultant will prepare utility base plans from field survey data to show existing utility facilities, including utility information provided in the LCD Report. The consultant will re-establish contact with the utility companies and will send the Utility Verification Request Letter, along with the base planes, to all companies maintaining facilities within the project limits. Refer to previous correspondence and information contained in the LCD Report. The base plans will be updated to show information provided by the utility companies, and any potential conflicts are to be identified. Preliminary relocation schemes for each utility owner are to be developed as necessary. The consultant is to include the utility relocation plans in the preliminary plan set.

The consultant will utilize a Subsurface Utility Engineering Program, including test pits based on the utility impact analysis.

The LCD Report notes that overhead utility lines (minimum 2 poles adjacent to bridge) will require relocation. Secondly, an existing gas main and water main currently attached to the bridge will need to be relocated. In addition, two sanitary sewer mains, currently buried under the channel bottom may require relocation.

Task 6 Deliverables:

- Updated Utility Base Plans
- Utility Verification Request Letter
- Updated Contacts List
- Preliminary utility relocation schemes

Task 7 – Environmental Documents

As noted in the LCD Report, the probable NEPA document required for this project is a Categorical Exclusion Document (CED).

The project will require an NJDEP CAFRA, Tidal Wetlands, Waterfront Development Permits and NJPDES Stormwater Construction GP. A US Coast Guard (Bridge) and US ACOE Section 404 permits may also be required. Other environmental permits or approvals may be required. The consultant will schedule, attend and document pre-application meeting(s) to discuss permits and design criteria to obtain NJDEP concurrence. BEPR will serve as the liaison, if needed, with respect to coordinating with Federal and State Regulatory Agencies.

Once the scope of the permits are discussed and agreed upon by NJDEP, an environmental analysis of the project site shall be performed including impact assessments, identifying environmental requirements and restrictions to construction activities, performing a mitigation site search, preparing final mitigation plans and specifications. The work performed for the environmental analysis will be used to develop the Environmental Permit Plans.

If wetland or transition areas require field delineation, the delineation shall be performed by a certified wetlands delineator. The delineation should be surveyed and incorporated into the topographic survey, and a report should be prepared that includes a site plan of the wetland areas, representative photographs of the upland and wetland areas, and all supporting datasheets.

Since soil erosion measures are determined after the design is complete, coordination with the governing Soil Conservation Districts can occur early in Final Design.

The consultant will:

- Identify Regulatory Boundaries
- Initiate field investigation work for environmental studies
- Identify Regulatory Boundaries on Project Mapping
- Agency Consultation, Coordination and Concurrence

- Contact NJDEP to schedule a pre-application meeting
- Prepare plans, list of issues, and alternatives for discussion at pre-application meeting
- Complete environmental analysis and impacts assessment and begin permit plan preparation
- Perform environmental impacts assessment
- Perform mitigations site search and analysis, if applicable
- Identify environmental restrictions and constraints
- Prepare environmental specifications and mitigation plans

Ecology Study

The consultant will evaluate existing conditions and potential impacts of the PPA to natural resources, including surface and ground water quality, upland forests, soils, wetlands, water-bodies, floodplains, terrestrial species, and threatened and endangered species. Begin coordination with the appropriate agencies. The consultant will prepare and submit the Ecology Technical Environmental Study for review and approval.

Categorical Exclusion Document

Transportation projects receiving federal funding are subject the laws and regulations of the National Environmental Policy Act (NEPA) of 1969 as amended and subject to procedures outlined in 23 CFR 771 – Environmental Impacts and Related Procedures. As noted in the LCD Report, the probable NEPA document required for this project is a Categorical Exclusion Document (CED). The consultant will perform all services as required to prepare and secure approval of the CED. The level of analysis should be sufficient to determine the extent of impacts, identify appropriate mitigation measures, and address known and foreseeable public and agency concerns. The information should include a description of the proposed action, and as appropriate, its immediate surrounding area, a discussion of any specific areas of environmental concern, and a list of other actions required, if any.

