

# **REQUEST FOR PROPOSALS**

## **ARCHITECTURAL SERVICES**

**WOODLAND PARK  
PUBLIC SCHOOLS  
WOODLAND PARK, NJ**

By: Paul Murphy  
School Business Administrator/  
Board Secretary

## **NOTICE FOR REQUEST FOR PROPOSALS**

### **Architectural Services**

Notice is hereby given that the Woodland Park Board of Education (hereinafter referred to as the "Board") is requesting proposals from interested and qualified firms to provide architectural services as outlined in this Request for Proposals (hereinafter referred to as the "RFP"). The understanding of the parties with respect to the services to be rendered and the various fee arrangements are required to be set forth in a formal agreement. The Board Offices are located at 853 McBride Ave., Woodland Park, NJ 07424.

A copy of the RFP may be inspected or picked up at the Board offices between the hours of 9:00 AM and 3:30 PM, Monday through Friday; requested by email or found on the main page of our website, [www.wpschools.org](http://www.wpschools.org). Further information may be obtained by calling Mr. Paul Murphy, School Business Administrator/Board Secretary at 973-317-7721 or email him at [pmurphy@wpschools.org](mailto:pmurphy@wpschools.org).

All vendors submitting proposals must use and complete all forms and include all information required in the RFP. An original and two (2) copies of the Proposal must be submitted, in a sealed envelope with "RFP – Architectural Services" marked on the front of the envelope. The proposals should be addressed to the **Woodland Park Board of Education, 853 McBride Ave., Woodland Park NJ 07424**. Proposals will be opened on **Tuesday, June 11, 2024 at 10:00 am**. No proposal received after this date and time will be opened.

Pursuant to N.J.S.A. 34:11-56.48 et seq., all vendors are required to be registered with the New Jersey Department of Labor and shall submit its own Public Works Contractor Registration Certificate.

The contract, if awarded, shall be awarded to the Architect who submits the most advantageous proposal based on price and the qualifications of the Architect. The Board retains the exclusive right to reject any or all proposals, waive any informality in the process and determine which proposal is in the best interests of the District. No proposal may be deemed accepted until the adoption of a formal resolution by the Board.

The Board is requesting proposals from architectural firms in the State of New Jersey that wish to provide general architectural services beginning in the 2023-2024 school year. Pursuant to N.J.S.A. 18A:18A-5(a)(1) professional services are not required to be bid or advertised and the Board is not required to award on the basis of lowest price and will award based on criteria as outlined in this request for proposals. The requests are being made to ensure the District receives the highest quality of service at a fair and competitive price. Proposals are being solicited through a fair and open process.

**(1) Specifications**

Detailed specifications, qualifications and scope of work/services for this RFP are annexed hereto as “Schedule A” and incorporated by reference as part of these specifications as if fully set forth herein.

**(2) Evaluation Criteria**

The following, as appropriate to individual circumstances, shall be used as criteria for evaluating proposals:

- |   |   |
|---|---|
| (1) Technical Criteria                            | (2) Management Criteria                                   |
| a. Methodology of work to be performed            | a. Project Management                                     |
| b. Understanding of scope of work                 | b. History / experience with small school districts       |
| c. Documentation of past performance              | c. Availability of personnel, facilities, equipment, etc. |
| d. Innovation in use of technology and techniques | d. Qualification and experience of personnel              |
- (3) Cost Criteria
- a. Costs of services to be performed
  - b. Assurances of performances
  - c. Vendor’s financial stability and strength

**(3) Evaluation, Review and Selection Process**

An evaluation team will review all proposals to determine if they satisfy the RFP requirements and specifications, determine if a proposal should be rejected and evaluate the proposals based upon the evaluation criteria. The highest ranking respondent will then be recommended to the governing body for award of the contract, based on price and other factors.

The proposals will be evaluated for general compliance with notices, instructions and specifications set forth in this RFP. Non-compliance with any such notices, instructions and specifications shall be grounds for disqualification of proposals.

