

**REQUEST FOR PROPOSAL FOR
CONSTRUCTION MANAGEMENT SERVICES**

FOR

**HADDON TOWNSHIP BOARD OF EDUCATION
500 RHOADS AVENUE
WESTMONT, NJ 08108**

SEPTEMBER 2014 BOND REFERENDUM PROJECTS

SUBMISSION DEADLINE

2:00 P.M.

Date: November 12, 2014

ADDRESS ALL PROPOSALS TO:

**Ms. Jennifer Gauld
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY
HADDON TOWNSHIP BOARD OF EDUCATION
500 RHOADS AVENUE
WESTMONT, NJ 08108**

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING PROPOSAL

HADDON TOWNSHIP BOARD OF EDUCATION
500 RHOADS AVENUE
WESTMONT, NJ 08108

CONTACT PERSON

Ms. Jennifer Gauld
School Business Administrator/Board Secretary
(856) 869-7750 ext. 1106

PURPOSE OF REQUEST

The Haddon Township Board of Education is requesting proposals from experienced and qualified firms to provide Construction Management Services in connection with the construction of various projects outlined in the attached September 2014 Bond Referendum presentation document. Proposals will be evaluated in accordance with the criteria set forth in this RFP

The agreement between the Haddon Township Board of Education and the successful construction management firm is subject to the availability and appropriation, annually, of funds sufficient to satisfy the recurring monthly charges for the provision of the construction management services identified in the construction management firm's agreement with the Haddon Township Board of Education.

PROJECT DESCRIPTION

The project is the construction of various projects outlined in the attached September 2014 Bond Referendum presentation document and involves additions and renovations at all six (6) District facilities.

It is anticipated that a total of twenty-four (24) months (**January 1, 2015 – December 31 2016**) of construction management services will be required from the start of Construction through Project Closeout/Post Construction. There are two (2) separate projects within the twenty-four (24) month schedule. The projects will be bid as two (2) separate One (1) lump sum General Construction bid packages to be documented by Garrison Architects and their consultants in conjunction with the Owner's consultants including, but not limited to, Civil Engineering and Asbestos/Hazardous Materials abatement. The projects will include the following scope of work:

- | | |
|------------|--|
| Project I | Edison, Jennings, Stoy, Strawbridge, Van Sciver and Haddon Township High School Roof Replacements, Roof Restorations, and Additions along with Interior Renovations. |
| Project II | Edison, Jennings, Stoy, Strawbridge, Van Sciver and Haddon Township High School Interior Renovations and Building System Replacements |

1. SCOPE OF SERVICES

The Construction Management Firm (“CMF”) shall act as the Haddon Township Board of Education’s representative/agent during the construction, and post-construction phases of both Projects. In all instances the CMF shall employ its best efforts to protect the interests of the Owner and further the intended goals and purpose of the Projects. Minimum services requested for Project 1 and 2:

A. Pre-Construction

1. Review of Garrison Architects’ Contract Documents / Specifications / Drawings for accuracy, completeness and suitability – Constructability Review.
2. Participate in weekly Tuesday 9:00 AM design meetings in Garrison Architects’ Bellmawr, NJ office. (December 2014 to June 2015)
3. Provide one (1) Cost Estimate based on the 80% Construction Documents prepared by the design team delivered to the CM.
4. Advise the Owner and the Architect of recommended changes to the Contract Documents / General Conditions, Specifications & Drawings prior to the issuance of the Project Bid Addendum which will occur during the construction phase for both projects.
5. Development of a Master Summary Schedule, milestones, and phasing plans, if applicable, in conjunction with Architect and Owner.
6. Provide advice and guidance regarding bid strategy, bid packaging etc.
7. Assist Architect as required in development of competent bidder and subcontractor list.
8. Attend Pre-Bid Conference(s) and assist Architect, as required, with Pre-Bid Conference(s) issues and questions.
9. Attend Bid Opening(s), assist Architect and Owner in evaluation of bids received and suitability of lowest responsible bidder or bidders.
10. Provide a written bid award recommendation(s).

