

REQUEST FOR QUALIFICATIONS
FOR THE PROVISION OF ALTERNATE GENERAL
MUNICIPAL ENGINEERING SERVICES
FOR 2025

BOROUGH OF DUNELLEN 152
355 North Avenue
Dunellen, NJ 08812

Date issued: January 25, 2025
Date due: February 13, 2025, 11:00AM

INTRODUCTION

Notice of Request for Proposals for Professional Services

EXHIBIT A

PROJECT SPECIFICATIONS

A-1 General Information for Applicants

A-2 Scope of Work

A-3 Applicant Terms and Conditions

EXHIBIT B

EXHIBIT C

CONSULTANT MUST COMPLETE THE FOLLOWING DOCUMENTS

C-1 Proposal Form/Signature Page

C-2 Checklist of Required Documents

C-3 Non-Collusion Affidavit

C-4 Disclosure of Ownership

C-5 Affirmative Action Certification

C-6 Americans with Disability Act

C-7 Acknowledgement of Revisions or Addenda

C-8 Resolution of Authorization if Consultant is a Corporation

C-9 State of New Jersey Debarred List Affidavit

C-10 Certification of Non-Debarment for Federal Government Contracts

**Borough of Dunellen
County of Middlesex, State of New Jersey**

NOTICE OF REQUEST FOR QUALIFICATIONS

**FOR THE PROVISION OF ALTERNATE GENERAL
MUNICIPAL ENGINEERING SERVICES FOR 2025**

NOTICE is hereby given that the Borough of Dunellen is seeking Qualification Statements for the Provision of ALTERNATE GENERAL MUNICIPAL ENGINEERING SERVICES. Sealed Qualification Statements will be received by the Borough of Dunellen in the County of Middlesex, State of New Jersey, Borough Hall, 355 North Avenue, Dunellen, NJ 08812, no later than 11:00 a.m., prevailing time, Thursday, February 13, 2025, for the PROVISION OF ALTERNATE GENERAL MUNICIPAL ENGINEERING SERVICES.

All submissions will be publicly opened at that time. Sealed Qualification Statements may be hand delivered or mailed to the attention of the Borough Clerk. No Qualification Statements shall be received other than at the time and place herein designated for their receipt.

YOU ARE REQUIRED TO SUBMIT ONE (1) UNBOUND PROPOSAL AND ONE (1) ELECTRONIC COPY ON A THUMB DRIVE.”

Copies of the Request for Qualifications (RFQ) may be obtained, during regular business hours from the Borough of Dunellen’s Clerk Office, 732-968-3033 or from the Borough of Dunellen’s website located at Dunellen-nj.gov. The services that are the subject of the RFQ constitute professional services in accordance with the Local Public Contracts Law, N.J.S.A. 401-1 et seq., and are not subject to public bidding. However, this RFQ process is being undertaken in accordance with the “New Jersey Local Unit Pay to Play” Law, N.J.S.A. 19:44-20.5 et seq. The selected ALTERNATE GENERAL MUNICIPAL ENGINEERING SERVICES will be required to comply with the requirements of P.L. 1975, c. 127. (Affirmative Action Program, Equal Employment Opportunity).

Each Qualification Statement shall be enclosed in a sealed envelope which shall bear on the outside thereof, the name of the person/firm submitting the RFQ and the following phrase: “Request for Qualifications for the Provision of ALTERNATE GENERAL MUNICIPAL ENGINEERING SERVICES”

The Borough of Dunellen reserves the right to reject any and all Qualification Statements to waive any informality or to select the professional(s) who in the judgment shall be in the Borough of Dunellen’s best interest. Qualification Statements must be prepared and submitted in the manner designated within the RFQ for the Provision of ALTERNATE GENERAL MUNICIPAL ENGINEERING SERVICES.

EXHIBIT A

GENERAL INFORMATION FOR APPLICANTS (A-1)

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

INTRODUCTION AND PURPOSE.

The Borough of Dunellen is soliciting Qualification Statements from interested persons and/or firms for the provision of ALTERNATE GENERAL MUNICIPAL ENGINEERING SERVICES, for a period of 12 months, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Borough with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Borough will review Qualification Statements only from those firms that submit a Qualification Statement, which includes all the information required to be included as described herein (in the sole judgment of the Borough). The Borough intends to qualify person(s) and/or firm(s) that possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to provide the proposed services based on terms and conditions determined by the Borough to provide the greatest benefit to the taxpayers of the Borough of Dunellen.

