

**TOWNSHIP OF ABERDEEN**  
**MONMOUTH COUNTY**  
**NEW JERSEY**



**2023 REQUEST FOR QUALIFICATIONS  
FOR THE PROVISION OF LEGAL AND OTHER PROFESSIONAL SERVICES**

**THE HONORABLE FRED TAGLIARINI, MAYOR**  
**CONCETTA KELLEY, DEPUTY MAYOR**

**ABERDEEN TOWNSHIP COUNCIL**

**Gregory Cannon  
Arthur Hirsch  
Joseph Martucci**

**Margaret Montone  
Robert Swindle**

**TOWNSHIP MANAGER  
Bryan A. Russell, QPA**

**TOWNSHIP CLERK  
Melissa Pfeifer**

**CONSULTANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TEL. NO.:** \_\_\_\_\_

**2023 REQUEST FOR QUALIFICATIONS  
FOR THE PROVISION OF LEGAL AND OTHER PROFESSIONAL SERVICES**

- 1. Township Attorney**
- 2. Township Auditor**
- 3. Township Appraiser**
- 4. Township Architect**
- 5. Township Bond Attorney**
- 6. Township Coastal Marine Engineer**
- 7. Township Computer Technology Consultant**
- 8. Township Engineer**
- 9. Township Financial Advisor**
- 10. Township Health Insurance Broker**
- 11. Township Labor Attorney**
- 12. Township Planner**
- 13. Township Planning Board Attorney**
- 14. Township Prosecutor**
- 15. Township Public Defender**
- 16. Township Media Consultant**
- 17. Township Risk Manager**
- 18. Township Special Legal Counsel Services**
- 19. Township Special Project Engineer**
- 20. Township Tax Appeals/Foreclosures Attorney**
- 21. Township Zoning Board of Adjustment Attorney**

Please circle position(s) of response.

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**PUBLIC NOTICE**  
**ABERDEEN TOWNSHIP**  
**SOLICITATION OF RESPONSES TO REQUEST FOR QUALIFICATIONS**

**NOTICE IS HEREBY GIVEN** that the Township of Aberdeen is accepting responses to request for qualifications for the Township of Aberdeen during the year 2023:

- 1. Township Attorney**
- 2. Township Auditor**
- 3. Township Appraiser**
- 4. Township Architect**
- 5. Township Bond Attorney**
- 6. Township Coastal Marine Engineer**
- 7. Township Computer Technology Consultant**
- 8. Township Engineer**
- 9. Township Financial Advisor**
- 10. Township Health Insurance Broker**
- 11. Township Labor Attorney**
- 12. Township Planner**
- 13. Township Planning Board Attorney**
- 14. Township Prosecutor**
- 15. Township Public Defender**
- 16. Township Media Consultant**
- 17. Township Risk Manager**
- 18. Township Special Legal Counsel Services**
- 19. Township Special Project Engineer**
- 20. Township Tax Appeals/Foreclosures Attorney**
- 21. Township Zoning Board of Adjustment Attorney**

All responses (one original and one copy) shall be submitted to Bryan Russell, Aberdeen Township Manager, Township of Aberdeen, One Aberdeen Square, Aberdeen, New Jersey 07747 no later than 11:00 a.m., November 30, 2022.

Responses are being solicited in accordance with the fair and open process as set forth by P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51) *N.J.S.A. 19:44A-20.4 et seq.* An overview of the Law may be obtained on <http://www.nj.gov/dca/lgs/p2p>.

A copy of the request for qualifications document may be obtained at the office of the Township of Aberdeen Manager, Division of Purchasing, Township of Aberdeen, One Aberdeen Square, Aberdeen, New Jersey during normal business hours or on the Aberdeen Township Municipal website, [www.aberdeennj.org](http://www.aberdeennj.org)

## INTRODUCTION AND GENERAL INFORMATION

### **Introduction and Purpose.**

The Township is soliciting Qualification Statements from interested persons and/or firms for the provision of professional services, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Township with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Township will review Qualification Statements only from those persons and/or firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the Township). The Township intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of the Township.