**(4) RFP Certification**

The undersigned hereby certifies that this proposal is submitted in good faith and that if the undersigned is awarded a contract, the undersigned agrees to perform the services in accordance with the RFP’s instructions and specifications. The undersigned further certifies that the foregoing statements and prices are true and accurate. The undersigned is aware that if any of the foregoing statements made by the undersigned are willfully false, the undersigned is subject to punishment.

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name and title)

\_\_\_\_\_  
(Print Name of Vendor)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State and Zip Code)

\_\_\_\_\_  
(Telephone Number)

## **SCHEDULE A**

### **Background**

The Woodland Park Public School District is a PreK-8 district with approximately 1295 students housed in four (4) owned and one (1) leased buildings located within the Borough of Woodland Park. Architectural services are needed for general school district facility and grounds maintenance and renovations projects financed from the District's capital projects fund, and/or its general fund.

### **Charles Olbon School**

Located at 50 Lincoln Lane, in Woodland Park, the Charles Olbon facility is a Pre-K special needs through Grade 2 building housing approximately 380 students in both regular education and special education classrooms.

### **Beatrice Gilmore School**

Located at 1075 McBride Ave in Woodland Park, Beatrice Gilmore facility is a Grade 3-5 building housing approximately 370 students in both regular education and special education classrooms.

### **Memorial Middle School**

Located at 15 Memorial Dr., in Woodland Park, the Memorial Middle School facility is a Grade 6-8 building housing approximately 350 students in both regular education and special education classrooms

### **School #1**

Located at 665 McBride Ave., in Woodland Park, School #1 is home to approximately 135 students in Pre-K.

### **Early Childhood Center**

Located at 377 Lackawanna Ave., in Woodland Park, the Early Childhood Center is a leased property and is home to approximately 60 students in Pre-K.

### **General Requirements**

Ability and experience to work with a small school district that has 161,000 square feet of building space. Projects will need assistance with scope, design, drawings, cost estimation, bid preparation and evaluation in conjunction with District legal counsel, and construction administration/project management during construction phases, and final inspection; working closely with the District's Supervisor of Buildings and Grounds, the Business Administrator, and/or the Superintendent. The ability to make a small district a priority is essential.

### **Minimum Qualifications**

- 1) Must be certified to provide architectural services in the State of New Jersey.
- 2) Must have a minimum of five (5) years of experience in providing architectural services to boards of education.
- 3) Must be experienced in obtaining permits and approvals from various State, County and local regulatory agencies.
- 4) Must maintain on staff, or be able to contract with, in addition to architects, New Jersey licensed or certified professionals including, but not limited to civil engineers, land surveyors, planners, environmental scientists and construction clerks.
- 5) Must maintain an office location in close enough proximity to the Board of Education so as to be able to respond to emergent matters promptly.
- 6) Must be experienced in preparation of DOE educational specifications and grant applications.
- 7) Must have project managers with at least five (5) years of school board experience.
- 8) Must provide references as further outlined in the specifications.
- 9) Must provide hourly billing rates for employees potentially assigned to service the Board of Education as further outlined in the specifications.

The Architect shall provide all architectural services as requested/needed by the Board. The Architect must have working knowledge of the approval process for school facilities projects. The Architect shall prepare plans and specifications for each Project authorized by the Board and submit same to all governmental authorities with jurisdiction over this Project. The Architect shall also amend the District's Long Range Facilities Plan as needed.

The Board shall not be bound to use the appointed Architect of Record. The Board may obtain competitive pricing through either a RFP/RFQ or quotation process from other architectural firms for any projects approved by the Board when it is in the best interest of the Board.

### **Contract Period:**

Prices must include proposed fees for base year of 2023-2024 beginning approximately July 1, 2024-June 30, 2025.

### **Basis of Compensation**

Provide hourly rates for principals, architects, associates, supervisors, construction/project managers, design draftsmen, engineers, and environmental staff. If any of these positions are not part of your staff, indicate how your firm will provide these services and at what associated costs. Include any fee for amending the Long Range Facilities Plan and how charges for reimbursable expenses will be calculated. For large scale projects, fees will need to be agreed upon in advance of commencing the project.