PROCUREMENT PROCESS AND SCHEDULE.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A1-1 et seq. The selection is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44-20.4 et seq., however, the Borough 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 this RFQ, which will be applied in the same manner to each Qualification Statement received.

The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial criteria described in this RFQ. Under no circumstances will a member of the review team review responses to an RFQ for services for which they or their firm submitted a response hereunder. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Borough will (in its sole judgment) determine which Respondents are qualified from professional, administrative and financial standpoints. Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Borough) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Borough.

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

Designated Contact Person:

Lauren Staats, Municipal Clerk

ldarr@dunellenborough.com

732-968-3033

Sealed Qualification Statements must be submitted to the Borough Clerk, and be received by the Borough of Dunellen, via mail, overnight delivery or hand delivery, by 11:00 A.M. prevailing time on Thursday, February 13, 2025 to Borough Hall, 355 North Avenue, Dunellen, NJ 08812. Qualification Statements will not be accepted by facsimile transmission or e-mail.

Subsequent to issuance of this RFQ, the Borough (through the issuance of addenda to all 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 Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Borough.

CONDITIONS APPLICABLE TO RFQ.

Upon submission of a Qualification Statement in response to this RFQ, the Respondent 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 an RFP.
- This RFQ does not commit the Borough to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The Borough 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 Respondents responding to this RFQ from further consideration.
- The Borough reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.
- The Borough 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 Borough and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Borough (in the exercise of its sole discretion) in accordance with law.
- The Borough may request Respondents to send representatives to the Borough for interviews.

Any and all Qualification Statements not received by the BOROUGH OF DUNELLEN at Borough Hall, 355 North Avenue, Dunellen, NJ 08812, by 11:00 a.m. Prevailing Time on Thursday, February 13, 2025 will be rejected.

Neither the Borough of Dunellen, nor its respective staffs, consultants or advisors 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 Respondents for the cost of preparing and submitting a Qualification Statement or for participating herein.

RIGHTS OF BOROUGH OF DUNELLEN.

- The Borough of Dunellen reserves hold and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:
- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the Borough deems necessary or convenient, to clarify the information provided as part of the Qualification
- Statement and to request additional information to support the information included in any Qualification Statements.
- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion). If terminated, the Borough of Dunellen may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- The Borough shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

ADDENDA OR AMENDMENTS TO RFQ.

During the period provided for the preparation of responses to the RFQ, the Borough may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Borough and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

COST OF PROPOSAL PREPARATION.

Each proposal and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the Borough of Dunellen, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

PROPOSAL FORMAT.

Responses should cover all information requested in the Questions to be answered in this RFQ.

Responses which in the judgment of the Borough fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

QUESTIONS/CHALLENGES

Should any applicant be in doubt as to the intent of this Request for Proposal, they should immediately notify the Municipal Clerk *in writing*, who will then send written addenda to all applicants covering the point in question. Applicants may not rely on oral responses to inquiries. In order to comply with statutory notice requirements, all challenges must be received by the Municipal Clerk no later than three (3) business days prior to the proposal opening date. Challenges filed after that time shall be considered void and having no impact on the contracting unit or the award of the contract.

INTERPRETATIONS AND ADDENDA

1. The applicant is responsible for understanding all of the proposal documents that have been provided by the Borough.
2. Applicants are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by applicants should be promptly reported in writing to the Municipal Clerk. If the applicant fails to notify the Borough of such ambiguities, errors or omissions, the applicant shall be bound by the proposal.
3. No oral interpretation of the meaning of the Request for Proposal will be made to any applicant. Every request for an interpretation shall be in writing, addressed to the Municipal Clerk. In order to be given consideration, written requests for interpretation must be received as least ten (10) days prior to the date fixed for the opening of the proposals. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective applicants in accordance with statute. All addenda so issued shall become part of the contract documents, and shall be acknowledged by the applicant in the proposal. The Borough's interpretations or corrections thereof shall be final.