Community Outreach

Ocean County will serve as the liaison between the IRC and the project stakeholders. The consultant will prepare project fact sheets, organize and maintain a stakeholder database, assist the County in preparing press releases, and respond to questions and comments as appropriate. The consultant will arrange, attend and document project meetings with various project stakeholders as necessary, including but not limited to meetings with NJDOT Subject Matter Experts (SMEs), NJTPA, NJDEP, Municipal and OC officials.

The consultant will prepare for and attend public information meetings, as required, to update the public and local stakeholders by providing factual and reliable information and to obtain public input/support for the PPA. Multiple public meetings may be required. The consultant will obtain mailing lists, develop the meeting notice, prepare display boards and provide any necessary technical experts as required. The consultant will maintain the project website created during the LCD Study, including payment of fees, revised formatting and regular updates with current project information throughout the LPE phase. The consultant will continue the management of the www.chadwickbeachbridge.com website service for a period of not less than 5 years from commencement of the LPE phase. The consultant will be required to submit (monthly or bimonthly) statistics reports to the project team.

Environmental Plans

The consultant will prepare Environmental Plans to document the existing environmental areas, impacts and commitments associated with the project. Regulatory boundaries shall be shown on the mapping. Regulatory boundaries shall include but not be limited to Freshwater and Tidal Wetlands, Riparian Zones, Tidal Boundaries, Flood Plain Elevations / Zones, Tidelands Claim Lines, Ecological Habitat Areas, Haz Mat, etc.

Task 7 Deliverables:

- Approved Ecology Studies
- Approved Categorical Exclusion Document (CED)
- Public Information Center Documentation
- Environmental Plans

Task 8 – Preliminary Engineering Report

The consultant will prepare and submit the LPE Report for review and approval. The submission includes all plans, cost estimates, schedules and reports that have been prepared during LPE. All horizontal and vertical geometry should be concluded, and the final project footprint should be established. The Preliminary Engineering Submission (along with copies of plans and documents) is made to OCE, NJTPA, NJDOT Local Aid, FHWA, and local officials.

The following items are to be submitted with the Preliminary Engineering Submission:

- Preliminary Engineering Plans
- Preliminary Engineering Report
- All other engineering reports including the Design Exception Report
- Preliminary Cost Estimate
- Construction Schedule and Narrative
- List of Non-Standard or Proprietary Items
- Quality Assurance Checklist

Coordination with OCE and NJDOT Local Aid should be made in advance of the submission to determine the submission date, final content of the submission package, number of plan sheet sets, and report copies. A protocol for addressing PE review comments should also be discussed at this time with OCE and NJDOT Local Aid.

Approved Project Plan

The roadway plans prepared during the LPE phase will become the project plan. The consultant will address comments from all stakeholders and update the plans for inclusion in the LPE Report. The consultant will coordinate and document meetings as required with the IRC and various stakeholders to review and obtain approval of the project plans. The final plans will become the Approved Project Plans.

Preliminary Construction Cost Estimate

The Preliminary Cost Estimate is to be developed based on the best available information. The preliminary cost estimate should be conservative but realistic; therefore, in addition to calculating the preliminary construction costs (costs incurred by the contractor), the preliminary cost estimate should also include costs for items such as construction engineering, change orders, environmental mitigation and right-of-way (ROW) acquisitions.

Design Exception Report

Upon completing the existing and proposed geometry, substandard design elements are to be reviewed. If it is not practical or possible for a design element to meet the minimum design standards, a Design Exception is required.

The consultant will:

- Analyze substandard elements for improvement
- Request accident analysis related to substandard design elements
- Prepare Design Exception Report to document recommendations and submit to the County and FHWA for approval
- Implement recommendations into project design

Final Design Scope Statement

The consultant will review and complete the NJDOT Final Design (FD) Scope Statement template to include all the tasks necessary for the completion of FD. The FD Scope Statement documents commitments from supporting Subject Matter Experts (SMD). The FD Scope Statement will be attached to the LPE Report and will be used to solicit a designer man-hour estimate and fee proposal for FD. The consultant will also prepare and submit a draft Final Design Schedule for review and approval.

