

REQUEST FOR PROPOSAL
FOR
CONSTRUCTION MANAGEMENT SERVICES

FOR

STAFFORD TOWNSHIP BOARD OF EDUCATION
MANAHAWKIN, NJ 08050

BID PACKAGE #1
ADDITION AND ALTERATIONS AT
OXYCOCUS ELEMENTARY SCHOOL

BID PACKAGE #2
HVAC UPGRADES AT
PRIMARY LEARNING CENTER AND MCKINLEY AVENUE ELEMENTARY SCHOOL

BID PACKAGE #3
HVAC UPGRADES AND FIRE ALARM REPLACEMENT AT
OCEAN ACRES ELEMENTARY SCHOOL

BID PACKAGE #4
RENOVATIONS AT
MCKINLEY AVENUE ELEMENTARY SCHOOL, STAFFORD INTERMEDIATE SCHOOL AND
STAFFORD TOWNSHIP ARTS CENTER

RFP #25-08

SUBMISSION DEADLINE

11:30 A.M.
FRIDAY, DECEMBER 6, 2024

ADDRESS ALL PROPOSALS TO:

Mrs. Lourdes LaGuardia
Business Administrator/Board Secretary
Stafford Township Board of Education
250 North Main Street
Manahawkin, NJ 08050

CONSTRUCTION MANAGEMENT
REQUEST FOR PROPOSAL
STAFFORD TOWNSHIP BOARD OF EDUCATION

I. INTRODUCTION

The Stafford Township Board of Education (hereinafter "Board") is requesting proposals from experienced and qualified individuals and firms to provide Construction Management Services in connection with various projects at the district's five schools. Proposals will be evaluated in accordance with the criteria set forth in this RFP.

The Construction Project Manager shall act as the Board of Education's liaison to the contractors during the planning and construction phase of these projects. In all instances, the Construction Project Manager shall employ their best efforts to protect the interests of the Board of Education and further the intended goals and purpose of the projects. Further providing construction management that adds value, is not duplicative, and will offer confidence to the public that the proposed plan has been vetted from an experienced construction standpoint.

The Board operates the following schools with a combined student population of 2,620:

Oxycocus Elementary School (Preschool; Administration Building)
Primary Learning Center (Pre-K -K)
Ocean Acres Elementary School (Grades PreK- 2)
McKinley Avenue Elementary School (Grades 3-4)
Intermediate Elementary School (Grades 5-6)

In September 2024, the Board asked voters, via referendum, for approval to raise \$75,725,650 to cover the costs of various renovations, improvements, alterations and upgrades at Ronald L. Meinders Primary Learning Center, McKinley Elementary School, Ocean Acres Elementary School and Stafford Intermediate School, including acquisition and installation of fixtures, furniture, equipment and any site work; (b) to undertake the construction of an addition and various renovations, improvements, alterations and upgrades at Oxycocus Elementary School, including acquisition and installation of fixtures, furniture, equipment and any site work;

The referendum was approved by voters and design work has commenced. The construction work may be divided into five or less individual bid packages, each of which is outlined below. It should be noted that project schedules have been projected but may be modified during the design phase. Awards for construction management will be awarded on individual packages.

The following Request for Proposal specifies the minimum services desired by the Board and the minimum information that must be provided by prospective Construction Management Firms. These are, and should be considered at all times as, minimum requirements. It is expected that each firm responding to this Request for Proposal will delineate in their proposal their specific services as well as means or processes for delivery of those services for each project/package area. Unless specifically excluded in clearly highlighted language, it will be assumed that all minimum requirements are included in the proposal and the successful proposer will be held to each and every

minimum requirement, whether or not the requirement was specifically delineated in their proposal.

On the basis of the proposals submitted, the Board will select a firm. The selection of the Board shall be final, and the Board reserves the right to select the firm that it believes will best meet the overall needs of the Board, price and other factors considered. The Board reserves the right to waive any and all requirements, irregularities or inconsistencies in awarding this contract.

All questions concerning the Request for Proposal should be directed to Lourdes LaGuardia, School Business Administrator/Board Secretary, 250 North Main Street, Manahawkin, NJ 08050; Telephone: (609) 978-5700 x1032. In order to maintain consistency in information provided to the various proposing firms, no other district representative should be contacted, and any information received from other sources will not be considered official.