### **Procurement Process and Schedule.**

The selection of Qualified Consultants is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 et seq.,<sup>1</sup> however. The Township has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ Qualification. Statements will be evaluated in accordance with the criteria set forth in Section 5 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by a committee set by the Township Manager. (Collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Consultant has met the minimum professional, administrative and financial areas described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Consultant, the Township will (in its sole judgment) determine which Consultants are qualified (professionally, administratively and financially) Each Consultant that meets the requirements of the RFQ (in the sole judgment of the Township) will be designated as a Qualified Consultant and will be given the opportunity to participate in the selection process determined by the Township.

**All communications concerning this RFQ or the RFQ process shall be directed to the Township's Designated Contact Person, in writing.**

### **Designated Contact Person:**

Bryan A. Russell, QPA  
Township Manager  
Township of Aberdeen  
1 Aberdeen Square  
Aberdeen, New Jersey 07747

**Qualification Statements must be submitted to, and be received by, the Township, via mail or hand delivery, by 11:00 a.m. prevailing time on November 23, 2021 (one original and one copy). Qualification Statements will not be accepted by facsimile transmission or e-mail.**

Subsequent to issuance of this RFQ, the Township (through the issuance of addenda to all persons and/or firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Consultants or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Township.

#### **Conditions Applicable to RFQ.**

Upon submission of a Qualification Statement, the Consultant acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute a Request for Proposals (“RFP”).
- This RFQ does not commit the Township to issue an RFP.
- All costs incurred by the Consultant in connection with responding to this RFQ shall be borne solely by the Consultant.
- The Township reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Consultants responding to this RFQ from further consideration for this procurement.
- The Township reserves the right (in its sole judgment) to reject any Consultant that submits incomplete or conditional responses to this RFQ, or a Qualification Statement that is not responsive or contains errors to the requirements of this RFQ.
- The Township reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.

- All Qualification Statements shall become the property of the Township and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Township (in the exercise of its sole discretion) in accordance with law.
- The Township may request Consultants to send representatives to the Township for interviews.
- The Township may waive any technical non-conformance with the terms of this RFQ.
- The Township shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.
- Any and all Qualification Statements not received by the Township by 11:00 a.m. prevailing time on **November 30, 2022** will be rejected.
- Neither the Township, nor their respective staffs, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Consultants for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

### **SCOPE OF SERVICES**

It is the intent of the Township to solicit Qualification Statements from Consultants that have expertise in the provision of professional services as set forth in the attached Notice of Solicitation for Responses and the title page of this RFQ. Consultants must demonstrate that they will have the continuing capabilities to perform these services.

## **RFQ's WILL BE EVALUATED ON THE FOLLOWING:**

- Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned
- Knowledge of the Township of Aberdeen and the subject matter to be addressed under this engagement
- Relevance and Extent of Similar Engagements performed
- Technical Qualification contains all required information
- Relevance and extent of qualifications of the proposer
- Adequate proposal meeting the technical requirements of this request
- Experience with similar New Jersey municipal engagements
- Knowledge of the subject matter
- Past performance & qualifications



## **EXHIBIT A**

### **PROJECT SPECIFICATIONS & FEE PROPOSAL**

The Township reserves the right to choose more than one professional for each professional service.

#### **A-1 PERIOD OF CONTRACT**

This contract shall commence on January 1, 2023 and shall conclude, on December 31, 2023.

#### **A-2 INSURANCE/BACKGROUND CHECKS**

The Consultant is responsible to conduct adequate background checks on all employees and/or sub Contractors working at Township facilities. Consultants and/or sub contractors must be bonded, show proof of insurance coverage naming the Township as an additional insured, and workers' compensation insurance.

#### **A-3 INSURANCE**

The Consultant shall maintain during the life of the contract, insurance policies of the type and with the minimum limits indicated below and in a form satisfactory to the municipality. The Consultant shall provide a certified copy of the policies and/or certificates of insurance satisfactory to the municipality prior to commencement of work. Consultant must maintain Workers' Compensation insurance in accordance with laws of the State of New Jersey. The Consultant shall also have and maintain Employers Liability Insurance.

Commercial General Liability insurance coverage, written on an occurrence basis must not be altered by any endorsements limiting coverage. Limits of liability shall not be less than \$1,000,000. Municipality must be named as an additional insured.

#### **A-4 DISCLOSURE REQUIREMENTS**

Professional Service contractors are advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in excess of \$50,000 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us)."

