



REQUEST FOR QUALIFICATIONS

***TO
SUPPLEMENT OUR EXISTING “POOL” OF
QUALIFIED CONSULTANTS***

***FOR THE PROVISION OF PROFESSIONAL SERVICES
FOR
VARIOUS PROFESSIONAL SERVICES INCLUDING BUT NOT LIMITED TO
SPECIAL LEGAL COUNSEL, LABOR COUNSEL, ENGINEERING AND
CONSULTING SERVICES***

Request for Qualifications

The Housing Authority and Housing Development Corporation of Bergen County, herein after called the Authority and Development Corporation respectively, are soliciting Qualification Statements from interested persons and/or firms to supplement their list of qualified consultants for the provision of listed services. Inclusion of a position on the list however does not constitute a warranty that the Authority and/or Development Corporation will fill the position at this time or through this process. Through a Request for Qualification process, persons and/or firms interested in assisting the Authority and Development Corporation with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in the RFQ. The Authority and Development Corporation will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described. The Authority and Development Corporation intend to select a person (s) and/or firm(s) that possess (es) the professional, financial and administrative capabilities to provide the proposed services, and agrees and meets the terms and conditions which provide the greatest benefit, as determined by the Authority and Development Corporation.

The Authority and Development Corporation seek to establish and supplement their List of Qualified Financial, Environmental, Mold/Indoor Air Quality, Energy Star Services, Tax Credit, Market Study, Special Legal Counsel and Bond Consulting Services from which future work may be assigned in an efficient and timely manner. Respondents who meet the qualifications established in this RFQ will be placed on the List and may be offered engagements to provide service on a periodic, as-needed basis, as determined by the Authority and Development Corporation.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is, however, subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 et seq. The Authority and Development Corporation have structured a procurement process that seeks to obtain the desired results, while establishing a competitive process, to assure that each person and/or firm is provided with an equal opportunity to submit a Qualification Statement in response to the RFQ.

Qualification Statements must be submitted to, and received by the Purchasing/Contract Procurement Coordinator, at One Bergen County Plaza, Floor 2, Hackensack, New Jersey 07601, before 11:30 a.m. on the DUE DATE listed in the table below. Qualification Statements will not be accepted by facsimile transmission or e-mail. The responses will be publicly opened and announced on the date listed in the detailed position sheet.

The Authority and Development Corporation are requesting Qualification Statements for the following positions:

Date Posted	Position Title	Due Date
Friday, October 16, 2020	Professional Consulting Services for upcoming projects for various buildings owned and/or managed by the Authority and Development Corporation <u>to supplement their existing "pool" of qualified consultants</u>	Friday, November 13, 2020 at 10:00 am

The Instructions for Qualification Statements may be downloaded from our website; www.habcnj.org.

Qualification Statements must be submitted in the manner designated in the instructions, must be enclosed in sealed envelopes bearing the name and address of the proposer and the name of the work on the outside, and addressed to the Authority and Development Corporation and delivered to HABC Purchasing Department, c/o GFA, LLC 576 Valley Road, Suite 242, Wayne, NJ 07470. Qualification packages shall be submitted on or before 10:00 a.m., on Friday, November 13, 2020.

NOTE: The Housing Authority and Development Corporation of Bergen County will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Qualifications.

IT SHOULD BE NOTED THAT THOSE PROFESSIONAL FIRMS WHICH HAVE ALREADY BEEN QUALIFIED AND ARE IN THE EXISTING "POOL" OF QUALIFIED CONSULTANTS, NEED NOT RE-SUBMIT A PROPOSAL. THIS EFFORT IS SOLELY FOR THE PURPOSE OF SUPPLEMENTING OUR EXISTING "POOL" OF PROFESSIONAL RESOURCES FOR A FIVE YEAR PERIOD. WE MAY SOLICIT FROM TIME TO TIME TO INCREASE OUR POOL OF PROVIDERS.

GLOSSARY

The following definitions shall apply to and are used in this Request for Qualifications:

“Authority” - refers to the Housing Authority of Bergen County.

“Development Corporation” refers to the Housing Development Corporation of Bergen County

“Qualification Statement” - refers to the complete responses to this RFQ submitted by the Respondents.

“RFQ” - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

“Qualified Respondent” or “List” - refers to those Respondents who (in the sole judgment of the Authority) have satisfied the qualification criteria set forth in this RFQ.

“Respondent(s)” - refers to the list of interested Firm(s) which will submit a Qualification Statement.

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For Publication in The Record: Friday, February 7, 2020

REQUEST FOR QUALIFICATIONS

The Housing Authority and Housing Development Corporation of Bergen County, in accordance with N.J.S.A. 19:44A-20.4 et seq., are seeking written proposals for Qualification Statements through a Fair and Open Process for the following:

PROFESSIONAL CONSULTING SERVICES TO SUPPLEMENT OUR EXISTING “POOL” OF QUALIFIED CONSULTANTS FOR THE PROVISION OF VARIOUS PROFESSIONAL SERVICE AND CONSULTING SERVICES

Please note that those professional firms which have already been qualified and are in the existing “pool” of qualified consultants, need not resubmit a proposal. This effort is solely for the purpose of supplementing our existing “pool” of professional resources.

Proposal forms for Qualification Statements may be obtained at our website, or by email at volpe@habcnj.org.

The services to be provided are regarded as professional services. As such, not only price but the professional ability, size of the organization, proximity to the Authority and Development Corporation and other similar factors may be utilized in selecting qualified respondents.

Proposals for Qualification Statements shall be submitted in a sealed envelope, bearing the name and address of the respondent, marked to indicate the subject of the proposal and addressed to the Housing Authority and Housing Development Corporation of Bergen County, c/o GFA, LLC 576 Valley Road, Suite 242, Wayne, NJ 07470 by 10:00 a.m., on Friday November 13, 2020 at which time they will be publicly opened. Proposals received after the deadline date and time will not be accepted.

Last day for submission of questions and clarifications is 10:00 a.m. on Friday, November 6, 2020.

The Housing Authority and Housing Development Corporation of Bergen County reserve the right to reject any or all proposals for qualification statements, or to waive any informalities contained therein. No proposal shall be withdrawn for a period of sixty (60) days subsequent to the proposal due date without the consent of the Housing Authority and Housing Development Corporation of Bergen County.

The qualifications submitted shall in no way be considered as competitive bids; each shall be evaluated on its merits. The Authority and Development Corporation reserve the right to accept, reject or request modification of the qualification package submitted in response to this request, as well as the right to accept or reject any submissions on the basis of feasibility or suitability to the Authority and Development Corporation.