Final Design Public Involvement Action Plan

The consultant will review the LCD public action plan, and will prepare the FD Public Involvement Action Plan. The consultant will update the database of known stakeholders, determine the number of anticipated meetings with local officials, outside agencies, etc.

Task 8 Deliverables:

- Preliminary Engineering Report

Information available on the OCED FTP site to assist in the preparation of the RFP:

1. LCD Study Report

FTP Location: <https://ocgsftp.co.ocean.nj.us/login>

File folder: Chadwick Beach Island Bridge

Username= ENGVendorFTP

password= TheVending4FTP_

Any information required for the project which is not available at the Ocean County Engineer's office must be obtained from respective agencies.

Information available on the Ocean County Engineering website:

Website address: <http://www.co.ocean.nj.us/OC/Engineering/frmCADDStandards.aspx>

- OCED electronic drafting stdns, seed files, Microstation resource files, and OCE details.
- OCED surveying standards and data collector files.
- OCED surveying feature coding. If uploading the County feature coding into your data collectors will result in the creation of an inaccurate drawing deliverable; the data collector file shall be manually modified to reflect OCED coding before submission of the required file
- OCED design practices associated with traffic signals, ADA ramps, crosswalks, etc.
- Ocean County Standard Pay Item list.

The following services, if required, will be supplied by Ocean County within County jurisdiction:

1. Storm inlet and storm pipe cleaning to obtain inverts and pipe diameter and material.
2. Test pits for utilities at potential drainage line replacements

Note: Consultant shall contact OCED prior to commencing survey that an inlet needs to be cleaned to obtain invert information.

EVALUATION CRITERIA

Proposal Evaluation: All Statements of Qualifications and Letters of Interest will be reviewed to determine if they are responsive. A committee, using the criteria set forth herein, will then evaluate responsive proposals.

15% Responsiveness to the Request for Proposal
65% Experience and Knowledge of the Firm and Team Members
20% Viability of Conceptual Approach to the Project

Responsiveness to the Request for Proposal includes:

- 1) Demonstrating thorough understanding of all project requirements (5)
- 2) Technical quality and completeness of the proposal (5)
- 3) Sensitivity to public concerns and interest (5)

Experience and Knowledge of the Firm and Team Members includes:

- 1) Details of similar recent projects (10)
- 2) Project team organization (10)
- 3) Knowledge of Ocean County, FHWA, NJDOT, NJTPA and other applicable Public Agency requirements (10)
- 4) Qualifications of the designated Project Manager and Team (15)
- 5) Experience of the designated Project Manager and Team (15)

- 6) Reference recommendations of the designated Project Manager and Team (5)

Viability of Approach to the Project includes:

- 1) Detailed approach to tasks presented in the scope of work (10)
2) Project tasks detailed within schedule (10)

Ranking:

All proposals will be reviewed for completeness and qualifications.

All complete and qualified proposals will be ranked in accordance with the evaluation criteria by a Consultant Selection Committee comprised of two representatives from Ocean County and a representative from the North Jersey Transportation Planning Authority. The New Jersey Department of Transportation may participate based on availability.

The top technically ranked proposal, in accordance with Federal Brooks Act, will be presented to the Consultant Selection Review Committee. Final selection will not be made upon consideration of the Cost Proposal. The contract will be awarded after successful negotiations with the selected proposer. The fee schedule outlined in the selected proposer's Cost Proposal Sheet submitted as part of his RFP, shall be the basis for this Contract, unless otherwise modified by the County.

The County will evaluate the consultant's design performance when the contract is complete. The three (3) categories to be evaluated are as follows: schedule (30%), quality (40%), and project management (30%). A numerical score will be applied to each category using the following rating scale: Outstanding-5, Above Satisfactory-4, Satisfactory-3, Below Satisfactory-2, Unacceptable-1. This evaluation will serve as an indication of the firm's capability to perform future projects.