B. Construction Phase

1. **Full-time** on site monitoring of contractors for Quality Control and conformance with the Contract Documents. The CMF shall have two (2) full –time person(s) on site providing construction management for the duration of the construction phases for both projects
2. **Part-time** services of a Project Executive as needed to assist the Owner and Architect in all aspects of maintaining control of project costs and schedule. The CMF shall have one (1) Project Executive providing services to both projects for the duration of all phases of the projects. (figure 20 hours/week)
3. The CMF shall be responsible to ensure that the Board’s interests are protected and that the contract administration is handled effectually and efficiently.
4. Serve as both Project’s primary point of contact throughout the Construction Phase.
5. Assist the Owner in hiring and coordination with the Owner’s construction inspection activities. The CMF will provide the RFP and coordinate the hiring of the third party owner team members. The CMF will act as the

primary contact between all of the Owner's design/consultant team members and the Owner.

6. Manage and document via minutes the scheduled bi-weekly Project Meetings among contractor(s), Architect and Owner.
 - a. Review safety meetings with the contractor.
 - b. Attend weekly meetings with contractor's superintendents and subcontractors and distribute the contractor's weekly meeting records.
7. Attend Emergency Meetings called by Owner or Architect in response to problems.
8. Provide appropriate notification to the Owner and the Architect when work is not being performed in accordance with contract drawings.
9. Provide logging, tracking, reviewing and recommendations for all proposed change orders submitted by a contractor. Provide an Excel spreadsheet to track the COR#, date requested, scope of work, proposed amount, status, approved amount, approved date and note if it is an allowance or change order.
10. Provide and maintain minutes for Project and Emergency Meetings to document action items assigned and any Project decisions made.
11. Provide and maintain on-site records of documentation, minutes, submittals, shop drawings, inspections, tests and reports, correspondence, etc.
12. Provide a monthly report to the Owner, including an executive summary, progress report, financial report of the Projects, discussion on schedule, project photos updated, change orders log, shop drawing log, updated project budget summary and other critical issues. Attend monthly School Board meetings as needed to keep District Administration staff and members of the board up to date on construction progress.
13. Provide a review, recommendation and sign the Contractor's certified payment applications.
14. Track the contractor's compliance with Master Project Construction Schedule, participate in monthly updates, protect the Owner's interests documenting any potential delay claims.
15. Coordinate as required with contractor and design team for solutions to problems encountered during Project.
16. Act as a liaison with Owner and Sub-Code Officials, Owners testing agency, commissioning agent, etc. and their inspection staff to verify compliance of contractor work with all applicable building codes and standards.
17. Communicate the results of all inspections conducted by the Owners team and local officials having jurisdiction to the Owner and Architect.
18. Keep a daily activity report recording time on the job and a summary of actions and/or activities performed and/or observed while on the Project.
19. Verify that the contractor is maintaining on-site a properly documented set of as-built drawings for incorporation into the final set of Record Drawings prepared by the Contractor.
20. Assist Owner with coordination of Owner provided items, equipment and installation. The items include but are not limited to furniture, technology, data, security systems, cable TV, etc.
21. Perform aggressive quality assurance in cooperation with the Owner, Architect and contractors as the Project progresses. Notify the design team of any issues or concerns.

22. Provide the Owner and Architect with digital photograph documentation of the Project and/or conditions in the monthly report.
23. Prepare and review with Owner and Architect a punch list of items at Project completion.
24. Assist the Contractor to obtain a Certificate of Occupancy.
25. It is anticipated that the various phased construction contractors will **NOT** provide a furnished office space at the construction site with access to a copier, telephone and fax with service. The CMF is to provide all computers, cameras, cell phones, travel expenses, supplies, etc. The Owner will provide on-site office space within the district for use by the CMF.
26. All on-site staff are subject to review and acceptance by the Board of Education.

C. Project Close-Out / Post-Construction Project I – March 2016; Project II - December 2016

1. Coordinate completion of punch list items to the satisfaction of Owner, Commissioning Agent and Architect including recommendations for acceptability.
2. Assist Owner in obtaining close-out documents and owner's manuals pertaining to the Project for transfer to the Owner at completion.
3. Assist the contractors to obtain Certificate of Occupancy.
4. Review and provide recommendation to Owner and Architect regarding final payments and release of retainage amounts.
5. Assist Owner in evaluation and inspection of building systems involved in the Project prior to the expiration of warranties to determine acceptability.
6. Assist Owner as required in resolution of construction related problems and with required warranty repairs.

2. STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL

All proposals must be submitted in strict compliance with the instructions included in this Request for Proposals document. The Haddon Township Board of Education may refuse to consider a proposal if a proposing firm fails to submit a complete package.