Lynn Bartlett
Executive Director
Housing Authority & Housing Development Corporation
of Bergen County

By: Jerry Volpe
Qualified Purchasing Agent

SECTION I

INTRODUCTION AND GENERAL INFORMATION

1.1 Introduction and Purpose.

The Housing Authority and Housing Development Corporation of Bergen County (“Authority”) and (“Development Corporation”) respectively, are soliciting qualifications from interested persons and/or firms to supplement their existing list of qualified consultants for the provision of listed services for upcoming projects at various buildings owned and/or managed by the Authority and Development Corporation, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the Authority and Development Corporation with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Authority and Development Corporation 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. The Authority and Development Corporation intend to qualify person(s) and/or firm(s) that possess the professional, financial and administrative capabilities to provide the proposed services, and will agree to work under the compensation terms and conditions which provide the greatest benefit, as determined by the Authority and Development Corporation.

Respondents who meet the qualifications established in this RFQ will be placed on the List and may be offered engagements to provide service on a periodic, as-needed basis for any of the identified tasks, as determined by the Authority and Development Corporation. As the Authority and Development Corporation identify the need for professional services, engagement letters will be issued with the specific requirements and terms of the engagement. Engagements will be assigned at the discretion of the Authority and Development Corporation as determined to be in the best interests of the Authority and Development Corporation, based on the correlation between the type/complexity of the work required and the areas of specialization/expertise of the Respondents on the List. As such, the Authority and Development Corporation cannot guarantee any minimum volume of work, if any, for respondents selected from the RFQ process. The Authority and Development Corporation also reserve the right to engage other professional consultants, if in the opinion of the Authority, it is necessary to retain such persons or firms. Further, the engagement of respondents will be limited to the specific provision of services to be set out in the Engagement Letter.

1.2. 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. 40A:11-1 et seq. However, the selection is subject to the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4 et seq. The Authority 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. Qualifications Statements will be evaluated in accordance with the criteria set forth in Section II and IV of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the Authority and Development Corporation and their legal and/or financial advisors (collectively, the “Review Committee”). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Under no circumstances will a member of the review committee review responses to an RFQ for a job which they or their firms submitted a response. Based upon the totality of the information contained

in the Qualification Statement, including information about the reputation and experience of each Respondent in their respective expertise, the Authority and Development Corporation will determine which Respondents are qualified. Each Respondent who meets the requirements of the RFQ will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Authority and Development Corporation.

All communications concerning this RFQ or the RFQ process shall be directed to the Authority and Development Corporation's designated contact person in writing.

Designated Contact Person:

Jerry Volpe, Q.P.A.
Volpe@habcnj.org
Housing Authority of Bergen County
One Bergen County Plaza, Floor 2
Hackensack, New Jersey 07601

Qualification Statements must be submitted to, and be received by the Authority and Development Corporation, via mail or hand delivery, by 10:00 a.m. on Friday, November 13, 2020. Qualification Statements will not be accepted by facsimile transmission or e-mail.

1.3. 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, review and consideration of its Qualification Statement:

This document is an RFQ and does not constitute an RFP.

This RFQ does not commit the Authority and Development Corporation 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 Authority and Development Corporation reserve the right 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 for this procurement.

The Authority and Development Corporation reserve the right 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 Authority and Development Corporation reserve 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 Authority and Development Corporation and will not be returned.

All Qualification Statements will be made available to the public at the appropriate time, as determined by the Authority and Development Corporation in accordance with law.

The Authority and Development Corporation may request Respondents to send representatives to the office of the Authority and Development Corporation for interviews.

Any and all Qualification Statements not received by the Authority and Development Corporation by 10:00 a.m. prevailing time on Friday, November 13, 2020 will be rejected.

Neither the Authority and Development Corporation, nor their respective staffs, consultants or advisors (including but not limited to the Review Committee) 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 in this procurement process.

1.4. Rights of the Authority and Development Corporation

The Authority and Development Corporation reserve, hold and may exercise, at their 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 Authority and Development Corporation deem 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 Statement.

To suspend or terminate the procurement process described in this RFQ at any time. If terminated, the Authority and Development Corporation may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Authority and Development Corporation shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

The Authority and Development Corporation shall have the right, at their sole discretion, to supplement the List of Qualified Consultants at any time during the term of the qualification period.

SECTION II

SCOPE OF SERVICES

The Authority and Development Corporation are empowered with the ability to develop and renovate their buildings. In the development and renovation process, the Authority and Development Corporation routinely procures the services of architects, engineers and contractors. It is the intent of the Authority and Development Corporation to solicit Qualification Statements from Respondents that have professional expertise in the provision of professional services for upcoming projects at various buildings owned and/or managed by the Authority **for the sole purpose of supplementing their existing “pool” of qualified consultants. Consultants who have already been placed in the existing “pool” of qualified consultants NEED NOT resubmit proposals at this time. They will remain in the “pool”.** Such services shall include but not be limited to:

Various professional services and other consulting services

- preparation of bid specifications and documents in accordance with applicable State and federal bidding requirements;
- review contractor’s bids and assist in selecting the appropriate bidder;
- monitor, review and inspect the quality and performance of work provided by the selected contractor;
- approve payments to the contractors; and
- prepare punch list and perform contract closeout. Firms and/or persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

Consultants must possess a minimum of five (5) years documented experience in their respective fields of expertise.

All Respondents in their proposals must set forth, in specific detail, the Respondent’s experience in each of the aforementioned services and their ability to provide each of these services on behalf of the Authority and Development Corporation.

SECTION III

QUALIFICATIONS SUMMARY REQUIREMENTS

The Authority and Development Corporation will conduct a comprehensive, fair and impartial evaluation of all the Qualification Summary received in response to this RFQ. The Executive Director may appoint a “Review Committee” to perform the evaluation. Each Qualification Summary will be analyzed to determine overall responsiveness and qualifications under this RFQ. Qualifications to be evaluated may include the items listed below. The review committee may select all, some or none of the Respondents for interviews. The Authority and Development Corporation reserve the right to place one, or more, or none of the Respondents on the List in the various areas of professional services. The Qualifications include:

- A. Being licensed to provide these services in the State of New Jersey.

- B. Being a member in good standing with any professional associations relating to your field of expertise.
- C. Being willing to accept engagements in conformance with RFQ Attachment 1.
- D. Having no actual or potential conflicts of interest with the Authority and Development Corporation.