### **Form of Agreement**

The form of agreement will be the AIA Document B101-2017, Standard Form of Agreement between District and Architect, 2017 Edition, as modified by the District.

### **Presentation Package**

The Firm shall submit all information required by the Request for Proposals, including the hourly rates for which the Firm agrees to provide services.

The Firm must submit an original proposal and two (2) copies that include the following:

A. Transmittal Letter

A transmittal letter shall be submitted with the RFP that identifies the person submitting the proposal and includes a commitment to provide services required by the Allendale Board of Education.

The letter of transmittal is to be addressed and mailed to:

Mr. Paul Murphy  
School Business Administrator/Board  
Secretary  
Woodland Park Board of Education  
853 McBride Ave.  
Woodland Park, New Jersey 07424

**All proposals are due on June 11, 2024 at 10:00 am.** Submittals received after the date specified will be returned unopened. All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals.

B. Description of Services

Provide a description of all services normally rendered with an explanation of how the firm goes about providing said services. By submitting a proposal, the Firm acknowledges that he/she fully understands the scope of work, activity and service and will be able to provide services in a timely fashion.

C. Qualifications; Relevant Experience

Evidence and documentation shall be submitted highlighting qualifications and experience that will assist the Board in the evaluation and selection process. Professional licenses and certifications held by the individual(s) that may be assigned to projects should be provided.

D. Fee Proposal

Provide hourly rates for principals, architects, associates, supervisors, construction/project managers, design draftsmen, engineers, and environmental staff. If any of these positions are not part of your staff, indicate how your firm will provide these services and at what associated costs. Also include any fee for amending the Long Range Facilities Plan and how charges for reimbursable expenses will be calculated. For large scale projects, fees will need to be agreed upon in advance of commencing the project.

E. Miscellaneous Provisions

The procedures developed for the award of the contract constitutes a “fair and open” process. All Architects are required to provide sufficient information in their proposals for evaluation. The Board Secretary/School Business Administrator shall conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal, the ability of the Architect to perform, on past performance, the ability to meet the time requirement and understanding of the work to be performed.

F. The Firm acknowledges that he/she has read this RFP and has a full understanding and agrees to be bound by the terms and conditions. Proposals must be submitted prior to the time and date specified by mail or hand delivered to the Board of Education. **No facsimile or e-mail proposals will be accepted.**

G. The Board reserves the right to reject any or all proposals in whole.

H. The Board reserves the right to contact references provided with the proposal.

I. Any departures from this Request for Proposals must be noted. Any conditions or terms must be written and included with the RFP.

J. Include any additional information which you believe will be useful to the Board in its selection process.

### **References**

Provide a list of the school districts for whom you have provided services within the last three (3) years, or for whom services have been completed within the last two (2) years. Include the name of the District, the name and telephone number of a contact person, the name of the partner that is assigned to that district, and approximate size and cost of the project(s).

List all construction companies, construction managers and professional consulting firms, which are utilized by your firm and in which any principal and/or employee of your firm has a financial interest.

## **Award of Contract**

The procedures developed for the award of the contract constitutes a “fair and open” process pursuant to N.J.S.A. 19:44A-20.7. A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened. The contract, if awarded, shall be awarded to the Firm who submits the most advantageous proposal based on price and the qualifications of the Firm and other factors considered.

The following criteria will be used by the Board in evaluating the proposals submitted in response to this Request for Proposals:

I. Technical Criteria and Qualifications (Fifty Percent 50%)

- Methodology of work to be performed:
- Understanding of the scope of services and related objectives?
- Documentation of past performance
- Proposal complete and responsive to the specific RFP requirements?

II. Management criteria: (Thirty Percent 30%)

- Project Management
- History/Experience with small school districts
- Availability of personnel, consultants, equipment, etc.
- Qualifications and experience of personnel

III. Cost criteria: (Twenty Percent 20%):

- Cost of services to be performed
- Assurance of performances
- Vendor financial stability and strength

## **Laws**

The Firm shall comply with all applicable laws, statutes, regulations, and ordinances and any order issued by any governmental entity. This contract shall be governed by the laws of the State of New Jersey.