These proposals will be accepted until 11:30 a.m. on Friday, December 6, 2024 at the address listed above. Proposals received after that time will not be considered. It is the responsibility of the proposer to ensure timely delivery to the Office of the School Business Administrator/Board Secretary.

II. PROJECT/CONSTRUCTION SUMMARY

Detailed information about the project, prepared by the Board appointed architects, Spieze Architectural Group, are available with this RFP on the District's website.

The intended scope of this planned facility revision as currently configured, affects all five of the regular district-owned school sites.

Bid Package 1: Oxycoccus Elementary School

Value: Hard Constructions Cost Estimated to be: \$42,317,000

Description:

New Construction: 48,500 sf – two-story addition that will comprise a new main office/administration space, new nurse's office, secure vestibule and 24 pre-k classrooms. The addition will require the demolition of an existing modular building.

Alterations/Renovations: Alteration of (9) existing classrooms in the existing building. Converting existing main office into a CST office, existing nurse's office into small group instruction space, existing gymnasium/cafeteria to be renovated, exterior support spaces such as playgrounds and activity areas will be provided to sustain daily outdoor educational activities, roofing replacement, corridor ceiling and lighting replacement, toilet room ADA alterations, corridor door replacement, exterior door replacement, electrical service upgrade, network switching and fiber upgrade, classroom technology upgrades

Bid Package 2: McKinley Avenue Elementary School

Value: Hard Constructions Cost Estimated to be: \$1,881,000

Description:

Renovations: Split system HVAC replacement, ERV HVAC replacement

Bid Package 2: Primary Learning Center

Value: Hard Constructions Cost Estimated to be: \$4,328,500

Description:

Renovations: Split system HVAC replacement, ERV HVAC replacement and HVAC controls upgrades

Bid Package 3: Ocean Acres Elementary School

Value: Hard Constructions Cost Estimated to be: \$5,533,000

Description:

Renovations: Unit ventilator replacement, HVAC controls upgrades, fire alarm replacement

Bid Package 4: McKinley Avenue Elementary School

Value: Hard Constructions Cost Estimated to be: \$1,881,000

Description:

Renovations: Classroom casework replacement, replacement of existing folding partitions with framed walls

Bid Package 4: Stafford Intermediate School

Value: Hard Constructions Cost Estimated to be: \$ 913,000

Description:

Renovations: Flooring replacement for main entrance, stage, gym, cafeteria and folding partition replacement in the gym/cafeteria, abatement

Bid Package 4: Performing Arts Center (STAC)

Value: Hard Constructions Cost Estimated to be: \$1,100,000

Description:

Renovations: Theatrical lighting replacement, house lighting replacement and audio-visual equipment replacement

School operations will continue throughout the duration of the project. This condition does affect project logistics and the overall duration of the construction phases.

For additional information, refer to the Preliminary Schedule (attached) and the Department of Education submittals. The Board is working with Spiegle Architectural Group to implement these projects.

If a respondent would like to schedule a facility walk-through, please contact Kathleen Martin, Administrative Assistant to the Business Administrator at kmartin@staffordschools.org

III. STATEMENT OF WORK/SCOPE OF SERVICES

This Request for Proposal for Construction Management Services seeks to contract with individuals, companies or agencies to provide these services.

1. Provide a full-time site representative during the construction phase.

2. Provide estimates and budgets at every phase of design and preconstruction outlined in the Preliminary Project Schedule timeline. Provide value engineering by reviewing alternative methods for construction.
3. Ensure that construction schedules minimize disruption to school activities.
4. Review all plans, specifications, drawings and shop drawings and provide advice and recommendations to the Stafford Township School District and Architect with regard thereto.
5. Provide administration of the construction contracts including change orders, change order directives, etc. included in the AIA documents; in coordination with Architects and Contractors.
6. Monitor all construction activities and provide written monthly progress reports of all aspects of the project.
7. Maintain status reports of each construction contract.
8. Attend Board of Education meetings as requested to report on the status of the projects.
9. Oversee and coordinate the obtaining of all approvals and permits required by all applicable governmental authorities. Assist and coordinate Owner and Contractor to complete and expedite construction permits with local code officials.