Respondents are expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. **Failure to complete and provide any of the following documents may result in your firm not being placed on the Qualified List ("Pool").**

The Qualifications Summary must contain:

1. An interest letter identifying the types of services set forth in Section II hereof for which you wish to be considered.
2. Description and Summary of Experience - Provide a brief description of your firm or yourself, and the capabilities to provide the services required.
3. Personnel - Please provide a brief resume of the individuals who would provide the services, indicating the principal of the firm. Provide a brief resume for each person and describe his/her experience in rendering services of the nature that the Authority and Development Corporation seek.
4. General Experience - Describe your experience assisting public housing authorities and other counties, municipalities and governmental agencies.
5. Conflicts - Describe any existing or potential conflicts of interest, or appearance of conflict of interest, you may have, or which reasonably might arise, because of your proposed representation of the Authority and Development Corporation.
6. Investigations - State whether you or any other principals in your firm have been (in the past five years) or are currently the subject of any Federal or State investigation or any investigation by any law enforcement agency and indicate the nature of this investigation.
7. Insurance - Please provide a copy of your Insurance Certificate, in amounts acceptable to the Authority, including, but not limited to, the following categories of insurance: Professional Liability, General Liability, Automobile Liability, and Worker's Compensation, if deemed necessary by the Authority's Risk Manager.
8. Proposed Fee Schedule - A completed Proposed Fee Schedule set out in RFQ Attachment 2.
9. Any and all documentation as listed in the Submittal Requirement Checklist.

SECTION IV

EVALUATION CRITERIA

The following criteria will be used to evaluate each qualification package submitted. Each respondent is responsible to submit sufficient information in its proposal that will address each and every evaluation Criteria points. The review committee will evaluate and will score each proposal that is submitted as a complete response. Responses may receive a maximum score of one hundred (100) points subdivided as follows:

EXPERIENCE OF FIRM: **Maximum 30 points**
Demonstrated successful experience and capability of the Respondent in providing services described in this Request for Proposals.

EXPERIENCE OF PROPOSED STAFF: **Maximum 30 points**
Demonstrated successful experience and capability of the proposed staff and sub-consultants proposed for this project in providing the services described in this Request for Proposals.

CAPACITY: **Maximum 15 points**
Demonstrated ability of the Respondent to provide the resources (staffing, equipment, office facilities and other) necessary for the timely and efficient implementation of the Authority's goals and objectives as described in this solicitation.

PROPOSED FEE: **Maximum 25 points**
Proposed hourly rates and level of service are reasonable and appropriate in relation to the services requested.

SECTION V

AMENDMENTS TO RFQ

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

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in this RFQ, and changes to this RFQ, if any, shall be made in writing only as described above. Last day for questions or clarifications shall be Friday, February 21, 2020 at 10:00 a.m.

SECTION VI

SUBMISSION REQUIREMENTS SUMMARY

6.1. General Requirements.

The Qualification Statement submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 6 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.

6.2. Administrative Information Requirements.

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
2. An executed Letter of Qualification (See Appendix A of this RFQ).
3. Name, address and telephone number of the firm or firms submitting the Qualification Statement pursuant to this RFQ, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
 - (a) 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.

- (b) 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 the Qualification Statement. Describe the approval process.
 - (c) 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.
 - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
- 5. An executed Letter of Intent (See Appendix B).
 - 6. The number of years your organization has been in business under the present name.
 - 7. The number of years the business organization has been under the current management.
 - 8. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
 - 9. 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.
 - 10. Confirm appropriate federal and state licenses to perform activities.

6.3. Professional Information Requirements.

- a. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
 - 1. Description and scope of work by Respondent.
 - 2. Name, address and contact information of references.
 - 3. Explanation of perceived relevance of the experience to the RFQ.
- b. Describe the services that Respondent would perform directly.
- c. 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 this project.
- d. Resumes of key employees.

- e. A narrative statement of the Respondent's understanding of the Authority and Development Corporation's needs and goals.
- f. List all immediate relatives of Principal(s) of Respondent who are Authority and Development Corporation employees or elected officials of Authority and Development Corporation. 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.
- g. This RFQ will remain open until 10:00 a.m. on Friday, November 13, 2020. Respondents are encouraged to submit a Qualification Summary to the address listed in item h of this section.
- h. Respondents shall submit one (1) typewritten original signed in ink, of the Qualification Summary, in a sealed envelope, clearly marked "**RFQ for Supplemental List of Professional Services**" and deliver to the Authority and Development Corporation at:

**Housing Authority of Bergen County
c/o GFA, LLC
576 Valley Road
Suite 242
Wayne, NJ 07470**

- i. All submissions shall become the property of the Authority and Development Corporation upon receipt and will not be returned. Any information to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, the Authority and Development Corporation cannot guarantee that it will not be compelled to disclose all or part of any public record under the New Jersey Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under New Jersey law, or pursuant to a court order. Respondent will be deemed to have submitted all such information with this understanding.

6.4 Submission Requirements

- 1. Respondent must submit a completed RFQ submittal requirement check list (Appendix C) and attach executed copies of all of the documents listed therein.

SECTION VII

RESTRICTIONS ON COMMUNICATION

- A. Except as set out in item B of this section, Respondent shall not contact Authority and Development Corporation employees regarding this RFQ.
- B. All questions concerning this RFQ shall be submitted, in writing, to:
- Housing Authority of Bergen County
One Bergen County Plaza, Floor 2
Hackensack, New Jersey 07601
Purchasing/Contract Procurement Coordinator
- If submitted by email, send to:
Jerry Volpe
Email: volpe@habcnj.org
- C. The Authority and Development Corporation reserve the right to contact any Respondent for clarification after responses are received.

SECTION VIII

LIST OF QUALIFIED PROFESSIONAL CONSULTANTS

- A. Upon the Authority and Development Corporation's evaluation of qualified summary, Respondents will be notified of their acceptance to the List. Respondents not accepted to the List will be so notified.
- B. Once selected, respondents will remain on the List for a period of Five (5) years, subject to the periodic submission of required updated information regarding the selected respondent, however, the Authority and Development Corporation shall have the right, at their sole discretion to qualify consultants to be extend the qualification period. The Authority and Development Corporation shall have the right, at their sole discretion, to supplement the List of Qualified Consultants at any time during the term of the qualification period.

If selected to be placed on the List, Respondent will be required to:

- A. Provide the Authority and Development Corporation with not less than annual updates of the required Disclosure Statement during the period Respondent is included on the List.
- B. Provide the Authority and Development Corporation with periodic updates regarding staff changes to include deletions and additions to staff and proposed hourly rates for such new staff.
- C. Submit hourly fees for professional services each contract year, to be at levels acceptable to the Authority and Development Corporation for a period of Two (2) years from the date of being placed on the List and

the Authority and Development Corporation may request updated fees from time to time.