Proposals shall be sent to the following parties in accordance with the following requirements on or before **day, November 12, 2014 at 2:00 P.M.:**

Two (2) original copies of each firm's proposal shall be submitted to:

**Ms. Jennifer Gauld
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY
HADDON TOWNSHIP BOARD OF EDUCATION
500 RHOADS AVENUE
WESTMONT, NJ 08108**

Facsimile or e-mail submissions will not be accepted.

Proposers should submit a technical proposal which contains the following:

- A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided;
- B. The age of the proposer's firm and the average number of employees over the past three years;
- C. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles. Include an organization chart and resumés for all persons identified as potential key staff. You are required to identify the two (2) On-site Construction Managers who will be committed to this project for the duration unless otherwise advised or approved by the Owner. **Minimum qualification requirements** include:
 - 1. **Project Executive** should have at least 15 years of management experience with a minimum of 10 New Jersey public projects of a similar size and scope and shall have a degree in Architectural or Engineering.
 - 2. **Construction Managers** should have good communication and computer skills, at least 5-10 years of management experience on large public construction projects; and shall have a degree in Architectural or Engineering or Construction Management with a minimum of 5 years of experience. Roofing and Mechanical system experience preferred.
- D. A listing of all other engagements where services of the types being proposed were provided in the past ten years and should include other school districts and other levels of government. The list must include the following information: project location, client, architect, services provided, completion date, construction value, change orders and contact person. The Board of Education may obtain references from any of the parties listed;
- E. A description of all other areas of expertise of the proposer, with emphasis on a description of those services of interest to a Board of Education client;
- F. A detailed plan for providing the proposed services, in the various construction phases with a description of the proposing firm's approach and specific scope of services;
- G. Proof of professional liability insurance;
- H. Proof of any necessary professional license or certification from the State of New Jersey for all professionals assigned to the engagement; including but not limited to pre-qualification under N.J.S.A. 18A:18A-27.1.
- I. Statement that the firm has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law;
- J. Statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency;

- K. A description of any litigation with New Jersey school districts or other New Jersey Public Entities relative to services performed by the proposer;
- L. Five (5) references with contact name, address, telephone, and fax numbers;
- M. A description of the proposer's office location and an explanation of the proposer's availability for meetings and conferences at the District's facilities;
- N. A description of your firm's Quality Control Plan;
- O. Evidence of your firm's current New Jersey Schools Development Authority and NJ Division of Property Management and Construction prequalification status;
- P. An Affirmative Action Statement (copy of form attached);
- Q. A completed Non-Collusion Affidavit (copy of form attached);
- R. A completed Owner Disclosure Statement (copy of form attached);
- S. Chapter 271 Political Contribution Disclosure Form (copy of form attached);
- T. W-9
- U. A copy of the proposer's Business Registration Certificate.
- V. A representation that all services will be performed within the United States of America.

3. **FEE PROPOSAL**

The proposer must submit in a **separate envelope**, a fee proposal for providing the services outlined in this Request for Proposals.

- Pre-Construction Phase: Provide a single lump sum cost for pre-construction activities on the (2) phases of the project.
- Construction Phase: Provide a lump sum of (24) months of service with the required (6) months of two field managers inclusive of all reimbursables.
- Project Close-Out / Post Occupancy: Provide a single average hourly billing rate for post construction phase services as described. Also provide a "not-to-exceed" monthly post occupancy fee.
- Provide an outline and range of alternate fees for commissioning of HVAC equipment. Basic Commissioning shall be limited to 30% of terminal units and shall include 100% of head end HVAC equipment. Final fees will be established after the documents are issued for bid.

The Haddon Township Board of Education does not provide payment for or reimbursement for travel expenses.

4. CONDITIONS OF PROPOSAL PERIOD

The Haddon Township Board of Education will permit firms that have received this RFP to submit questions about the Project in writing. All questions are to be sent to the following parties:

Ms. Jennifer Gauld
School Business Administrator/Board Secretary
FAX: (856) 869-7778

Firms submitting faxed questions must provide such questions, in writing. Please do not submit questions via phone calls.

The Board will provide written answers via fax to all firms that have properly submitted questions. The Board will make a good faith effort to properly and effectively answer all questions, however, the Board reserves the right not to answer certain questions. In addition, firms submitting proposals must recognize that the Board will make a good faith effort to answer any and all questions, but the Board accepts no liability for any mistakes or errors in bids or assumptions that are made in reliance on the answers to submit its questions.