REJECTION OF PROPOSAL

The Borough reserves the right to reject any or all proposal and to waive any minor informality in any proposal should it be deemed in the best interest of the Borough to do so. Proposals shall be rejected for any of the following reasons:

1. Failure to complete the Affirmative Action Certification
2. Failure to comply with the American with Disabilities Act of 1990
3. Failure to complete the Disclosure of Ownership Statement.
4. Failure to provide New Jersey State Business Registration Certificate. (including subcontractors)

Proposals may be rejected for any of the following reasons:

5. Failure to complete the Affidavit of Non-Collusion.
6. Failure to properly complete the Proposal form.
7. Failure to complete the Checklist of Required Documents.
8. Insertion of additional conditions, provisions or stipulations.

PROCEDURES ON AWARD OF CONTRACT

The Borough of Dunellen awards contracts or rejects all proposals within 60 days, unless in accordance with N.J.S.A. 40A:11-24, which provides in part that "any applicant who consent thereto may, at the request of the contracting unit, have their proposal held for consideration for such longer period as may be agreed." All prospective applicants are advised of this schedule since all proposals must be firm when

proposed, and must remain so for 60 days or such longer period as the Borough and the applicant may agree.

The Borough, may, at its discretion, call on any of the RFP respondents to serve as alternate/conflict professional as needed. Respondents are able to reject the Borough's request.

NOTIFICATION OF AWARD

1. Upon passage of a Borough Committee Resolution awarding the contract, the Municipal Clerk will forward two (2) sets of contract documents to the successful applicant for execution and delivery. Within ten (10) days of the date of the award of the contract, the successful applicant shall return two (2) sets of the contract documents to the Municipal Clerk with a proper performance bond and insurance certificates if required - refer to Checklist of Required Documents. On receipt of the contract documents duly executed by the applicant, the contract documents will be submitted to the Borough Attorney for review and approval.

2. If approved as to form and execution, the contract documents will then be submitted to the Mayor and Municipal Clerk for execution on behalf of the Borough. A fully executed copy will be returned to the successful applicant by the Borough. No Resolution of Award will become binding on the Borough before the contract documents have been executed by the Mayor and Municipal Clerk.

3. Should the successful applicant fail to execute the contract within ten (10) days of notification, the Borough will be free to award the contract to another applicant.

PERIOD OF CONTRACT

This contract shall commence on the date of award and shall conclude on December 31, 2025. The contract may be amended for additional 12 months at the Borough's discretion at which time a new proposal will be provided. Prices of this proposal must remain fixed for the initial contract.

ASSIGNING THE CONTRACT

The contract shall not be sublet, assigned, pledged, hypothecated or sold, in whole or in part, without the written permission of the Borough.

TERMINATION OF CONTRACT

1. **DEFAULT:** Non-performance of the applicant in terms of the Request for Proposal shall be a basis for termination of the contract by the Borough. The Borough may terminate the contract upon 30 days' written notice to the applicant. The Borough shall not pay for any services and/or materials, which are unsatisfactory. The applicant may be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for nonperformance.

2. **UNCONDITIONAL TERMINATION FOR CONVENIENCE:** The Borough may terminate the resultant contract for convenience by providing sixty (60) calendar days advance notice to the applicant.

3. **TERMINATION FOR DEFAULT:** If the applicant fails to meet deadlines, or fails to provide the agreed upon services, and or material altogether, a termination for default will be issued, but only after the Borough has determined the applicant has failed to remedy the problem after being forewarned.

4. **TERMINATION BY THE BOROUGH:** If the applicant should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the Borough may terminate this contract. If the applicant should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or of this contract, the Borough shall give the applicant fifteen (15) calendar days written notice. Upon receipt of such termination notice, the applicant shall be allowed seven (7) calendar days to cure such deficiencies.

INVOICES

The Borough of Dunellen will not honor any invoices submitted for work performed other than that stipulated by these specifications unless previously authorized by a written change order from the Borough. Invoices for services rendered must be received by the Borough by the end of the month following the month in which the expense was incurred. For example, a service provided in June must be billed to the Borough by the end of July. Expenses submitted after this period will not be honored by the Borough.