- D. Accept assignments through Engagement Letters that will specify the work to be performed, term and budget (if applicable).
- E. Adhere to the applicable Authority and Development Corporation Guidelines for professional consulting services that are included in the Engagement Letter.
- F. Understand and be responsive to the Authority and Development Corporation's goals for assigned work and be able to complete the assigned matters to achieve those goals.
- G. Provide required resources in order to support the work assigned.
- H. Accomplish the assigned work in a manner that is efficient in terms of time, staffing and costs.
- I. Maintain professional relationships and work with the Authority and Development Corporation, including providing needed reports, briefings to the members of the Authority and Development Corporation's Board of Commissioners or Trustees, and/or Authority and Development Corporation staff, as required by the Authority and Development Corporation and as incorporated in the Engagement Letter and; maintain open communication and accessibility to all concerned, and
- J. Agree to provide insurance as may be required for individual engagements.

SECTION IX

NON-CURABLE ITEMS

The following requirements shall be considered mandatory items to be submitted at the time specified by the contracting unit for receipt of the proposal; the failure to submit any one of the mandatory items shall be deemed a fatal defect that shall render the proposal submission unresponsive and that cannot be cured by the governing body:

- 1. A Statement of corporate ownership pursuant to NJSA 52:25-24.2**
- 2. A listing of subcontractors as required by NJSA 40:11-16**
- 3. A document for the proposer to acknowledge receipt of any notice or revisions or addenda to the advertisement or proposal documents, or if not applicable, proposer acknowledges same pursuant to NJSA 40A:11-23/2e**
- 4. New Jersey Business Registration Requirements under PL 2005, c.57**

9.1. Business Registration Certificate.

Beginning September 1, 2004, all business organizations that do business with a local contracting agency are required to be registered with the State and provide proof of that registration to the contracting agency before

the contracting agency may enter into a contract with the business. Contracts awarded after September 1, 2004 must comply with the law.

For proposals: Prior to execution of the contract for professional services, the respondent must submit proof of registration. This covers construction work as well as non-construction bids. Respondents are required to submit a copy of the business registration of all subcontractors regardless of the level (tier) named or listed in a construction bid as part of its submission.

“Proof of registration means a copy of the organizations’ “Business Registration Certificate: as issued by the Division of Revenue. A sample is included with this specification. No other form can be substituted; it must be this form.

A business organization that fails to provide a copy of the business registration as required pursuant to section 1 of PL 2001, c 134 C52:32-44 et al or subsection e or f of section 92 of PL 1977, C 110 C5:12-92 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.

For information regarding the Business Registration Requirement, you can log on to the State’s Division of Local Government Services (DLGS) procurement website at lpcl@dca.state.nj.us or call (609) 292-7842 or contact the Division of Taxation, Regulatory Branch at (609) 292-5995. If you want to file your application online, you may do so by visiting the following website: <http://www.nj.gov/treasury/revenue/busiregcert.htm>.

The Revised Contract Language for BRC Compliance for Goods and Services Contracts (including purchase orders) is as follows: 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 contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor 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.

SECTION X

INSTRUCTIONS TO RESPONDENTS

10.1. Submission of Qualification Statements.

Respondents must submit an original copy of their Qualification Statement to:

Housing Authority of Bergen County
c/o GFA, LLC
576 Valley Road
Suite 242
Wayne ,NJ 07470

Qualification Statements must be received by the Authority no later than 10:00 a.m. (prevailing time) on

November 13, 2020 and must be mailed or hand delivered. Qualification Statements forwarded by facsimile or e-mail will not be accepted. Qualification Statements received after this time will not be considered. The Authority and Development Corporation will not bear responsibility for delays in delivery for any reason.

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.

10.2 Evaluation.

The Authority and Development Corporation's objective in soliciting Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost-effective services to the Authority and Development Corporation. The Authority and Development Corporation will consider Qualification Statements only from firms or organizations that, in the Authority and Development Corporation's judgment, have demonstrated the capability and willingness to provide high quality services to the Authority and Development Corporation in a manner described in this RFQ.

Proposals will be evaluated by the Authority and Development Corporation on the basis of the most advantageous submission, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field.
2. Knowledge of the Authority and Development Corporation and the subject matter addressed under the contract.
3. Capacity to provide the resources required by the Authority and Development Corporation
4. Availability to accommodate the required meetings of the Authority and Development Corporation, and
5. Other factors demonstrated to be in the best interest of the Authority and Development Corporation.

APPENDIX B

LETTER OF INTENT

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

(Insert Date)

Attn: Jerry Volpe, Q.P.A.
Purchasing Agent
Housing Authority of Bergen County
One Bergen County Plaza, Floor 2
Hackensack, New Jersey 07601

Dear Mr. Volpe:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Housing Authority and/or Housing Development Corporation of Bergen County (Authority) or (Development Corporation), dated March 6, 2020, in connection with the Authority and Development Corporation's need for professional consulting services.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees to participate in good faith in the procurement process as described in the RFQ and to adhere to the Authority and Development Corporation's procurement schedule.
3. (Name of Respondent) acknowledges that all costs incurred by it in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares 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 Statement 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 Authority and Development Corporation.
5. (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.
6. (Name of Respondent) acknowledges and agrees that the Authority and Development Corporation may modify, amend, suspend and/or terminate the procurement process. In any

case, the Authority and Development Corporation 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.

- 7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of (insert services) must comply with all applicable affirmative action and similar law. 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 Executive Officer)

(Typed Name and Title)

(Signature)

APPENDIX A

LETTER OF QUALIFICATION

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

(Insert Date)

Attn: Jerry Volpe, Q.P.A.
Purchasing Agent
Housing Authority of Bergen County
One Bergen County Plaza, Floor 2
Hackensack, New Jersey 07601

Dear Mr. Volpe:

The undersigned has reviewed my Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Housing Authority ad due on November 13, 2020, in connection with the Authority and Development Corporation's need for professional consulting services.

I/We affirm that the contents of my/our Qualification Statement (which Qualification Statement is incorporated herein by reference) is 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 spaced provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Type Name and Title)

(Type Name of Firm)

Dated: _____

APPENDIX A
ATTACHMENT 1
INVOICE FORMAT

SAMPLE

Date:

HOUSING AUTHORITY OF BERGEN COUNTY
Attn: Purchasing
One Bergen County Plaza, Floor 2
Hackensack, New Jersey 07601

Re: Invoice #
(Insert period covered by invoice)
(Name of Project)

PROFESSIONAL A/E SERVICES RENDERED:

<u>Date</u>	<u>Description of Task</u>	<u>Hrs</u>	<u>Cost (Hrs x Fee)</u>
-------------	----------------------------	------------	-------------------------

		Total Hours	XXX
		Total Fee	\$\$\$\$

		TOTAL THIS INVOICE	\$\$\$\$
--	--	--------------------	----------

APPENDIX A

ATTACHMENT 2

PROPOSED FEE SCHEDULE

On the table below list the classification of each employee, whose expertise the Respondent Firm proposes to utilize to provide services to the Authority and Development Corporation. For each classification listed, indicate the hourly rates, which shall remain in effect for two years after the Respondent has been added to the List.