#### **A-5 FEE PROPOSAL TO PROVIDE THE SERVICES OUTLINED ABOVE**

This fair and open process proposal is for the Request for Qualification. Fee schedule is not required for this proposal but encouraged. Fee schedule will be negotiated once the Township selects the professional.

## EXHIBIT B

### CONSULTANTS RESPONSE SECTION

In its proposal, the vendor must include responses to all of the following:

**A. Failure to submit the following documents is a mandatory cause for the proposal to be rejected.**

Required Items	INITIAL
B-1) An executive summary of not more than two pages identifying and substantiating why the vendor is best qualified to provide the requested services.	
B-2) A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor.	
B-3) A description of the vendor's experience in performing services of the type described in technical specification. Specifically identify client size and specific examples of similarities with the scope of services required under technical specification.	
B-4) The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under technical specification. Describe your presence in New Jersey.	
B-5) Provide references including the contact names, titles, address and phone numbers.	
B-6) In its proposal, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Township.	
B-7) Documentation that the vendor meets the minimum qualifications for the position.	
B-8) Business Registration Certificate ( <u><b>N.J.S.A. 40A:11-23.2</b></u> )	

**EXHIBIT C**

**PROPOSAL DOCUMENT SUBMISSION CHECKLIST**

**Failure to submit the following documents may be a cause for the proposal to be rejected.**

**(N.J.S.A. 40A:11-23.1b.)**

Required with  
submission of proposal

Initial  
each  
item

Required with  
submission of proposal

Initial  
each  
item

√	Non-Collusion Affidavit – Exhibit C-1	
√	Disclosure of Ownership Exhibit C-2	
√	Affirmative Action Exhibit C-3	
√	American with Disabilities Exhibit C-4	
√	Acknowledgment of Addenda Exhibit C-5	

√	Experience Sheet Exhibit C-6	
√	Resolution - Corporation Exhibit C-7	
√	Debarred, Suspended & Disqualification Exhibit C-8	

The following items, as checked, shall be required after award of the contract:

\*\*\*\*\*

Certification of Insurance  
Signed Contracts

\_\_\_\_\_√\_\_\_\_\_  
 \_\_\_\_\_√\_\_\_\_\_  
 \_\_\_\_\_

**SIGNATURE:**      **The undersigned hereby acknowledges and has submitted the above listed requirements.**

Name of CONSULTANT: \_\_\_\_\_ Signature: \_\_\_\_\_

**EXHIBIT C-1**

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY

§:

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ of the \_\_\_\_\_

of \_\_\_\_\_ in the County of \_\_\_\_\_

in the State of \_\_\_\_\_ being of full age, and being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_

of the firm of \_\_\_\_\_

The Consultant making the proposal for the above named project, attests that they execute the said proposal with full authority to do so; that said Consultant has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive proposals in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ of \_\_\_\_\_ relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon 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 COMPANY

Subscribed and sworn to \_\_\_\_\_

Before me this \_\_\_\_\_ day \_\_\_\_\_

Of \_\_\_\_\_ 20 \_\_\_\_\_

(Also type or print name of affiant under signature)

\_\_\_\_\_  
NOTARY PUBLIC OF

My Commission Expires \_\_\_\_\_

# EXHIBIT C-2

## DISCLOSURE OF OWNERSHIP

(If the Consultant is a sole proprietorship, check here [ ] and do not complete this statement.)

The UNDERSIGNED, as a Consultant, in accordance with N.J.S.A. 52:25-24..2, declares and submits this Statement of Ownership:

The Consultant is a Corporation [ ] Partnership [ ] Joint Venture [ ]

[ ] I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

[ ] I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Full Name of Individual (Stockholder) (Partner)	Home Address of Individual (Stockholder) (Partner)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

### **THIS STATEMENT MUST BE INLCUED WITH PROPOSAL SUBMISSION**

Notes: Attach additional sheets in this format, if necessary.

Subscribed and sworn before me

This \_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
(Notary Public)

My Commission expires:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

(Corporate Seal)

## EXHIBIT C-3

### AFFIRMATIVE ACTION CERTIFICATION

If awarded a contract, all procurement and service Consultants will be required to comply with the requirements of P.L.1975,C.127,(N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the Consultant shall present one of the following to the Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the Consultant has an existing Federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of letter).  
OR
2. A photocopy of their approved Certificate of Employee Information Report.  
OR
3. An Affirmative Action Employee Information Report (Form AA302)  
OR
4. All successful construction Consultants shall submit within three days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency proposal threshold (available upon request).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L.1975, C.127.