It is contemplated that the engagement of the Construction Project Manager shall commence immediately upon negotiation and execution of the agreement described above.

Preliminary Project Schedule:

The goal of the project is to have construction commence in Spring of 2025, with a completion date by Fall of 2027. Based on this information, we have prepared the following preliminary project schedule. This schedule is predicated on the information gathered to date, and is subject to change during the design, bidding, permitting, and construction phases.

- Bid Package #1 – Addition and Alterations at Oxycocus Elementary School
 - Design: November 2024 to March 2025
 - Construction Documents: March 2025 to July 2025
 - OSC Submission and Review: July 2025 to September 2025
 - Bidding: September 2025 to October 2025
 - Construction: November 2025 to September 2027
 - Addition: November 2025 to March 2027
 - Alterations and Renovations: March 2027 to September 2027
- Bid Package #2 – HVAC Upgrades at Primary Learning Center and McKinley Avenue Elementary School
 - Design: January 2025 to May 2025
 - Construction Documents: May 2025 to August 2025
 - Bidding: September 2025
 - Construction: June 2026 to September 2026
- Bid Package #3 – HVAC Upgrades at Ocean Acres Elementary School
 - Design: February 2025 to May 2025

- Construction Documents: June 2025 to August 2025
- Bidding: September 2025
- Construction: June 2026 to September 2026
- Bid Package #4 – Renovations at McKinley Avenue Elementary School, Stafford Intermediate School and Stafford Township Arts Center
 - Design: October 2025 to December 2025
 - Construction Documents: January 2026 to March 2026
 - Bidding: March 2026 to April 2026
 - STAC Lighting: June 2026 to September 2026
 - SIS and MES Renovations: June 2026 to August 2026

Preliminary programming floor plans are attached.

IV. REQUIRED PROJECT MANAGEMENT FIRM SERVICES

Pre-Construction Phase

Meet with the Board of Education, Borough Officials, committees, or other public groups on an as-needed basis.

- A. DESIGN AND BIDDING PHASE: Construction Management services shall support the conclusion of design and creation of construction documentation including validity of the cost estimate monitoring, and conclude with review and advice during contract procurement activity.
 - a. Review of Contract Documents / Specifications / Drawings for accuracy, completeness, and suitability – Constructability Review;
 - b. Provide one (1) Cost Estimate per project (Packages #1 and #2....), based on the Design Development Documents and based on the 95% Construction Documents prepared by the Architectural/Engineering team;
 - c. Coordinate with Architect to Establish and Monitor Design Schedule
 - i. Development of a Master Summary Schedule, milestones, and phasing plans in conjunction with the Architect and Stafford Township School District; Attend Project Team meetings regarding logistical planning. Advise the Stafford School District on any delays to the design schedule and recommend corrective action to be taken;
 - d. Conduct Design Phase Owner Meetings
 - i. Meet on a regular basis with administrative staff of the Stafford Township School District, architectural firm and consultants to discuss and review all items pertinent to the design phase such as schedule, progress to date, decisions required, problems, and any other items important to the design process. Advise the Stafford Township School District and the Architect of recommended changes to the Contract Documents/General Conditions, Specifications & Drawings prior to the Advertisement for Bids;

1. Development of Bid Documents

Review progress issues by the architectural firm in the development of detailed and complete bid documents to promote timely, responsive and comparable bids, while reducing incidence of questions and protests. Include constructability review.

2. Establish Phased Bid and Construction Schedule

Assist the architectural firm in the preparation of a schedule for the bidding of construction contracts and an overall construction schedule, identifying key schedule milestones to be included in the bidding documents.

3. Identify Contractors and Suppliers

Assist the Architect as required in the development of a competent bidder and subcontractor list; Ensure that all contractors and suppliers have been approved by the DPMC, as required.