THE CONTRACT

The following shall be deemed to be part of the Contract:

- Notice to Applicants
- Information to Applicants
- Scope of Work
- Proposal
- All addenda issued by the Borough prior to the receipt of proposals

CONFLICTING INFORMATION OR ERRORS

The Borough reserves the right to correct any errors or omissions in said Request for Proposal wherever such corrections are necessary for the proper fulfillment of the intentions of the plans and specifications. Should there be any conflicting information given in the plans and specifications, the Borough shall be notified of same and the Borough will determine the final decision.

Prior to the execution of the work, the applicant shall check the plans and specifications and immediately report to the Borough all errors and omissions discovered therein. Thereafter, during the prosecution of the work, the applicant shall immediately report all further errors or omissions to the Borough. Any adjustments made by the applicant without prior approval shall be had that their own risk and the settlement of any complications arising from such settlement shall be made by the applicant at their own expense.

COMPLIANCE WITH LAWS

The applicant keep himself fully informed of, and observe and comply with, all state, national and municipal laws in any manner affecting those engaged or employed in the work or the materials used in the work and of all such orders and decrees for bodies having any jurisdiction or authority over the same.

If any discrepancy is discovered in the Request for Proposal in relation to any such law, ordinance, regulation, order or decree, the applicant notify the Borough in writing. The applicant shall protect and indemnify the Borough, its officers and agents against any claim or liability arising from a violation of any law, regulation, ordinance, order or decree whether by himself or his employees or sub-contractors.

BUSINESS REGISTRATION CERTIFICATE

N.J.S.A. 52:32-44 requires that each applicant (contractor and subcontractor) provide proof of business registration in response to a request for proposals at the time a Request for Proposal is submitted. Failure to submit a proper certificate is considered a fatal defect and shall render the proposal unresponsive and cannot be cured by the governing body. Proof of registration shall be a copy of the applicant's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730. 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:

- 1) The applicant shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Prior to receipt of final payment from a contracting agency, an applicant must submit to the contacting agency an accurate list of all subcontractors or attest that none was used;
- 3) During the term of this contract, the applicant and its affiliates 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.

An applicant, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

AFFIDAVIT OF NON-COLLUSION

The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed and submitted intact with the proposal.

NON-DISCRIMINATION

There shall be no discrimination against any employee engaged in the work required to produce the commodities covered by any contract resulting from this proposal, or against any applicant to such employment because of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality. This provision shall include, but not be limited to the following: employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this proposal.

REQUIRED AFFIRMATIVE ACTION EVIDENCE

Each applicant 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:

1. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or

3. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

ACQUISITIONS, MERGER, SALE AND/OR TRANSFER OF BUSINESS, ETC.

If during the life of the contract, the applicant disposes of the business concern by acquisition, merger, sale and/or transfer or by any means convey h/h interest(s) to another party, all obligations are transferred to that new party. In this event, the new owner(s) will be required to submit, when required a performance bond in the amount of the open balance of the contract.

INDEMNIFICATION

The Applicant agrees to indemnify and save harmless the Borough, its officers, agents and employees, hereinafter referred to as indemnitees, from all suits, including attorney's' fees and costs of litigation, actions, loss damage, expense, cost of claims, of any character or on account of any act, claim or amount arising or recovered under Workers Compensation law, or arising out of failure of the Applicant or those acting under the Applicant to conform to any statutes, ordinances, regulations, law or court decree. It is the intent of the parties to this contract that the indemnitees shall, in all instances, except for loss or damage resulting from the sole negligence of the indemnitee, be indemnified against all liability, loss or damage of any nature whatever.

INSURANCE/BACKGROUND CHECKS

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

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.

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."

SCOPE OF WORK (A-2)

It is the intent of the Borough of Dunellen to solicit Qualification Statements from Respondents that have expertise in the provision of ALTERNATE GENERAL MUNICIPAL ENGINEERING SERVICES. Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services if awarded a contract.

REQUIREMENTS

Provide ALTERNATE GENERAL MUNICIPAL ENGINEERING SERVICES for the Borough of Dunellen for a 12-month period that shall commence from the day the bid is awarded.