Classification	Proposed Hourly Rate

APPENDIX C

RFQ SUBMITTAL REQUIREMENT CHECKLIST

(PLEASE CHECK OFF EACH ITEM)

MANDATORY SUBMITTAL REQUIREMENTS	YES	NO
1. Check List (Completed) (Appendix C)		
2. RFQ Advertisement		
3. Disclosure Statement Form		
4. Affidavit of Non-Collusion		
5. Stockholder Disclosure Certification		
6. Affirmative Action Documents		
7. Affidavit of Non-Default		
8. Business Registration Certificate for Contractor & All Subcontractors		
9. Subcontractor Information Form		
10. Acknowledgment of Receipt of Addenda		
11. Letter of Intent (Appendix B)		
12. Proposed Fee Schedule (Appendix A, Attachment 2)		
13. W-9 Form		
14. Insurance Requirement and Acknowledgment Form		
15. Mandatory Equal Employment Opportunity Notice		
16. Statement of Compliance		
17. Service Entity Information Form		
18. Investment Activities in Iran		

ENGAGEMENT LETTER

SAMPLE

Date

Name of Firm
Contact Person
Address

Re: (Name of Service required)

Dear _____ :

This Engagement Letter confirms that your firm has been chosen to evaluate the referenced project and develop specifications and drawings for same. Your acceptance of this representation (“the Representation”) becomes effective upon complete execution of this Engagement Letter.

Terms of Engagement

This Engagement Letter sets out the terms of your engagement in the Representation. The execution and return of this Engagement Letter constitute an unqualified agreement to all the terms set forth in this Engagement Letter, as well as Exhibit A- Matter Transmittal Form, and Exhibit B- Housing Authority and Housing Development Corporation of Bergen County Guidelines for Professional Consulting Services, both of which are attached and incorporated herein.

It is understood and agreed that your engagement is limited to the Representation as more fully described in the “Description of Representation” on Exhibit A. Acceptance of this engagement does not imply any undertaking to provide any other services, other than those set forth in this letter. All aspects of your representation shall be coordinated with the Purchasing/Contract Procurement Coordinator listed in Exhibit A, who shall make decisions regarding this Representation, as necessary.

Authorized Personnel, Fees and Costs

(Name of Contact Person) will be the Principal in the Representation. The Authority and Development Corporation may, call, write or e-mail the principal whenever the Authority and Development Corporation have any questions regarding the Representation. All other personnel listed in Exhibit A, are authorized to participate in the Representation. Fees in the Representation will be based on the time spent by authorized personnel. Hourly rates for services in connection with the Representation, as previously agreed upon between Authority and Development Corporation and (Name of Firm), are noted for each authorized individual.

(Insert the following when appropriate): The estimated maximum fee for this Representation will not exceed the amount of (Insert maximum fee). Your firm is expected to monitor its billing against this estimate and contact the

Purchasing/Contract Procurement Coordinator when 75% of the estimated maximum fee is exhausted.

This Engagement Letter, together with its attachments, constitutes the entire terms of the engagement for Professional Consulting Services, in the Representation. (In the event of a conflict between any of these documents, the documents shall govern in the following order: Engagement Letter, Housing Authority and Housing Development Corporation of Bergen County Guidelines for Professional Consulting Services, and Matter Transmittal Form). The written terms of engagement are not subject to any oral agreements or understandings and can be modified only by further written agreements signed both by the Purchasing/Contract Procurement Coordinator and the Principal of the Firm. Unless expressly stated in these terms of engagement, no obligation or undertaking shall be implied on the part of the Authority and Development Corporation or Firm.

Please review this Engagement Letter carefully. If this Engagement Letter is acceptable, please sign it together with Exhibit A, and return same to Attn: George Stavrou, Purchasing/Contract Procurement Coordinator, Housing Authority and Housing Development Corporation of Bergen County, One Bergen County Plaza, Floor 2, Hackensack, New Jersey 07601 by (Insert Due Date). If you have any questions concerning this engagement, please call George Stavrou at (201) 336-7625 or email volpe@habcnj.org.

Very truly yours,
Housing Authority of Bergen County

Purchasing/Contract Procurement Coordinator

(Insert Name of Firm), AGREES TO AND ACCEPTS THIS LETTER AND THE ATTACHED TERMS OF ENGAGEMENT:

(Insert Name of Principal & Title)

Date

**EXHIBIT A TO ENGAGEMENT LETTER
MATTER TRANSMITTAL FORM**

SAMPLE

Matter Name:

Description of the Representation:

Authorized Personnel and Associated Hourly Rates:

The table below includes the hourly rates for all personnel that are authorized to work on the above referenced Matter.

Names of Authorized Personnel	Hourly Rate
(Additional rows may be added, if needed)	

By signing below, the Principal acknowledges it has received and reviewed the contents of the Housing Authority and Housing Development Corporation of Bergen County Guidelines for Professional Consulting Services which are appropriate to the matter indicated above and acknowledge their willingness to comply with these policies and procedures with respect to the matter assigned herein. The Principal also acknowledges it is responsible for insuring that their firm's personnel adhere to the policies and procedures set out in the Guidelines.