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The following questions must be answered by all Consultants:

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

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please submit a copy of such approval.

2. Do you have a State Certificate of Employee Information Report Approval?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please submit a copy of such certificate.

The undersigned Consultant certifies that he is aware of the commitment to comply with the requirements of P.L.1975,c.127 and agrees to furnish the required documentation pursuant to the law.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**Note: a consultant's proposal must be rejected as non-responsive if a Consultant fails to comply with**

**Requirements of P.L. 1975, c.127, within the time frame.**

## **EXHIBIT C-3**

(Continued)

### MANDATORY AFFIRMATIVE ACTION LANGUAGE GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS (Revised 1994)

P.L. 1975, C. 127 (N.J.A.C. 17:27)

**During the performance of this contract, the Consultant agrees as follows:**

The Consultant or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The Consultant will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, up-grading, 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 Consultant 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 Consultant or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The Consultant or sub contractor, where applicable, will send to each labor union or workers' representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Consultant's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Consultant or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act. The Consultant or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The Consultant or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including 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, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices. The Consultant or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions. The Consultant 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, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions. The Consultant and its sub contractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance and EEO Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27)

## **EXHIBIT C-4**

### **AMERICANS WITH DISABILITIES ACT**

#### **Equal Opportunity For Individuals With Disabilities**

The Consultant and the Township of Aberdeen do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 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 Township pursuant to this contract, the Consultant agrees that the performance shall be in strict compliance with the Act. In the event that the Consultant, its agents, servants, employees or sub-contractors violate or are alleged to have violated the Act during the performance of this contract, the Consultant shall defend the Township in any action or administrative proceeding commenced pursuant to this Act. The Consultant shall indemnify, protect and save harmless the Township, 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 Consultant 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 Township grievance procedure, the Consultant agrees to a proposal by any decision of the Township which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township or if the Township incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Consultant shall satisfy and discharge the same at its own expense.

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

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

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



**EXHIBIT C-5**

**ACKNOWLEDGMENT OF REVISIONS OR ADDENDA**

**TOWNSHIP OF ABERDEEN**

Pursuant to N.J.S.A. 40A:11-23.1a, the undersigned CONSULTANT hereby acknowledges receipt of the following notices, revisions, or addenda to the proposal advertisement, specifications or proposal documents. By indicating date of receipt, Consultant acknowledges the submitted proposal takes into account the provisions of the notice, revision, or addendum. Note that the local unit's record of notice to Consultants shall take precedence and that failure to include provisions of changes in proposals may be subject for rejection of the proposal.

I \_\_\_\_\_, acknowledge receipt of the following addenda and or revisions. They are as follows:

Local Unit Reference Number or Title of Addendum/Revision	How Received (mail, fax, pick-up, etc.)	Date Received

**Acknowledgment by Consultant:**

Name of Consultant: \_\_\_\_\_

By Authorized Representative:

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT C-6**

**EXPERIENCE SHEET**

NOTE: The Consultant is required to submit below detailed evidence that he/she is a competent organization which has constructed work similar in amount, value, cost character and proportions, and the necessary financial resources to perform the work in a satisfactory manner. Specifically identify client size and specific examples of similarities with the scope of services required under the technical specification. (Consultant may attach supplementary material).

Year	Type of Work	Contract Amount	Name & Address of Township (other organization)

\_\_\_\_\_  
CONSULTANT

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

# EXHIBIT C-7

## RESOLUTION OF AUTHORIZATION IF CONSULTANT IS A CORPORATION

RESOLVED that \_\_\_\_\_ be authorized to sign and submit the proposal or proposal of this corporation for this project, and to include in such proposal the certificate as to non-collusion as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate Consultants shall be liable under the penalties of perjury. If awarded the contract(s), said individual is also authorized to sign and execute the Contract Agreement as the act and deed of such corporation.

The foregoing is a true and correct copy of the resolution adopted by \_\_\_\_\_ at a meeting of its Board of Directors held on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SEAL OF CORPORATION

\_\_\_\_\_  
Secretary

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

The terms used in this proposal, which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents, have the meanings assigned to them in the General Conditions.