DISCUSSIONS WITH PROPOSERS

An oral presentation by a proposer to clarify a proposal may be required at the sole discretion of the Haddon Township Board of Education. However, the Haddon Township Board of Education may award a contract based on the initial proposals received without discussion with the proposer. If oral presentations are required, they will be scheduled after the submission of proposals. Proposer will not be compensated for making the presentation or the preparation of the RFP response.

PROPOSAL EVALUATION

The Haddon Township Board of Education will select the most advantageous proposal based on all of the evaluation factors set forth at the end of this RFP; however cost is important to the Haddon Township Board of Education. The Haddon Township Board of Education may, if deemed useful, attempt to negotiate an acceptable fee with the most qualified proposer. The Haddon Township Board of Education will make the award that is in the best interest of the Haddon Township Board of Education based on cost and other considerations.

Each proposal must satisfy the objectives and requirements detailed in this RFP. The features of the proposal, considered together with its economic and other benefits, will form the basis for the evaluation process.

The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Board reserves the right to:

- a. Not select any of the proposals.

- b. Select only portions of a particular proposer’s proposal for further consideration (however, proposers may specify portions of the proposal that they consider “bundled”.)
- c. Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal. Every proposal shall remain valid through this time period.

The Haddon Township Board of Education shall not be obligated to explain the results of the evaluation process to any proposer.

The Haddon Township Board of Education may require proposers to demonstrate any services described in their proposal prior to award.

AWARD OF THE CONTRACT

The successful proposer will be notified, in writing, of the Award of the Contract. The terms of the proposals as submitted by the proposer may be modified as the Haddon Township Board of Education reserves the right to negotiate the terms of the proposal with its respective proposer.

The successful Construction Management firm will enter into a Form of Contract (a modified AIA B-801) to be prepared by the Board of Education.

PROPOSAL LIMITATIONS

This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Haddon Township Board of Education by issuance of this RFP. The Haddon Township Board of Education reserves the right at the Haddon Township Board of Education’s sole discretion to refuse any proposal submitted.

USE OF INFORMATION

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like (“Information”) furnished or disclosed by the Haddon Township Board of Education to the proposer in connection with this RFP shall remain the property of the Haddon Township Board of Education. When in tangible form, all copies of such information shall be returned to the Haddon Township Board of Education upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Haddon Township Board of Education or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

PROPRIETARY INFORMATION

Any proposal submitted may become public information. Proprietary information such as client lists and non-public financial statements may be protected under limited circumstances. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Proposers must clearly identify in the proposal any specific proprietary information they request be protected. Proposals may be reviewed and assessed by any person at the discretion of the Haddon Township

Board of Education. All materials submitted become the property of the Haddon Township Board of Education and may be returned only at the Haddon Township Board of Education's option.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)

County of) SS
)

I, _____ of the city of _____
_____ in the county of _____
and State of _____ of full age, being duly sworn according to law on my oath, depose and say that:

I am _____ of the firm of _____, the bidder,

making the Proposal for the above names project, and that I executed the said Proposal with full authority to do so; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above name project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Board of Education relies upon the truth of the statements contained in said Proposal and in the statements contained in the affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, or contingent fee, except bona fide employee or bona fide established commercial or selling agencies maintained by _____ (N.J.S.A. 52:34:15)

Signed: _____

(Also print or type name of affiant under signature)

Sworn to and subscribed before me

this ____ day of _____ 20__

Notary Public

EXPERIENCE QUESTIONNAIRE

SUBMITTED TO: _____

SUBMITTED BY: _____

- Corporation
- Co-partnership
- An Individual

THE SIGNATORY OF THIS QUESTIONNAIRE GUARANTEES THE TRUTH & ACCURACY OF ALL STATEMENTS AND OF ALL ANSWERS TO INTERROGATORIES HEREINAFTER MADE..

1. How many years has your organization been in business under your present business name? _____

2. Have you, any officer or partners of your organization ever failed to complete a project?
 YES NO. If so, state where and why.

3. If you are awarded this project, will work be done with workers directly employed by your organization? _____.

4. Please list the bids of this nature you or your organization completed in the last year:

NAME & PHONE NUMBER OF OWNER	PROPOSAL AMOUNT	SCOPE OF WORK	DATE COMPLETED

5. Will you make the above job files available for audit? YES NO

BY: _____

PRINTED NAME AND TITLE

P.L. 1977 Ch. 33 Local Public Contracts Law

No corporation or partnership shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the state, or of any county, municipality or school district, or by any authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation or said partnership, there is in the corporation or partnership who own 10 percent or more of its stock, of any class or of all individual partners in the partnership who own 10 percent or greater interest therein, as the case may be. If one or more such stockholder or partners is itself a corporation or partnership, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, exceeding the 10 percent ownership criteria established in this act, has been listed.