Signature of Principal

Date

Printed Name of Principal

Title

EXHIBIT B TO ENGAGEMENT LETTER GUIDELINES FOR PROFESSIONAL CONSULTING SERVICES

SAMPLE

I. INTRODUCTION

- A. Acknowledgment:** All firms shall review the contents of these guidelines and acknowledge their willingness to comply with these policies and procedures with respect to all existing and future matters for which the firm is retained. It is the responsibility of the Principal to ensure that all the firm's personnel adhere to the policies and procedures set out in these guidelines.
- B. Engagement Letter:** Referrals of matters to the Firm will be done through Engagement Letters that set out the terms of the engagement in the matter. Each Engagement Letter shall be accompanied by: 1) a Matter Transmittal Form (the "Form"); and 2) a copy of these Guidelines. The form will: 1) identify the name of the matter; 2) describe the requirements of the representation; 3) list the name of the Purchasing/Contract Procurement Coordinator who shall act as the Authority and Development Corporation's liaison with the Firm; 4) list the Firm and the name of the Principal of the Firm; and 5) provide a list of names of other personnel who will be authorized to work on the representation. To accept the engagement, the Firm will be required to sign the Engagement Letter and the Form and return them along with other required documents to the Authority and Development Corporation by the due date to be stated in the Engagement Letter. Work on the matter is limited to the Representation as set forth on the Form and may not be billed until receipt of this Form, unless otherwise agreed to by the Purchasing/Contract Procurement Coordinator.
- C. Conflicts of Interest:** The officers, directors, appointed officials, board or commission members and employees of the Authority and Development Corporation, when acting within the scope of their duties or employment, represent the Authority and Development Corporation. **No firm representing the Authority and Development Corporation may represent any person or other entity in any matter or engagement where the Authority and Development Corporation have an interest and the interests of such person or entity actually or potentially conflict with the Authority and Development Corporation's interest.**
- Immediately upon receipt of an Engagement Letter, the consultant will perform a conflict check and inform the Authority and Development Corporation, in writing, of any actual or potential conflict of interest or provide a statement that no conflicts exist. In the event an identified conflict cannot be resolved to the Authority and Development Corporation's satisfaction, the Authority and Development Corporation may decline to use the consultant.
- D. Staffing:** The consultant is expected to staff the Representation with appropriate resources and provide representation services in a manner that is both beneficial to the Authority and Development Corporation's interests and cost effective.
- E. Work Product:** As a matter of ongoing practice, the consultant should consult with the Authority and Development Corporation on significant tactical or procedural decisions. The Authority and Development Corporation must be informed of the scheduling of all meetings in a timely manner.

All reports, information and other data given to, prepared or assembled by the consultant in furtherance of work performed on behalf of the Authority and Development Corporation, and any other related documents or items, shall become the sole property of the Authority and Development Corporation and shall be delivered to the Authority and Development Corporation, without restriction on future use.

II. BILLING PROCEDURES

- B. Rates:** Billing rates are agreed upon at the time the consultant is added to the List and shall remain in effect for a period of two years from such date. In planning for each engagement to be assigned by the Authority and Development Corporation, the consultant and Authority and Development Corporation shall discuss the personnel who shall work on the engagement.
- C. Invoices:** Unless the consultant has agreed to an alternative arrangement, the consultant will present invoices for work performed on a monthly basis for work performed the previous month, no later than the 15th day of each subsequent month. Each invoice should comply with the invoice format included in Attachment 1 to these guidelines and shall be printed on consultant's letterhead. The Authority and Development Corporation reserve the right to decline to pay any bill received more than ninety (90) days after the end of the billing period in which the work that is the subject of the bill was performed.
- D. Non-Compensable Fees:** Fees for the following tasks or activities will not be compensated unless specifically authorized in writing by the Authority and Development Corporation.
1. Services which are clerical in nature.
 2. Repetitive file review and update.
 3. Duplicative tasks.
 4. File or document organization.
 5. Preparing and processing invoices.
 6. Responding to administrative inquiries.
 7. Time spent preparing reports.
- E. Expenses:** As a general rule, expenses will not be reimbursed by the Authority and Development Corporation, except in cases where prior approval was obtained as set forth below:
- F. Auditing of Bills:** The Authority and Development Corporation have the right to audit all bills presented for payment or actually paid by the Authority and Development Corporation. For this purpose, the Authority and Development Corporation may use in-house auditors or the services of an independent auditor. The consultant shall make available in his/her/their office any and all documentation deemed necessary by Authority and Development Corporation to conduct said audit. The Authority and Development Corporation will give the consultant at least seven (7) business day notice of any such audit.

In the event consultant's bills are audited, the Authority and Development Corporation will not pay any costs incurred by the consultant in responding to audit requests or for time spent with the auditors.

STANDARD BID DOCUMENT REFERENCE	
	Reference: VII-C
Name of Form:	STOCKHOLDER DISCLOSURE CERTIFICATION
Statutory Reference:	N.J.S.A. 52:25-24.2 (P.L. 1977, c.33)
Instructions Reference:	Statutory and Other Requirements VII–C
Description:	Meets statutory criteria for disclosure of bidder's ownership.

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any materials or supplies, unless, prior to the receipt of the bid or accompanying the bid of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten (10) percent or greater interest therein. Form of Statement shall be completed and attached to the bid proposal.

The Attorney General has concluded that the provisions of N.J.S.A. 52:25-24.2, in referring to corporations and partnerships, are intended to apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Bidders are required to disclose whether they are a partnership, corporation or sole proprietorship. The Stockholder Disclosure Certification form shall be completed, signed and notarized. Failure of the bidder to submit the required information is cause for automatic rejection of the bid.

STOCKHOLDER OR PARTNERSHIP DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c33)

Vendors must comply with Chapter 33, Public Laws of 1977 (N.J.S.A. 52:25-24.2), requiring bidders for County contracts to submit a list of names and addresses of all stockholders owning ten percent (10%) or more of their stock of any class, or in the case of a partnership, the names and addresses of those partners owning ten percent (10%), or greater interest therein.

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 any county, municipality or school district, or any subsidiary or agency of 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 submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all individual partners in the partnership who own a 10% or greater interest in the corporation, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholder holding 10% or more of that corporation's stock, or the individual partners owning 10% 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 non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

FAILURE OF THE BIDDER/RESPONDENT TO SUBMIT THE REQUIRED INFORMATION IS CAUSE FOR AUTOMATIC REJECTION.

N.J.S.A. 40A: 11-23.2

CHECK ONE:

- I certify that the list below contains the name and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

LEGAL NAME OF BIDDER: _____

Check which business entity applies:

- | | | |
|--|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Subchapter S Corporation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Limited Liability Corporation | |

Complete if the bidder/respondent is one of the 3 types of Corporation:

Date Incorporated: _____ Where Incorporated: _____

SIGNATURE PAGE

✓ Check box that indicates business structure of Respondent

- Individual or Proprietorship
- Partnership or Joint Venture
- Corporation

The undersigned certified that he (she) is authorized to bind the Respondent firm.

Respondent Organization Name (dba also required if Individual or Proprietorship)

Signature: _____

Printed Name: _____

Title: _____

By signature above, Respondent agrees to the following:

1. If selected to be included on the List of Qualified Professional A/E consultants in response to this RFQ, Respondent will be able and willing to execute Engagement Letters and abide by the Authority Guidelines, both being attached and set out in RFQ Attachment 1 and 2 for respective matters, with the understanding that the specifics of engagements will be included in separate Engagement Letters and that the professional fees will be in amounts quoted in response to the RFQ for a period of two years from the date a Respondent is first added to the List.
2. If selected to be included on the List of Qualified Professional A/E consultants in response to this RFQ, Respondent will be able and willing to comply with the insurance requirements as may be set out in Engagement Letters consistent with RFQ Section VIII, item J, Insurance.
3. If selected to be include on the List of Qualified Professional A/E consultants in response to this RFQ, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Qualification Summary and during RFQ process.
4. Respondent agrees to provide updated Disclosures to the Authority, as needed, or required by the Authority.