SUBMISSION REQUIREMENTS

General Requirements

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Administrative Information Requirements

- The Respondent shall, as part of its Qualification Statement, provide the following information:
 - An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
 - A completed and executed Letter of Qualification (See Appendix A to this RFQ).
 - Name, address and telephone number of the firm or firms submitted the Qualification Statement pursuant to this RFQ, and the name of the key contact person.
 - A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organization structure.
 - Provide the names and business addresses of all Principals of the firm or firms submitting the Qualification Statement. For purposes of this RFQ, "Principals" mean persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational

control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.

- If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Qualification Statement. Describe the approval process.
- If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
- An executed Letter of Intent (See Exhibit B).
- The number of years your organization has been in business under the present name.
- The number of years the business organization has been under the current management.
- A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
- Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
- Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
- Confirm professional licenses to perform activities.
- Respondent shall submit a copy of its Business Registration Certificate.

Professional Information Requirements

- Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ, and provide proof of all certifications necessary to perform such services. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
 - Description and scope of work by Respondent
 - Name, address and contact information of references
 - Explanation of perceived relevance of Respondent's experience to the RFQ
 - Describe the services that Respondent would perform directly.
 - Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with the Scope of Services set forth in this RFQ.

- Resumes of key employees.
- A narrative statement of the Respondent's understanding of the Borough's needs and goals.
- A Schedule of Fees for the following titles:
 - Principal
 - Project Manager
 - Senior Design Engineer
 - Senior Design Professional
 - Design Engineer
 - Design Professional
 - Licensed Land Surveyor
 - Surveyor
 - Survey Crew Chief
 - Survey Technician
 - Design Technician
 - Senior CAD Operator
 - CAD Operator, Level II
 - CAD Operator, Level I
 - Senior Field Representative
 - Construction Inspector
 - Field Representative
 - Administrative Assistant
- List all immediate relatives of Principal(s) of Respondent who are Borough of Dunellen employees or elected officials of the Borough. For purposes of the above, "Immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation. If none, so state.

INSTRUCTIONS TO RESPONDENTS

Submission of Qualification Statements:

Respondents must submit one (1) unbound copy of the proposal and one (1) electronic copy of a thumb drive.

Sealed Qualification Statements must be received by the Borough of Dunellen no later than 11:00A.M. (prevailing time) on Thursday, February 13, 2025 and must be mailed, overnight delivered, or hand-delivered to the Borough Clerk's office, Borough Hall, 355 North Avenue, Dunellen, NJ 08812. Qualification Statements forwarded by facsimile or e-mail will not be accepted. Please indicate on the outside of the sealed envelope "Response to Request for Qualifications for ALTERNATE GENERAL MUNICIPAL ENGINEERING SERVICES,"

To be responsive, Qualification Statements must provide all requested information and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be bound and signed and acknowledged by the Respondent.

EVALUATION

The Borough of Dunellen's objective in soliciting Qualification Statements is to enable it to select a person(s) or firm(s) from among the Qualified Respondents that will provide high quality and cost-effective services to the citizens of Dunellen. The Borough will consider Qualification Statements only from firms or organizations that, in the Borough's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Borough of Dunellen in the manner described in this RFQ.

Proposals will be evaluated by the Borough on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

- Experience and reputation in the field;
- Knowledge of the Borough and the subject matter addressed under the contract;
- Availability to accommodate the required meetings of the Borough of Dunellen; and
- Other factors demonstrated to be in the best interest of the Borough.
- Cost consideration including but not limited to, standardized submission and compliance with proposal documents.

EXHIBIT B

LETTER OF QUALIFICATION (B-1)

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

Borough of Dunellen

355 North Ave

Dunellen, New Jersey 08812

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Borough of Dunellen dated January 25, 2025 in connection with the Borough of Dunellen's need for ALTERNATE GENERAL MUNICIPAL ENGINEERING SERVICES for 2025.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of ()
Name of Respondent.

(Respondent shall sign and complete the spaces provided below. If a Joint Venture, appropriate officers of each company shall sign.)

Signature of Chief Executive Officer

Typed Name and Title

Type Name of Firm

Dated

LETTER OF INTENT (B-2)

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

(Insert Date)

Borough of Dunellen
355 North Ave
Dunellen, New Jersey 08812

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Borough of Dunellen dated January 25, 2025, in connection with the Borough of Dunellen's need for ALTERNATE GENERAL MUNICIPAL ENGINEERING SERVICES for 2025.