This act shall take effect immediately.

Approved and effective March 8, 1977.

OWNERSHIP DISCLOSURE

1. THIS IS TO CERTIFY that the bidder in question is a (corporation) (partnership) or (joint venture).

2. If the owner to number 1 above was that the bidding entity is a corporation, all individuals or entities holding at least a 10 percent ownership interest or more in said corporation, whether by the issuance of stock or otherwise, are the following

<u>Name</u>	<u>Address</u>	<u>% of Ownership</u>
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3. If the answer to number one above was that the bidding entity is a partnership, give the names, addresses and percentages of interest of those being 10 percent or more in said partnership

<u>Name</u>	<u>Address</u>	<u>% of Ownership</u>
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4. If the answer to number one above was that the bidding entity is a joint venture, give the names, addresses and percentages of those having a 10 percent or more equitable interest or legal interest in said joint venture.

<u>Name</u>	<u>Address</u>	<u>% of Ownership</u>
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5. I hold the following office or interests in the bidding entity and am an individual having more than a 10 percent beneficial or legal interest in the bidding entity.

6. I make this certification individually and on behalf of said entity with full knowledge that the School Board will rely on this certification in awarding any bids and that any misrepresentations herein shall subject the entity and myself to all penalties provided by Chapter 33 of the Public Laws of 197.

Dated: _____ Signed: _____

Attest: _____
Notary Public

QUALIFICATIONS - ALL CONTRACTS

The following information shall be completely filled out by the respective bidders and presented with each Proposal.

The undersigned herewith states that he is financially capable of financing the entire project, and herewith refers the Owner to the following parties for information concerning the business and financial standing of the Undersigned, and agrees to the Owners and their officials conferring with the parties named hereafter.

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____

The Undersigned herewith declares he has maintained the business represented for _____ years, and he has been actively engaged in work similar to the work specified in the contract for _____ years.

The Undersigned herewith states he maintains the following permanent establishment for the transaction of business.

_____	_____
_____	_____

The Undersigned herewith submits a list of works completed by the Undersigned as Contractor, and similar in character to that upon which he is bidding under this Contract, as evidence of ability and experience.

<u>Project</u>	<u>Location</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date	Bidder's Name
_____	_____
	Signature

REQUIRED AFFIRMATIVE ACTION EVIDENCE FOR
PROCUREMENT, PROFESSIONAL AND SERVICES CONTRACTS

1. A photocopy of your federal letter of affirmative action plan approval.

or

2. A photocopy of your certificate of employee information report.

or

3. A completed affirmative action employee information report (AA302).EXHIBIT A

P.L. 1995, c. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE

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 and 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 non-discrimination 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, 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 afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2**, or Good faith efforts to meet targeted 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, 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 personal 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 lay-off to ensure that all such actions are taken without regard to age, 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 AA-302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Signature of Bidder

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 – Vendor Information

Vendor 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
			\$

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM Contractor Instructions

Business entities (contractors) 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. **NOTE: This section does not apply to Board of Education contracts.**

1 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."

**List of Agencies with Elected Officials Required for Political Contribution
Disclosure
N.J.S.A. 19:44A-20.26**

BASIS OF AWARD

(To be completed by the Haddon Township Board of Education ad hoc construction management & site engineering evaluation committee)

EVALUATION FACTORS		SCORE
<p>Points awarded will be based on the information contained in the technical proposal, any supplemental information obtained and information gathered during the interview, if one is conducted.</p>		
A.	<p>Technical Proposal contains all required information</p> <p align="center"><u> 10 </u> points</p>	
B.	<p><u>Relevance and Extent of Qualifications, Experience, and Training of Personnel to be assigned</u></p> <p align="center"><u> 25 </u> points</p>	
C.	<p><u>Relevance and Extent of Similar Engagements performed</u></p> <p align="center"><u> 25 </u> points</p>	
D.	<p><u>Plan for performing engagement is realistic, thorough, and demonstrates knowledge of requirements and personnel availability</u></p> <p align="center"><u> 15 </u> points</p>	
E.	<p>Reasonableness of Cost Proposal</p> <p align="center"><u> 25 </u> points</p>	
TOTALS		