AFFIDAVIT OF NON-DEFAULT

The undersigned, being duly sworn according to law, deposes and says that, as the party making the foregoing Proposal; I certify as follows:

1. That all the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith.
2. That for the past ten years from the date of this certification, and except as shown by me on the attachment, I have not experienced defaults or noncompliance under any contract for the U.S. Department of Housing and Urban Development, or any other governmental agency with which I have contracts.
3. To the best of my knowledge there are no unresolved findings raised as a result of HUD audits, management reviews or any other Governmental investigations concerning me or work under any of my contracts.
4. There has not been a suspension or termination of payments under any HUD contract in which I have had a beneficial interest attributable to my fault or negligence.
5. I have not been convicted of a felony and am not presently, to my knowledge, the subject of a complaint or indictment charging a felony.
6. I have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of any State Government or the Housing Authority of Bergen County from doing business with such Department or Agency.
7. I have not defaulted on an obligation covered by a bond and have not been the subject of a claim under any fidelity bond.
8. All the names of the parties, known to me to be principals in this contract, in which I propose to participate, are included on resumes submitted with this proposal.
9. To my knowledge I have not been found by HUD or the State of New Jersey to be in noncompliance with any applicable civil rights laws.
10. I am not a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.
11. I am not an officer or employee or commissioner of the Housing Authority of Bergen County who is prohibited or limited by law from contracting with HABC.
12. For a period of five years prior to the date of this certification, and except as shown by me on the attachment, I have not been suspended, or otherwise disqualified by the U.S. Department of Housing and Urban Development, or any other governmental agency with which I have contracted, from doing business with any governmental agency.
13. Statements above (if any) to which I cannot certify have been deleted by striking through the words with

a pen. I have initialed each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the fact and circumstances which I think helps to qualify me as a responsible principal for participation in this project.

Firm Name: _____

Name: _____

Title: _____

Signature: _____

MUST BE NOTARIZED

State of _____)	
) ss	
County of _____)	
Subscribed and sworn to before me, this _____ day of _____, 20_____	
_____ Notary Public Signature	My Commission Expires: _____, 20_____
(Affix Notary Public Seal)	

Acknowledgment of Receipt of Addenda

Please note that this Form must be returned with your bid regardless if you received an addendum or not. Failure to return this Form with your bid is a non-curable fatal flaw which shall cause your bid to be rejected

The undersigned respondent hereby acknowledges receipt of the following Addenda, (if any)

ADDENDA NUMBER	DATE OF ADDENDA	DATE ADDENDA RECEIVED BY CONTRACTOR

No addenda issued

Signed: _____ Title: _____

Printed Name: _____ Date: _____

Company: _____

SAMPLE OF FORM CONTRACT

FORM CONTRACT

THIS AGREEMENT made this ---- day of ---- , in the year **Two** ----- by and between -----
----- a corporation organized and existing under the laws of the
State of **New Jersey** (or) a partnership consisting of _____ (or) individual trading as
_____ hereinafter called the "Consultant" and The Housing Authority of Bergen County,
New Jersey hereinafter called the same.

WITNESSETH, That the Consultant and the Housing Authority of Bergen County for the consideration
stated herein mutually agree as follows:

ARTICLE ONE. STATEMENT OF WORK:

The Consultant will furnish all labor, materials, equipment, services, and perform and complete all
work required for:

A/E Services for -----

(Site/Title of Job on specifications and thereto numbered as follows):

and the Request for Proposal referred to therein, all as prepared by: **The Housing Authority of
Bergen County dated** ----- which said Specifications, Addenda, and Drawings are
incorporated herein by reference and made a part of

PAGE 1 of 4

ARTICLE TWO. THE CONTRACT PRICE:

The Housing Authority of Bergen County agrees to pay the Consultant for the performance of the Contract, in current funds, subject to additions and deductions as provided in the Request for Proposal not to exceed:

ARTICLE THREE. CONTRACT DOCUMENTS:

The Contract will consist of the following component parts:

- A. This Instrument.
- B. Request for Proposal dated ----- as prepared by the Housing Authority of Bergen County.
- C. Proposal Form dated -----.

This instrument together with the other documents enumerated in this Article 3, which said other documents are fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provision in any component part of this contract conflicts with any provision of any other component part, the provision of the component part first enumerated in Article 3 will govern, except as otherwise specifically stated.

PAGE 2 OF 4

ARTICLE FOUR: TIME OF COMPLETION:

The Consultant will commence work under this contract *in accordance with Notice to Proceed* and will fully complete all work thereunder by *in accordance with Notice to Proceed*.

ARTICLE FIVE:

No member, officer, or employee of the local Authority during his tenure or for one year thereafter will have any interest, direct or indirect, in this contract or the proceeds thereof.

ARTICLE SIX:

No member of or delegate to the Congress of the United States of America or Resident Commissioner, will be admitted to any share or part of this contract or to any benefits which may arise therefrom.

ARTICLE SEVEN: PAYMENT TERMS

Payment will be made through the issuance of purchase orders accompanied by invoices for services. Invoices and signed purchase orders received by the last Friday of the month will be paid by the end of the next month. **Each Phase must be fully completed before payment will be processed. No partial payments will be made.**

ARTICLE EIGHT: TERMINATION

Unless otherwise provided by any applicable General Conditions incorporated by reference into this contract under Article 3 herein, the performance of work under this contract may be terminated by the Housing Authority of Bergen County whenever the Housing Authority of Bergen County's contracting officer will determine that such termination is in the best interest of the Housing Authority of Bergen County. Any such termination will be effected by delivery to the Consultant of a Notice of Termination specifying the extent to which the performance of work under the contract is terminated, and the date, which will be not less than ten (10) days, upon which such termination becomes effective.

In the event the Housing Authority of Bergen County does so terminate this Agreement the Consultant will be entitled to compensation to the date of termination of either: 1) Where the contract price is based upon a period of time (e.g., annual or monthly compensation), an amount equal to the pro-rata monthly or annual compensation then unpaid; or 2) Where the contract price is not based upon a period of time (e.g. based upon delivery of goods or services), an amount equal to the pro-rata value of the work performed.

PAGE 3 OF 4

IN WITNESS WHEREOF, the parties have caused This Instrument for: **A/E Services for** -----

To be executed as of the day and year first above written.