SUBMITTED on \_\_\_\_\_, 20\_\_\_\_

**EXHIBIT C-8**

**Debarred, Suspended and Disqualified Consultant Affidavit**

STATE OF NEW JERSEY )  
 )  
COUNTY OF )

I, \_\_\_\_\_ of the Township of \_\_\_\_\_, in the County of \_\_\_\_\_ and the State of \_\_\_\_\_ being of full age, being duly sworn according to law on my oath depose and say:

I am \_\_\_\_\_, an officer of the firm(s) of \_\_\_\_\_, the Consultant making the proposal for the above named work; I executed the said proposal with full authority to do so; said Consultant at the time of making this proposal {as applicable, insert "is" or "is not"} \_\_\_\_\_ included on the State of New Jersey, State Treasurer's List of Debarred, Suspended and Disqualified Consultants; and all statements contained in said proposal and in this affidavit are true and correct and made with the full knowledge that Aberdeen Township as the Local Unit relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for said work:

- I. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal, state or local government agency within the past 3 years;
- II. Does not have a proposed debarment pending; and
- III. Has not been indicted, convicted, or had a civil judgment rendered against (it) by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

The undersigned further warrants that should the name of the firm making this proposal appear on the State Treasurer's List of Debarred, Suspended and Disqualified Consultants at any time prior to, and during the life of the contract, including the Guaranteed Period, that the Local Unit shall be immediately so notified by the signatory of this Eligibility Affidavit.

The undersigned understands that the firm making the proposal as a Consultant is subject to debarment, suspension and/or disqualification in contracting with the State of New Jersey and the Department of Environmental Protection if the Consultant, pursuant to N.J.A.C. 7:1-5.2, commits any of the acts listed therein, and as determined according to applicable law and regulation.

**(Insert Exceptions - For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions. If no exceptions, insert "None".)**

Subscribed and Sworn  
Before me this \_\_\_\_\_ day  
Of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Name and address of Consultant

\_\_\_\_\_  
Name and Title of Affiant

Signed: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Officer or Individual

If Consultant is:

**An Individual**

By \_\_\_\_\_ (SEAL)

(Individual's Name)

Doing business as \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**A Partnership**

By \_\_\_\_\_ (SEAL)

(Firm Name)

(General Partner)

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**A Corporation**

By \_\_\_\_\_ (SEAL)

(Corporation Name)

(State of Incorporation)

By \_\_\_\_\_

(Name of Person Authorized to Sign)

(Title)

(Corporate Seal)

Attest \_\_\_\_\_

(Secretary)

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**A Joint Venture**

By \_\_\_\_\_

(Name)

(Address)

By \_\_\_\_\_

(Name)

(Address)

(Each joint venture must sign. The manner of signing for each individual, partnership, and corporation that is party to the joint venture should be in the manner indicated above)

## DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

### PART 1: CERTIFICATION

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE BID NON-RESPONSIVE**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract with the Authority 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>. Respondents **must** review this list prior to completing the below certification. **Failure to complete the certification will render a Respondent's proposal non-responsive.** If the Authority finds a person or entity to be in violation of law, the Authority 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 respondent listed above nor any of the respondent's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

### **OR**

- I am unable to certify as above because the respondent and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**[CONTINUED ON NEXT PAGE]**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN (Continued)**

**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 responding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS, PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, PLEASE PROVIDE ON A SEPARATE ATTACHED PAGE.**

Name \_\_\_\_\_

Relationship to Bidder \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Respondent's Contact Person \_\_\_\_\_

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 Township of Aberdeen 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 Township of Aberdeen to notify the Township of Aberdeen in writing of any changes to the answers or 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 contract(s) with the Township of Aberdeen that, at its option, may declare any contract(s) resulting from this certification void and unenforceable.**

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE RETURNED WITH YOUR BID.**

**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES**  
**IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3**

**CHECK THE APPROPRIATE BOX**

- I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in [P.L.2022, c.3,2](#) section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

**OR**

- I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Description of Prohibited Activity**

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<sup>2</sup> Engaged in prohibited activities in Russia or Belarus” means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.



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*Attach Additional Sheets If Necessary.*

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90<sup>th</sup> day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

**Signature of Authorized Representative**

**Date**

**Print Name and Title of Authorized Representative**