

APPENDIX A

PROPOSAL FORM 1

PROPOSAL TRANSMITTAL LETTER

(To be typed on Proposer's Letterhead)

RE: Owner's Representative services for the Joint Health Sciences Center

Dear _____:

_____ (the "Proposer") hereby submits its proposal (the "Proposal") in response to the Request for Proposals for Joint Health Sciences Center, issued by the Rowan University/Rutgers – Camden Board of Governors, January 11, 2016.

As a duly authorized representative of the Proposer, I hereby certify, represent and warrant as follows in connection with the Proposal:

1. The Proposer acknowledges receipt of the RFP and the following

addenda: <u>No.</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____

2. The submittal of the Proposal has been duly authorized by, and in all respects is binding upon, the Proposer. Attachment 1 is a Certificate of Authorization which evidences my Board to submit the Proposal and bind the Proposer.

3. The entity is being proposed to enter into the contract with the Board is _____ (the company), a _____ organized under the laws of the State of _____, and authorized to do business in the State of New Jersey.

4. Intentionally left blank.

5. The Required Insurance required by the Contract will be provided or brokered by, _____, as evidenced by the Insurance Company Letter of Intent submitted on Proposal Form 13.

6. All information and statements contained in the Proposal are current, correct and complete, and are made with full knowledge that the Board will rely on such information and statements in selecting the Preferred Proposer and executing the Contract.

7. The Proposal has been prepared and is submitted without collusion, fraud or any other action taken in restraint of free and open competition for the services contemplated by the RFP.

8. Neither the Proposer, the Company, nor any Proposer team member is currently suspended or debarred from doing business with any governmental entity.

9. The Proposer has reviewed all of the engagements and pending engagements of the Proposer, and the Company, and no potential exists for any conflict of interest or unfair advantage.

10. No person or selling agency has been employed or retained to solicit the award of the Contract under an arrangement for a commission, percentage, brokerage or contingency fee or on any other success fee basis, except bona fide employees of the Proposer, or the Company.

11. The Proposer, and the Company have not engaged in any practices that may result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful consideration in connection with the submittal of this Proposal.

12. The Proposer and the Company, as applicable, have all current and valid licenses, registrations and certificates required by applicable law to submit this Proposal and for provision of the services described in the RFP.

13. The principal contact person who will serve as the interface between the Board and the Proposer for all communications is:

NAME: _____
TITLE: _____
ADDRESS: _____
PHONE: _____
FAX: _____
E-MAIL: _____

14. The key technical and legal representatives available to provide timely response to written inquiries submitted, and to attend meetings requested by the Board are:

Technical Representative:

NAME: _____
TITLE: _____
ADDRESS: _____
PHONE: _____
FAX: _____
E-MAIL: _____

Legal Representative:

NAME: _____

TITLE: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL: _____

15. The Proposer has included all of its exceptions and suggested modification to the Draft Contract in its mark-up of the Draft Contract included with this Proposal, which the Board may or may not agree to, in its sole discretion.

16. If selected, the Proposer agrees to negotiate in good faith to enter into a Contract that reflects the substantive terms and conditions of the RFP and the Proposal.

17. The Proposer has submitted all Proposal Forms required to be submitted by the RFP and such Proposal Forms are a part of this Proposal.

18. The Proposer has carefully examined all documents constituting the RFP and the addenda thereto and, being familiar with the work and the conditions affecting the work contemplated by the RFP and such addenda, offers to furnish all plant, labor, materials, supplies, equipment, facilities and services which are necessary, proper or incidental to carry out such work as required by and in strict accordance with the RFP and the Proposal, all for the prices set forth in the Proposal Forms.

Name of Proposer

Name of Designated Signatory

Signature

Title

PROPOSAL FORM 1

(Notary Public)

State of _____

County of _____

On this _____ day of _____, 2016, before me
appeared

_____ who is _____ of _____ a
NAME TITLE PROPOSER

_____ personally known to me to be the person described in
STATE AND ENTITY TYPE

And who executed this Transmittal Letter and acknowledged that she/he signed the same
freely and voluntarily for the uses and purposes therein described.

In witness thereof, I have hereunto set my hand and affixed my official seal the day and year
last written above.

(seal) _____
Notary Public in and for the State of _____

(Name Printed)

Residing at _____

Commission Number _____

PROPOSAL FORM 1

CERTIFICATE OF AUTHORIZATION

I, _____, a resident of _____ in the State of _____, DO HEREBY CERTIFY that I am the Clerk/Secretary of _____, a corporation duly organized and existing under and by virtue of the laws of the State of _____; that I have custody of the records of the corporation; and that as of the date of this certification, _____ holds the title of _____ of the corporation, and is authorized to execute and deliver in the name and on behalf of the corporation the Proposal submitted by the corporation in response to the to the Request for Proposals for Owner's Representative Services for a Joint Health Sciences Center, issued by the Rowan University/ Rutgers – Camden Board of Governors, January 11, 2016, and all documents, letters, certificates and other instruments which have been executed by such officer on behalf of the corporation in connection therewith.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the corporation this _____ day of _____, 2016.