PLEASE
By: _____ **ATTEST:** _____

****** _____ **(witness)**

Title: _____

Address: _____

Tax ID: _____

Date: _____

The Housing Authority of Bergen County

By: _____

Lynn Bartlett

Title: Executive Director

Date: _____

**** (Print or Type the Names underneath all signatures)**

CERTIFICATIONS (For Corporation)

I _____, certify that I am the _____ of the Corporation named Consultant herein; that _____ who signed this Contract on behalf of the Consultant, was then _____ of a said corporation; that said Contract was duly signed for and in behalf of a said corporation by authority of its governing body, and is within the scope of its corporate powers.

Date: _____ **Corporate Seal:**

PAGE 4 OF 4

NON-COLLUSION AFFIDAVIT

I, _____, of the City/Town of _____, in the County of _____, and the State of _____, of full age, being duly sworn according to law on my oath depose and say that:

I am the _____ of the firm of _____ the bidder making this proposal for the above named project, and that I executed the said Proposal with full authority to do so; that said bidder has not, directly or indirectly, entered into an 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 Housing Authority 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 fully 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:

Company Name

*Signature

Title

Date

***FAILURE TO SIGN THIS AFFIDAVIT BY THE PRESIDENT, VICE PRESIDENT OR DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.**

MUST BE NOTARIZED

State of _____)	
) ss	
County of _____)	
Subscribed and sworn to before me, this _____ day of _____, 20_____	
_____ Notary Public Signature	My Commission Expires: _____, 20_____
(Affix Notary Public Seal)	

AFFIRMATIVE ACTION REGULATIONS

(To be completed by firms with fifty (50) or more employees

BIDDER STATES HE HAS FIFTY (50) OR MORE EMPLOYEES: CHECK ONE

YES _____ NO _____

COMPANY NAME: _____

NAME: _____

SIGNATURE: _____

TITLE: _____

A. CONTRACTORS WITH 50 OR MORE EMPLOYEES NOTE:

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a procurement contractor with 50 or more employees should present one of the following to the County of Bergen and Housing Authority of Bergen County.

XII. Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program;

OR

XIII. A Certificate of Employee Information Report Approval issued in accordance with Article 4 of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c127;

OR

3. If the bidder cannot present "1" or "2" and the bidder has never applied for "2", the bidder is required to submit to the State Affirmative Action Office (a copy to accompany this bid proposal) a completed Employee Information Report (Form AA302). This form may be obtained at State Affirmative Action Office.

A contractor's bid must be rejected as non-responsive if a contractor fails to submit either "1", "2", or "3" listed above in A, within the time specified after the Housing Authority submits the contract to the contractor for signing.

B. CONTRACTORS WITH LESS THAN 50 EMPLOYEES NOTE:

Bidders with less than 50 employees who are negotiating for a contract, as a precondition to entering into a valid and binding procurement or service contract with the Housing Authority of Bergen County, prior to recommendation of contract award is submitted to the Commissioners of the Housing Authority must complete the following affidavit in accordance with P.L. 1975, C.127.

**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS**


DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
TAXPAYER IDENTIFICATION#: 97C-027-362/500
ADDRESS: 847 ROEBLING AVE
TRENTON NJ 08611
EFFECTIVE DATE: 01/30/01
FORM B4C(08-01)

TRADE NAME: CLIENT REGISTRATION
SEQUENCE NUMBER: 010200
ISSUANCE DATE: 07/14/04

John S. Tully
Acting Director

This Certificate is NOT negotiable or transferable. It must be conspicuously displayed at above address.

 **STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name: TAX REG TEST ACCOUNT
Trade Name:
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1092907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

BUSINESS REGISTRATION CERTIFICATE

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.) Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

W-9 FORM

INSURANCE REQUIREMENT AND ACKNOWLEDGMENT FORM

Respondents Certificate of Professional Liability coverage shall be filed with the Authority's Office upon award of contract by the Authority.

Acknowledgment of Insurance Requirement:

(Signature)

(Date)

(Printed Name and Title)

INDEMNITY: To the maximum extent permitted by law, the firm/ contractor shall defend, indemnify and hold the Housing Authority of Bergen County and its commissioners, officers, agents and employees harmless from and against all claims, actions, judgments, damages and costs, including reasonable attorneys' fees and all other costs of defense to which the Housing Authority of Bergen County or its commissioners, officers, agents or employees may be subjected, or which they may suffer, that are caused by, or arise out of, any act, error or omission of the firm/ contractor, their subcontractors, affiliates, or anyone retained by or employed by the firm/ contractor in connection with the project/ service or from their failure to comply with any of the provisions of their contracts or of the law. This indemnity shall not apply to the extent of the Housing Authority's or its commissioners, officers, agents or employee's negligence. The firm/ contractor agrees, that it will not implead the Housing Authority or its commissioners, officers, agents or employees into any such claim or action.

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE

(N.J.S.A. 10:5-31 et seq. and N.J.A.C 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

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

The successful professional service entity shall submit to the Housing Authority of Bergen County after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

XIV. A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one (1) year from the date of the letter);

OR

XV. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C 17:27-1.1 et seq.;

OR

XVI. A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the _____ to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

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

COMPANY: _____

SIGNATURE: _____ TITLE: _____

PRINT NAME: _____ DATE: _____

STATEMENT OF COMPLIANCE

This is to certify that all persons employed by the undersigned will be paid full weekly wages earned, less permissible deductions for income taxes, social security, etc., and that no rebates have been or will be made either directly or indirectly to the undersigned from the full weekly wages earned by any person in its employ.

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

SERVICE ENTITY INFORMATION FORM

If the Professional Service Entity is an **INDIVIDUAL**, sign name and give the following information:

Name: _____

Address: _____

Telephone No: _____ Federal ID No: _____

Fax No: _____ Email: _____

If Individual has a TRADE NAME, give such trade name:

Trading as: _____ Telephone No: _____

If the Professional Service Entity is a PARTNERSHIP, give the following information:

Name: _____

Address: _____

Telephone No: _____ Federal ID No: _____

Fax No: _____ Email: _____

Signature of authorized agent: _____

If the Professional Service Entity is INCORPORATED, give the following information:

State under whose laws incorporated: _____

Location of principal office: _____

Telephone No: _____ Federal ID No: _____

Fax No: _____ Email: _____

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

Telephone No: _____ Name of Corporation: _____

Signature: _____ By: _____

Title: _____ Address: _____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Bid/Proposal Number: _____ **Bidder/Vendor:** _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a proposal:

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Housing Authority of Bergen County under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

Name: _____ Relationship to Proposer: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Proposer Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____