(Name of Respondent) HEREBY STATES:

The Qualification Statement contains accurate, factual and complete information.

(Name of Respondent) agree (agrees) to participate in good faith in the procurement process as described in the RFQ.

(Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results there from, shall be borne exclusively by the Respondent.

(Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statements or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating principals, but only if acceptable to the Borough of Dunellen. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

(Name of Respondent) acknowledges and agrees that the Borough of Dunellen may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Borough of Dunellen shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

(Name of Respondent) acknowledge that any contract executed with respect to the provision of ALTERNATE MUNICIPAL ENGINEERING SERVICES must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a Joint Venture, appropriate officers of each company shall sign.

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Typed Name and Title) Dated:

EXHIBIT C

PROPOSAL FORM/SIGNATURE PAGE (C-1)

The undersigned declares that they have read the Notice, Instructions, Affidavits and Scope of Services attached, that they have determined the conditions affecting the proposal are acceptable and agrees, if this proposal is accepted, to furnish and deliver services per their attached schedule of fees for the following:

ALTERNATE MUNICIPAL ENGINEERING SERVICES

Company: _____

Federal I.D. # or Social Security #: _____

Address: _____

Signature of Authorized Agent: _____

Type or Print Name & Title: _____

Date: _____

Telephone Number: _____

Email Address: _____

Fax Number: _____

CHECK LIST OF REQUIRED DOCUMENTS (C-2)

The following items are mandatory requirements of this RFP package:

	Initials
Affidavit of Non-Collusion	✓ _____
Disclosure of Ownership	✓ _____
Affirmative Action Mandatory Language	✓ _____
Americans With Disabilities Act Mandatory Language	✓ _____
Business Registration Certificate (to enclose)	✓ _____

If boxes of the following items are checked, they are mandatory requirements of the RFP proposal and contract:

	Initials
Proposal Form Signature Page	✓ _____
Acknowledgement of Addenda (as applicable)	✓ _____
Resolution of Authorization - Corporation	✓ _____
Checklist of Required Documents, signed below	✓ _____
State of New Jersey Debarred List Affidavit	✓ _____
Certification of Non-Debarment for Federal Government Contracts	✓ _____
Applicant and Designated Individual Resumes 1 hard copy & 1 electronic copy	✓ _____

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

	Initials
Signed Contracts	✓ _____

*EACH REQUIRED ITEM MUST BE INITIALED ON THIS FORM IN THE SPACE PROVIDED.
THIS CHECKLIST MUST BE SIGNED AND SUBMITTED WITH THE RFP PACKAGE.*

COMPANY / APPLICANT'S NAME

AUTHORIZED SIGNATURE

DATE

NAME (PRINT) TITLE

DISCLOSURE OF OWNERSHIP (C-4)

(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:

[] 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.

OR

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

Check the box that represents the type of business organization:

- Partnership Corporation Sole Proprietorship
 Limited Partnership Limited Liability Corporation Limited Liability Partnership
 Subchapter S Corporation

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

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)

AFFIRMATIVE ACTION CERTIFICATION (C-5)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

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-5

(Continued)

N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)
EXHIBIT A

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 or sex. Except with respect to affectional or sexual orientation, the contractor 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, affectional or sexual orientation or sex. Such action 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 for the 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 or sex.

The contractor or subcontractor, where applicable, will send to each labor union or 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 contractor's commitments under this act 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 applicable 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division 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 & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

EXHIBIT C-6

AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals With Disabilities

The Consultant and the Borough of Dunellen 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 Borough 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 Borough in any action or administrative proceeding commenced pursuant to this Act. The Consultant shall indemnify, protect and save harmless the Borough, 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 Borough grievance procedure, the Consultant agrees to a proposal by any decision of the Borough which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Borough or if the Borough 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 Borough 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 Borough or any of its agents, servants, and employees, the Borough shall expeditiously forward or have forwarded to the Consultant every demand, complaint, notice, summons, pleading or other process received by the Borough or its representatives.

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

It is further agreed and understood that the Borough 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 Borough from taking any other actions available to it under any other provisions of this agreement or otherwise by law.