## **Law Against Discrimination**

During performance of this contract, the Professional and any subcontractors/consultants agree to comply with P.L. 1975, c.127, “Law Against Discrimination” in accordance with provisions described in Exhibit “A” attached hereto. The mandatory language of N.J.A.C. 17:27-1.1 et seq. promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time is attached hereto made a part hereof and incorporated herein by reference. The contract with the Professional may be rescinded if the Professional fails to submit proof of compliance with the regulations set forth in N.J.A.C. 17:27. The regulations are available online at [http://www.state.nj.us/treasury/contract\\_compliance/pdf/njac1727ac.pdf](http://www.state.nj.us/treasury/contract_compliance/pdf/njac1727ac.pdf) or will be provided to you upon request.



## **Indemnification**

Architect shall be responsible for all damage to life and property due to negligent activities of Architect, its sub-consultants, subcontractors, agents or employees, in connection with its performance of professional services under this Agreement. Architect specifically agrees that its sub-consultants, subcontractors, agents or employees shall possess the experience and knowledge necessary to qualify them individually for the particular duties they perform. Moreover, Architect shall indemnify and save harmless the District from and against all losses, claims, demands, payments, suits, damages, including reasonable attorneys' fees, recoveries and judgment brought or recovered against it by reason of any error, omission or negligent or intentional act of Architect, its agents, employees, subcontractors or sub-consultants in its performance of professional services under this Agreement, including but not limited to any errors in or omissions from the Project Drawings and Specifications.

## **Insurance**

The Professional agrees to obtain and maintain for the entire term of this Agreement the following insurance coverage:

	<u>Per Occurrence</u>
General Comprehensive and Liability	\$1,000,000.00
Automobile Liability	\$1,000,000.00
Professional Liability (per claim)	\$1,000,000.00
	\$2,000,000.00
Professional Liability (aggregate)	
Excess Umbrella	\$4,000,000.00
Workers' Compensation	Statutory
Employer Liability	\$500,000.00
	(each accident)

Prior to the commencement of the project, the Architect shall furnish certificates of insurance from an insurance company licensed to do business in the State of New Jersey to the District establishing that it has personal and professional liability, property damage and workers' compensation insurance coverage as set forth above, for all services in connection with this Agreement. Full coverage must be provided for the Architect, its agents and employees, the District, its agents and employees, any sub-consultant and any member of the public who may be injured or suffer damage from any act of the Architect and its employees and agents. The District shall be named as additional named insured, as their interests shall appear on all general comprehensive insurance policies. All policies must incorporate a provision requiring the giving of notice to the District by certified mail, return receipt requested, at least thirty (30) days prior to the cancellation or nonrenewal of any insurance policy required herein. If any project is funded, in part, from State funds pursuant to a Section 15 grant from the SDA, or similar enactment, the Architect shall also name such additional insureds on said insurance policies as required by the funding entity. Professional liability insurance shall be maintained for a period of five (5) years after the date of final payment to the Architect, or for such term as is commercially available.

### **Business Registration Certificate**

Pursuant to N.J.S.A. 52:32-44, prior to time a contract is awarded, vendors shall provide the Board with their New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- A. No contract with a subcontractor shall be entered into until the subcontractor provides a copy of a valid business registration certificate to the contractor. The contractor shall provide copies of a current Business Registration Certificate for each subcontractor immediately upon entering into each subcontract. The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the Project. Subcontractors through all tiers of a Project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- B. The contractor shall maintain and submit a current, updated list of subcontractors and their current Business Registration Certificate as a continuing obligation under this contract. Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.
- C. For the term of this contract, the contractor and each of its affiliates and each subcontractor and supplier and each of its affiliates as defined in N.J.S.A. 52:32-44(g) (3) shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, 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 this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A contractor, subcontractor or supplier that fails to provide a copy of a business registration as required pursuant to N.J.S.A. 52:32-44 et seq., or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency. The contractor shall indemnify and hold harmless the District from and against any and all fines, taxes, penalties, interest, claims, losses, costs and expenses of any kind arising out of or resulting from or in connection with the contractor's failure to comply with N.J.S.A. 52:32-44 as amended from time to time.