BASIS FOR PROPOSAL

Proposer's Experience and Qualifications

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.
2. The proposer firm must have a minimum of 10 years experience providing similar services to NJDOT, NJTPA or Counties in New Jersey and shall include in their proposal their specific experience in providing such services. 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. 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 until after the Notice of Award is issued.

Conflict of Interest

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.
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 RFP, or obtained substantial information regarding the RFP that was not available to the public.
3. Submission of Proposal: As discussed in Section 4.2, a package marked **Professional Engineering Services for Local Preliminary Engineering Study, Chadwick Beach Island Bridge, Toms River Township**, must be submitted to Carl W. Block, Ocean County Administrator, Administration Building, 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.
4. 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. This should be limited to four (4) pages. Details of all the firm's services and unrelated projects should not be included in the proposal.
5. 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.
6. Response Format and Content: The RFP 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
 - Organizational Chart and Qualifications/Manpower Distribution
 - Staff Qualifications and Resumes
 - References

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 Cost Proposal Sheet provided in the RFP must be completed. This is a Cost Plus Fixed Fee contract.

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

COST PROPOSAL AND COST PROPOSAL SHEET

1. Cost Proposal: The cost proposal must include all direct and indirect costs associated with the performance of this project. Costs must include, but not be limited to, total number of hours of various professionals, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time associated with the project and profit. Complete all blank fields on the Cost Proposal Sheet.
2. 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 RFP must be clearly stated in the proposal. Otherwise, the County will consider that all proposals offered are in strict compliance with this RFP and the successful proposer will be responsible for compliance.
3. 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.
4. 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.
5. Intent: The County intends to award a contract to the highest ranked proposer that the County can conclude successful negotiations of a fee proposal for this project.
6. The contract shall remain in effect for the duration of the project.

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 separate (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 three (3) 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 in the upper left corner, no plastic binding shall be accepted.

All proposals must arrive at the Ocean County Administrator's Office **no later than 4:00 PM, on Thursday, September 9, 2021.**

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 Certification
- 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

**Failure to provide these completed documents is cause for mandatory rejection*

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.

The proposer shall maintain insurance to protect against all claims under Errors and Omissions Coverage in an amount not less than \$1,000,000.

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) and must state County of Ocean is additionally insured.

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 Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

Ocean County Board of Commissioners 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. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Non-Involvement in Prohibited Activities in Iran.

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.

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Professional Engineering Services for Local Preliminary Engineering Study, Chadwick Beach Island Bridge, Toms
River Township Evaluation Matrix

	WEIGHT (%)	FIRM NAME SCORE	FIRM NAME SCORE	FIRM NAME SCORE	FIRM NAME SCORE	FIRM NAME SCORE	FIRM NAME SCORE
A. RESPONSIVENESS TO RFP (15%)							
1. UNDERSTANDING OF PROJECT	5	_____	_____	_____	_____	_____	_____
2. TECHNICAL QUALITY	5	_____	_____	_____	_____	_____	_____
3. SENSITIVITY TO PUBLIC CONCERNS	5	_____	_____	_____	_____	_____	_____
B. EXPERIENCE AND KNOWLEDGE OF FIRM AND TEAM (65%)							
1. DETAILS OF SIMILAR RECENT PROJECTS	10	_____	_____	_____	_____	_____	_____
2. PROJECT TEAM ORGANIZATION	10	_____	_____	_____	_____	_____	_____
3. KNOWLEDGE OF APPLICABLE PUBLIC AGENCY REQUIREMENTS	10	_____	_____	_____	_____	_____	_____
4. QUALIFICATIONS OF DESIGNATED KEY PERSONNEL	15	_____	_____	_____	_____	_____	_____
5. EXPERIENCE OF KEY PERSONNEL	15	_____	_____	_____	_____	_____	_____
6. REFERENCES OF KEY PERSONNEL	5	_____	_____	_____	_____	_____	_____
C. VIABILITY OF CONCEPTUAL APPROACH TO THE PROJECT (20%)							
1. DETAILED APPROACH TO TASKS PRESENTED IN THE SCOPE OF WORK	10	_____	_____	_____	_____	_____	_____
2. PROJECT TASKS DETAILED WITHIN SCHEDULE	10	_____	_____	_____	_____	_____	_____
		Score	Score	Score	Score	Score	Score
TOTAL WEIGHT	100%	_____	_____	_____	_____	_____	_____