(Affix Seal Here)

Clerk/Secretary

PROPOSAL FORM 2 *

CONTRACTOR INFORMATION FORM

If the Company is an *INDIVIDUAL*, sign name and give the following information:

Name:

Address:

Social Security Number:

Telephone:

Email:

If individual has a *TRADE NAME*, give such trade name:

Trading As:

Address:

Telephone:

Email:

If the Company is a *PARTNERSHIP*, give the following information:

Name of Partners

Address:

Federal EIN:

Telephone:

Email:

Social Security No:

Signature of authorized agent:

If the Company is *INCORPORATED*, give the following information:

State under whose laws incorporated:

Location of principal office:

Telephone

Federal EIN:

E-Mail:

Name of agent in charge of said office upon whom notice may be legally served:

Signature:

Address:

Telephone:

Email:

** This Proposal Form shall identify and include the requested information for the Company being proposed to execute the Contract.*

PROPOSAL FORM 3

ACKNOWLEDGEMENT OF ADDENDUM
Rowan University/Rutgers – Camden
Board of Governors

Addendum No. _____

PROJECT ENTITLED: OWNER'S REPRESENTATIVE SERVICES FOR THE
JOINT HEALTH SCIENCES CENTER.

Acknowledgment is hereby made of the receipt of Addendum No. _____ and
containing information for the above referenced Project.

Proposer:

By:

Signature:

Title:

Date:

NOTE:

*WHEN AN ADDENDUM IS ISSUED, THIS ACKNOWLEDGMENT MUST BE
ATTACHED TO THE FRONT OF THE PROPOSAL AT THE TIME OF SUBMITTAL.
FAILURE TO DO SO WILL RESULT IN IMMEDIATE PROPOSAL REJECTION.*

PROPOSAL FORM 4

BUSINESS REGISTRATION CERTIFICATE

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS - CONSTRUCTION

All New Jersey and out of state business organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted for the contractor and any designated subcontractors (N.J.S.A. 40A: 11-16, including plumbing, HVAC, electrical and structural steel). No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the Project.

Before final payment of the contract is made by the contracting agency, the contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A. 52:32-44(g)(3)) shall 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. 54:32 B-1 et seq.) on all sales of tangible personal property delivered into this state.

A business organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. of section 92 of P.L. 1977, c.110 (N.J.S.A. 5: 12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

A sample Business Registration Certificate is attached. Other forms, such as a Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are WI1 acceptable.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730.

PROPOSAL FORM 5
BOND OR SECURITY

NOT APPLICABLE

PROPOSAL FORM 6

STATEMENT OF OWNERSHIP

(N.J.S.A. 52:25-24.2)

The Company (that is being proposed to enter into the Contract) is a (check one):

- Individual Partnership P.A. L.L.C
- L.L.P Corporation Joint Venture
- Other _____

No individual person or entity owns a 10% or greater interest in the Company.
OR

The names and addresses of all persons and entities who own a 10% or greater interest in the Company or any listed entities are as follows:

NAMES:

ADDRESSES:

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

- Check here if additional sheets are attached.
- Check here to certify that no person or entity, except for those already listed above or on any attached sheets, owns a 10% or greater interest in the Company or any listed entities.

NAME OF PROPOSER: _____

SIGNED BY: _____

PRINT NAME & TITLE: _____

DATE: _____

NOTE: If an entity owns a 10% or greater interest in the Company, list all owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each individual person who owns all 10% or greater interest in each listed entity has been disclosed.

PROPOSAL FORM 7

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____ ss:

I, _____ residing _____
Affiant Municipality

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 _____
Title & Position Name of the Firm

the bidder making this Proposal for the bid entitled _____,
(title of 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 named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Board relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I warrant that no requirement or commitment was made in reference to any persons, or elected official and that no undisclosed benefits of any kind were promised to anyone connected with the Project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

(Name of Contractor)

I further warrant and represent that I have never been convicted or acknowledge, nor admitted to any payment of kickbacks or unlawful gifts for which conduct Rowan University deems me disqualified from bidding.

Subscribed and sworn to before me this
day
of __, 2016

(Signature of Affiant)

(Print name of affiant under signature)

Notary public of
My Commission expires _____
(Seal)

PROPOSAL FORM 8

DISCLAIMER STATEMENT

The information contained in or otherwise provided in connection with the Request for Proposal for a Joint Health Science Center issued by the Rowan University/Rutgers – Camden Board of Governors on January 11, 2016 has been prepared by the Board and while such information is believed to be accurate and reliable, except as otherwise expressly set forth in the RFP, the Board makes no representation as to such accuracy or reliability, IN no way shall any such information constitute a representation or warranty by the Board or any of its officials, employees, consultant, attorneys, representatives, contractors, or subcontractors (the “Board Representatives”). The Proposer hereby releases and forever discharges the Board and the Board Representatives from any and all claims which such Proposer has, had or may hereafter have arising out of any information contained in or otherwise provided in connection with the RFP. Any party who intends to submit a response to this RFP is specifically invited to independently verify the accuracy of the information contained herein.