### **Annual Political Contributions Disclosure**

Pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c.271, s.3), the Firm may be required to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission. It is the Firm'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).

Pursuant to N.J.A.C. 6A:23A-6-3 (a1-4) please note the following:

A. Pursuant to N.J.A.C. 6A:23A-6.3 (a2) Reportable Contributions:

No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period.

B. Pursuant to N.J.A.C. 6A:23A-6.3 (a2,3) Contributions During Term of Contract:

Contributions reportable by the recipient under P.L. 1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.

When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

C. Pursuant to N.J.A.C. 6A:23A-6.3 (a4) Political Contribution Disclosure Form:

All bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a2) Award of Contract.

## **Termination**

Either party may terminate the consultant agreement upon providing thirty (30) days written notice to the other party. Written notice shall be sent certified mail, return receipt requested.

## **CHECKLIST**

The Forms, as noted below, must be properly completed and submitted with Proposal. Failure to provide any item(s) noted below may cause disqualification of Proposal in accordance with the law.

- ☐ Form of Proposal (Presentation Package Sections A-D), including:
  - ☐ A. Transmittal Letter
  - ☐ B. Description of Services
  - ☐ C. Qualifications; Relevant Experience
  - ☐ D. Fee Proposal
- ☐ References, List of Projects and Litigation
- ☐ Vendor Certification
- ☐ Exhibit A
- ☐ Stockholder or Partnership Disclosure Statement
- ☐ Non-Collusion Affidavit
- ☐ Political Contribution Disclosure Form
- ☐ Disclosure of Investment Activities in Iran
- ☐ Business Registration Certificate (Vendor to provide)

## Vendor Certification

Name of Company \_\_\_\_\_  
Street Address \_\_\_\_\_ PO Box \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Business Phone Number ( \_\_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_  
Fax No. ( \_\_\_\_ ) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Years in Business \_\_\_\_\_ Number of Employees \_\_\_\_\_

### Direct/Indirect Interests

I declare and certify that no member of the Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this Request for Proposal or in the services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, and/or officer of the board has an interest in the Request for Proposal, then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

### Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Board of Education.

### Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(al-4) concerning vendor contributions to school board members. I certify that I am not an official or employee of the Board of Education. I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

\_\_\_\_\_  
President or Authorized Agent

\_\_\_\_\_  
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 SERVICES 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](http://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 **N.J.A.C. 17:27-1.1 et seq.**

**The failure to submit such appropriate evidence will result in rescission of the contract.**

**AFFIRMATIVE ACTION QUESTIONNAIRE AND CERTIFICATION  
FOR COMPLIANCE WITH AFFIRMATIVE ACTION REGULATIONS**

1. DO YOU HAVE FEDERAL APPROVAL? Yes \_\_\_\_\_ No \_\_\_\_\_  
This means a letter from a Federal Agency stating the company name and address as having submitted their Affirmative Action Plan and their plans being approved.  
If yes, please submit a photostat copy of this letter.
  
2. DO YOU HAVE A STATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT APPROVAL?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please submit a photostat copy of this certificate.
  
3. IF YOU DO NOT HAVE EITHER OF THE ABOVE, PLEASE SUBMIT A COPY OF AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302). This form can be electronically provided by the Division and distributed to the public agency through the Division's website: [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance) I certify that our Company has never before applied for a Certificate of Employee Information Report in accordance with the rules promulgated by the State Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and I agree to submit immediately a copy of the Employee Information Report (AA-302) to the Division of Public Contracts Equal Employment Opportunity Compliance, Department of Treasury, P.O. Box 209, Trenton, NJ 08625.