**ACKNOWLEDGEMENT OF RECEIPT OF CHANGES TO
RFP DOCUMENTS FORM (C-7)**

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

<u>Addendum Number</u>	<u>How Received (mail, fax, pick-up, etc.)</u>	<u>Date Received</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Company/Applicant: _____

By Authorized Representative: _____

Signature: _____

Printed Name and Title: _____

Date: _____

RESOLUTION OF AUTHORIZATION IF CONSULTANT IS A CORPORATION (C-8)

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____

STATE OF NEW JERSEY DEBARRED LIST AFFIDAVIT (C-9)

I, _____ of the _____ (Borough) in the County of _____ and the State of _____ being of full age and fully sworn according to law on my oath depose and say that:

I am an officer of the firm of _____ the bidder making the Proposal for the above named work, and that I executed the said Proposal with full authority to do so; that said bidder at the time of making this bid is not included on the State of New Jersey, Treasurer's List of Debarred, Suspended and Disqualified Bidders; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with the full knowledge that the Borough of Dunellen, as the Owner, relies upon the truth of the statements contained in said Proposal and in the statements contained in the affidavit in awarding the contract for said work.

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

The undersigned understands that the firm making the bid Contractor is subject to disbarment, suspension and/or disqualification in contracting with the State of New Jersey, if the Contractor pursuant to NJAC 7:1-5.2, commits any of the acts listed therein, and as determined according to applicable law and regulation.

Contractor: _____

Name and Title of Affiant: _____

Subscribed and sworn before me this ___ day of _____ 20__ .

_____ (Notary Signature)

Notary Public of _____

My Commission Expires: _____

**CERTIFICATION OF NON-DEBARMENT
FOR FEDERAL GOVERNMENT CONTRACTS (C-10)**

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.

PART I: VENDOR INFORMATION	
Individual or Organization Name	
Physical Address of Individual or Organization	
Unique Entity ID (if applicable)	
CAGE/NCAGE Code (if applicable)	
Check the box that represents the type of business organization:	

- Sole Proprietorship (skip Parts III and IV)
 Non-Profit Corporation (skip Parts III and IV)
 For-Profit Corporation (any type)
 Limited Liability Company (LLC)
 Partnership
 Limited Partnership
 Limited Liability Partnership (LLP)
 Other (be specific): _____

PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization			
I hereby certify that the individual or organization listed above in Part I is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <name of contracting unit> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by <type of contracting unit> to notify the <type of contracting unit> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the <type of contracting unit> , permitting the <type of contracting unit> to declare any contract(s) resulting from this certification void and unenforceable.			
Full Name (Print):		Title:	
Signature:		Date:	

PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization

Section A (Check the Box that applies)

<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
Name of Individual or Organization	
Physical Address	

OR

<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
--------------------------	---

Section B (Skip if no Business entity is listed in Section A above)

<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization’s parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization’s parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization’s parent entity, as the case may be.
Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity	
Physical Address	

OR

<input type="checkbox"/>	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.
--------------------------	--

Section C – Part III Certification

I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the **Organization listed above in Part I** or, if applicable, owns greater than 50 percent of a parent entity of **<name of organization>**. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the **<type of contracting unit>**, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

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

Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities	
Section A	
<input type="checkbox"/>	Below is the name and address of the corporation(s) in which the Organization listed in Part I owns more than 50 percent of voting stock, or of the partnership(s) in which the Organization listed in Part I owns more than 50 percent interest therein, or of the limited liability company or companies in which the Organization listed above in Part I owns more than 50 percent interest therein, as the case may be.
Name of Business Entity	Physical Address
Add additional sheets if necessary	
OR	
<input type="checkbox"/>	The Organization listed above in Part I does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.

Section B (skip if no business entities are listed in Section A of Part IV)

<input type="checkbox"/>	Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).
--------------------------	---

Name of Business Entity Controlled by Entity Listed in Section A of Part IV	Physical Address

Add additional Sheets if necessary

OR

<input type="checkbox"/>	No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.
--------------------------	--

Section C – Part IV Certification

I hereby certify that the **Organization listed above in Part I** does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the **<type of contracting unit>**, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

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

This page is intentionally left blank