Name of Proposer

Name of Designated Signatory

Signature

Title

PROPOSAL FORM 9

GUARANTOR ACKNOWLEDGMENT

NOT APPLICABLE

PROPOSAL FORM 10

FINANCIAL CAPACITY DATA FORM

Provide information requested for the Company (being proposed to enter into the Contract).

This form may be duplicated if necessary.

Name of Company: _____

Section I: Financial Data Summary

Income Statement

FY 2011 FY2013 FY 2014

Operating Revenues			
Operating Expenses			
Depreciation and Amortization			
Earnings Before Taxes (EBT)			
Earnings Before Interest and Taxes (EBIT) Net Income			

Balance Sheet

Current Assets			
Other Assets			
Intangible			
Assets Total			
Assets Current			
Liabilities			
Total Long-Term Debt			
Other Liabilities			
Total Liabilities			
Net Worth (Total Assets - Total Liabilities)			
Tangible Net Worth (Total Assets - Total Liabilities Intangible Assets)			

Statement of Cash Flow

Total Cash Flow
 Cash Flow from Operations
 Cash Flow from Financing
 Activities Cash Flow from
 Investing Activities

Section II: Financial Ratios

FY 2011 FY 2012 FY 2013

Liquidity Measures

Current Ratio
 (Current Assets/Current
 Liabilities)
 Quick Ratio
 (Current Assets -
 Inventory/Current Liabilities)
 Working Capital as a % of
 Revenue (Current Assets -
 Current
 Liabilities/Revenue)

Leverage Measures

Debt/Equity Ratio
 (Total Liabilities/Shareholder's
 Equity) Debt/Tangible Net Worth
 Debt/(Debt +Net Worth)

**Debt Service Coverage
 Measures**

Cash Flow from Operations/Debt
 Service EBT/Interest
 EBIT/Interest

Profitability Measures

Operating Profit Margin
(Operating Income/Net Sales)
EBIT/Revenue
Return on Capital

Section III: Credit Rating

Bond Ratings (please list all bond issues within the last three years with issue date and rating):

	Moody's	S&P	Dunn & Bradstreet	Value Line

Please list all credit and other ratings within the last two years along with date ranges.

¹ In the event that no credit rating is available for the Company from a nationally recognized rating agency, then the Company, as applicable, shall provide:
 (a) a current (30 days or less) Dun & Bradstreet report (or an independent report of similar quality and content) attached to this Proposal Form; and
 (b) a narrative discussion of the long-term credit strength of the Company.
 The Company shall also provide an explanation or state the reasons that no such credit rating from a nationally recognized credit rating agency is available.

Section IV: Other Financial Information

Please provide the Company's audited financial statements for the past 3 fiscal years, including auditor's opinion, footnotes and other required supplementary information as well as the Company's most recently available quarterly statements.

Note: All data is to be provided in US. Dollars and in English.

Name of Company

Name of Authorized

Signatory Signature

Title

PROPOSAL FORM 11
PROJECT SCHEDULE

NOT APPLICABLE

Form

PROPOSAL FORM 12

LUMP SUM FEE

Form

PROPOSAL FORM 13

INSURANCE COMPANY LETTER OF INTENT

(to be typed on Insurance Company's Letterhead)

Dear _____:

_____ (the "Proposer") has submitted herewith a Proposal in response to the Request for Proposals for Owner's Representative Services for a Joint Health Sciences Center, issued by the Rowan University/ Rutgers – Camden Board of Governors, January 11, 2016.

The Insurance Company hereby certifies that it is duly authorized to conduct business in California and intends to provide all required insurance set forth in this RFP in the event the Proposer is awarded the Contract.

Name of Insurance Company

Name of Authorized Signatory

Signature

Title

Date

PROPOSAL FORM 14
MAINTENANCE AND REPAIR SCHEDULE

NOT APPLICABLE

Form

PROPOSAL FORM 15

CHAPTER 51 Form

Please visit: <http://www.state.nj.us/treasury/purchase/forms.htm#eo134> to complete the “Two-Year Vendor Certification and Disclosure of Political Contributions” Form.

Form

PROPOSAL FORM 16

EEO/AA EVIDENCE

Vendors are required to submit evidence of compliance with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 in order to be considered a responsible vendor.

One of the following must be included with submission:

- Copy of Letter of Federal Approval
- Certificate of Employee Information Report
- Fully Executed Form AA302
- Fully Executed EEO-1 Report

See the guidelines at: http://www.state.nj.us/treasury/contract_compliance/pdf/pa.pdf for further information.

I certify that my bid package includes the required evidence per the above list and State website.

Name: _____

Title: _____

Signature: _____

Date: _____