\_\_\_\_\_ being duly sworn, according to law, deposes and says that he is a duly authorized representative of the Contractor, \_\_\_\_\_. I hereby certify that I am aware of the equal employment opportunity and affirmative action in public contracting requirements set forth in N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. and that the Contractor is in compliance with the requirements therein. I hereby agree that the Contractor shall make good faith efforts to provide equal employment opportunity for minorities and women. I am aware that the failure to make good faith efforts to provide equal employment opportunity for minorities and women may result in fines/penalties, suspension/debarment, a determination to lower the firm's aggregate rating or such other action as provided by law. I certify that the above information is correct to the best of my knowledge.

SIGNATURE\_\_\_\_\_

NAME\_\_\_\_\_

DATE\_\_\_\_\_

TITLE\_\_\_\_\_



## STOCKHOLDER OR PARTNERSHIP DISCLOSURE STATEMENT

STATE OF \_\_\_\_\_)

SS:

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

In accordance with the RFP and the provisions of P.L. 2016, Chapter 43, Section 1 (N.J.S.A. 52:25-24.2), the undersigned being duly sworn according to law, deposes and says that the following is a list of the names and addresses of all stockholders in the corporation or partnership (including limited partnerships, limited liability corporations, limited liability partnerships and subchapter S corporations) who own 10% or more of its stock or of all individual partners in the partnership who own a 10% or greater interest therein.

If one or more such stockholder or partner is itself a corporation or partnership, all stockholders holding a 10% or more of the corporation's stock or all individual partners owning 10% or greater interest in that partnership is also listed.

I.

\_\_\_\_\_  
Name of Corporation/  
Partnership

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Corporation/  
Partnership

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

II.

\_\_\_\_\_  
Name of Corporation  
Partnership who holds 10% or  
more interest in the bidding  
Corporation/Partnership

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Stockholder/Partner

\_\_\_\_\_  
Address

Use reverse side for additional stockholders/partners.

The absence of any names and addresses on the foregoing list signifies that there are no individual stockholders or partners who own 10% or more interest in the bidding corporation or partnership.

\_\_\_\_\_  
Name of Firm

By:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Official Title

Subscribed and sworn before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public of \_\_\_\_\_  
My Commission expires \_\_/\_\_/\_\_.

**AFFIDAVIT OF NONCOLLUSION**

STATE OF \_\_\_\_\_)

ss:

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

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

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the firm responding to the request for proposals. I executed the response to request for proposals with full authority to do so. The firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive contracting in connection with the above named request for proposals. All statements contained in the response to request for proposals and in this affidavit are true and correct, and made with the full knowledge that the \_\_\_\_\_ will rely upon the truth of the statements contained in the response to request for proposals and in this affidavit in awarding the contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee.

\_\_\_\_\_

Subscribed and sworn to before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public of \_\_\_\_\_  
My Commission expires \_\_\_\_/\_\_\_\_/20\_\_\_\_.

**CONTACT INFORMATION  
PUBLIC SCHOOL CLIENT REFERENCES**

1. School District: \_\_\_\_\_

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

2. School District: \_\_\_\_\_

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

3. School District: \_\_\_\_\_

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

4. School District: \_\_\_\_\_

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

5. School District: \_\_\_\_\_

Grade Organization \_\_\_\_\_ Regional? Yes No

Contact Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**ALLENDALE BOARD OF EDUCATION  
REQUEST FOR PROPOSAL**

**ARCHITECTUAL SERVICES**

**FEE STRUCTURE**

Please provide the hourly rate for professional services:

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Other (specify): 

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Please provide the hourly rate for support services:

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Name of Firm: 

---

Authorized Representative: 

---

Print Name

---

Signature

Date: 

---

**POLITICAL CONTRIBUTION DISCLOSURE AFFIDAVIT**

STATE OF \_\_\_\_\_)

ss:

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

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

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the firm making the proposal for the auditing services. I am aware that:

A. Pursuant to N.J.A.C. 6A:23A-6.3, no business entity which has made a reportable contribution (as defined in N.J.S.A. 19:44A-1 et seq.) to a member of the Board during the preceding one (1) year shall be

B. Any business entity doing business with the District is precluded from making any reportable contributions to any member of the Board during the term of the contract.