**Professional Engineering Services for Local Preliminary Engineering Study, Chadwick Beach Island Bridge, Toms River Township
Cost and Work Hour Proposal**

Firm Name:[illegible]

Task	DESCRIPTION	Sr. Principal P-IX	Principal P-VIII	Sr. Associate P-VII	Associate P-VI	Sr. Engineer P-V	Engineer P-IV	Jr. Engineer P-III	Jr. Engineer P-II	Jr. Engineer P-I	Sr. Drafter ET-5	Sr. Drafter ET-4	Drafter ET-3	Technician ET-2	Technician ET-1	Tech. Typist TYPIST	TOTAL
5	Right of Way & Access																
	<i>Right of Way Impact Plan</i>																
	<i>Right of Way Estimate</i>																
6	Utility Engineering																
	<i>Utility Base Plans</i>																
	<i>Subsurface Utility Engineering Test Pit Report</i>																
	<i>Utility Risk Analysis</i>																
7	Environmental Documents																
	<i>Ecology Study</i>																
	<i>Categorical Exclusion Document</i>																
	<i>Community Outreach</i>																
	<i>Environmental Plans</i>																

Task	DESCRIPTION	Sr. Principal	Principal	Sr. Associate	Associate	Sr. Engineer	Engineer	Jr. Engineer	Jr. Engineer	Jr. Engineer	Sr. Drafter	Sr. Drafter	Drafter	Technician	Technician	Tech. Typist	TOTAL
		P-IX	P-VIII	P-VII	P-VI	P-V	P-IV	P-III	P-II	P-I	ET-5	ET-4	ET-3	ET-2	ET-1	TYPIST	
8	Preliminary Engineering Report																
	Approved Project Plan																
	Preliminary Construction Cost Estimate																
	Design Exception Report																
	Final Design Scope Statement																
	Final Design Public Involvement Action Plan																
TOTAL HOURS																	
Maximum Direct Hourly Wage Rate (See Note 1)																	
TOTAL DIRECT SALARIES																	

NOTES:

1. Maximum Direct Hourly Wage Rate is used to establish Total Project Not to Exceed Ceiling & establishes Not To Exceed Hourly Wage Rate per Title / ASCE grade for the project duration. A certified payroll schedule listing of consultant & subconsultant(s) staff with their ASCE grades and hourly wage rate will be required as of the contract award date.


DIRECT SALARIES TOTAL	
NJDOT APPROVED OVERHEAD RATE	
FIXED FEE	
DIRECT EXPENSES	
PROJECT COST	

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STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
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	

NON - COLLUSION CERTIFICATION

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 certification 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 certification 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. 52:34-15). (Name of Contractor)

(Also type or print name of certifier under signature)

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 FORM 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. 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 prohibit execution of the contract 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: PROFESSIONAL ENGINEERING SERVICES FOR LOCAL PRELIMINARY ENGINEERING STUDY, CHADWICK BEACH ISLAND BRIDGE, TOMS RIVER TOWNSHIP

**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>	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 Certification	_____
<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 Rates)	_____
<u> X </u>	Certificates of Liability Insurance	_____
<u> X </u>	NJ Certificate of Employee Information Report Form AA302 Certificate	_____

C. DOCUMENTS REQUESTED TO BE INCLUDED WITH THE BID

<u> X </u>	Copy of Proposer's New Jersey Business Registration Certificate	_____
<u> X </u>	Disclosure of Investment Activities in Iran	_____

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.