C. When a business entity is a natural person, a contribution by that person's spouse or child that resides therewith shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by the person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

D. A political contribution disclosure (hereinafter referred to as "PCD") form is required to be submitted for all contracts greater than \$17,500. No contract award shall be made unless the completed PCD is submitted to the Board office prior to the award. Failure to submit the PCD shall result in the rejection of the proposal. A Sample Form is included as part of this RFP and must be completed by the firm.

I aver that no reportable contributions have been made by the Bidder in violation of the provisions set forth in N.J.A.C. 6A:23A-6.3. Firms are to complete a PCD form and shall submit same to the Board office ten (10) days prior to the contract award.

Sworn to and subscribed  
to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

By: \_\_\_\_\_  
(Signature of Principal)

\_\_\_\_\_  
Notary Public of New Jersey  
My Commission expires \_\_/\_\_/

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)

**Certification on Behalf of a Company, Partnership or Organization and All Individuals Whose Contributions are Attributable to the Entity Pursuant to Executive Order No. 117 (2008)**

I hereby certify as follows:

On or after November 15, 2008, neither the below-named entity nor any individual whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008) has solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) **Any candidate committee and/or election fund of the Governor;**
- b) **A State political party committee;**
- c) **A legislative leadership committee;**
- d) **A county political party committee; or**
- e) **A municipal political party committee.**

I certify as an officer or authorized representative of the Company or Organization identified below that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

**Name of Company, Partnership or Organization:**

---

**Signed:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Circle One of the Following Which Applies:**

**(A) The Company, Partnership or Organization is the firm;**

**or**

**(B) the Company, Partnership or Organization is a Principal (more than 10% ownership or control) of the firm, a Subsidiary controlled by the firm, or a Political Organization (e.g., PAC) controlled by the firm.**

*\*Please note that if the person signing this Certification is not signing on behalf of all individuals whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008), each of those individuals will be required to submit a separate individual Certification.*

**Individual Certification of Compliance  
with Executive Order No. 117 (2008)**

I hereby certify as follows:

On or after November 15, 2008, I have not solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a)     **Any candidate committee and/or election fund of the Governor;**
- b)     **A State political party committee;**
- c)     **A legislative leadership committee;**
- d)     **A county political party committee; or**
- e)     **A municipal political party committee.**

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

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

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**

### **Contractor Instructions**

Business entities receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)]  
The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

\* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

### C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

#### Part I – Firm Information

Firm Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

#### Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

☐ Check here if the information is continued on subsequent page(s)

## Continuation Page

### C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

Page \_\_\_\_ of \_\_\_\_

Firm Name:

[illegible]☐ Check here if the information is continued on subsequent page(s)

## **DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

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 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 list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c.25 ("Chapter 25 List"). The Chapter 25 list may be found at the following address: <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render the Bid non-responsive.** In the event the Board determines that the Bidder has submitted a false certification, it shall report same to the New Jersey Attorney General and retains the right to file an action seeking the greater of One Million Dollars (\$1,000,000) or twice the contract price.

Please check one of the following boxes:

- ☐ I certify, pursuant to Public Law 2012, c. 25, that neither the Bidder listed above nor any of the Bidder's parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's Chapter 25 List. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the certification below.

OR

- ☐ I am unable to certify as above because the Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the 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. Failure to provide same will result in the Bid being deemed non-responsive and appropriate penalties or fines may be assessed.

### **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 Bidder, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE. PLEASE PROVIDE THOROUGH ANSWERS AND USE ADDITIONAL PAGES IF NECESSARY

Name: \_\_\_\_\_

Relationship to Bidder/Vendor: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Duration of Engagement: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

Bidder/Vendor 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 below-referenced person or entity. I acknowledge that the Board 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 contracts with the Board to notify the Board 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 agreements(s) with the Board and that the Board at its option may declare contract(s) resulting from this certification void and unenforceable.

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

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

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

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

Bidder/Vendor: \_\_\_\_\_

Subscribed and sworn to before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Notary Public of \_\_\_\_\_  
My Commission expires \_\_\_\_/\_\_\_\_/20\_\_\_\_