4. Cost Estimate

Prepare Cash Flow Projection (total project budget) to assist in projecting pre-construction and construction phase expenses based on the total project schedule;

Review construction documents and provide a cost estimate at the following points:

50% completion Design Development, and

50% completion Construction Documents

The purpose of these estimates is to verify that the anticipated construction is still projected to remain within the referendum cost parameters, and should be of increasing detail as the construction document content matures.

5. Initial Plan Review with Local Authority

Meet with the Board of Education, Borough Officials, committees, or other public groups on an as-needed basis. Assist the architectural firm in conducting preliminary plan review with the Township of Stafford Code Official prior to release of bidding documents, including attendance at review appointments.

6. Pre-Bid Conference

Assist the architectural firm in the organization and operation of a pre-bid conference prior to the receipt of bids. Monitor bidder inquiries, and review Design Team responses so that all questions are answered.

7. Evaluation of Bids Received

Attend Bid Openings, assist Architect and Stafford Township School District in the evaluation of bids received and suitability of lowest responsible bidder or bidders; Assist the School Business Administrator and the architectural firm in receipt, review and evaluation of bids.

- B. CONSTRUCTION AND CLOSEOUT PHASES: Following a successful Construction Contract Award, PMF services shall support the Contract Administration Phase through to conclusion of project activity. Please provide fee information for this

phase in the form of a percentage factor that would apply against the actual construction contract award totals.

1. Conduct Pre-Construction Conference

With the architectural firm, organize and direct a pre-construction conference (kick-off meeting) with the contractors, consultants and the school district. Review project organization, lines of authority, and established project procedures. Monitor permit applications by each contractor, and ensure that all necessary permits are secured.

2. On-Site Supervision

Full-time on-site monitoring and coordination of contractors; Track each contractor's compliance with Master Project Construction Schedule, and participate in updates as needed; Provide supplementary inspection of the work for conformance with plans and specifications. Monitor submittals/approvals as required to maintain the construction schedule.

3. Project Coordination

Provide administrative, management and related services to coordinate scheduled activities and responsibilities of the contractors with each other and with those of the Construction Project Manager, the Stafford Township School District and the architect to manage the project in accordance with the latest approved estimate of the construction cost, the project schedule, and the contract documents.

- a. Act as the primary liaison between the Stafford Township School District and Building Sub-code Officials and their inspection staff to schedule and coordinate all construction testing and inspection activities;
- b. Communicate the results of all inspections conducted by officials having jurisdiction to the Stafford Township School District and Architect;
- c. Conduct and document weekly Project Meetings, to be held among contractor(s), Architect, Engineers, and Stafford Township School District;
- d. Attend Emergency Meetings called by the Stafford Township School District or Architect in response Provide appropriate written notification to the Stafford Township School District and the Architect when work is not being performed in accordance with contract drawings; to problems;

4. Monitor Progress of the Work

- a. On-site monitoring and coordination of contractors; Review contractor's construction schedules.
- b. Observe construction progress and report deviations from the schedule, which will jeopardize job progress.
- c. Work with contractors to develop and implement corrective actions.

- d. Maintain daily logs of all construction activities and a summary of actions and/or activities performed and/or observed while on the Project;
- e. Present to the Board and/or Administration a monthly report on schedule status, budget vs. cost, quality, safety, status of change orders, and a general overview of the project.
- f. Meet with the Board of Education and/or Administration as required. A copy of the report should be submitted to the architectural firm at the same time of submission to the Board of Education.

5. Review Proposed Change Orders

- a. With the Business Administrator and architectural firm, develop and implement a system for review and processing of change orders.
- b. Estimate the cost of all change orders and negotiate them with the contractors on behalf of the School District.
- c. The Intent is to minimize required change orders and ensure that approval by the Business Administrator of the Stafford School District, Department of Education – Office of School Facilities Division of Facilities is secured, if necessary.
- d. Meet with the Board of Education, committees, or other public groups on an as-needed basis;

6. Control Construction Quality

- a. Evaluate the contractor's proposed procedures, methods and equipment prior to use, observe and inspect the work in progress, and report any observed defects and deficiencies.
- b. Verify that the contractor has a documented safety procedure, and is following appropriate safety protocol;
- c. Recommend corrective action where required.
- d. Verify that the contractor is maintaining on-site, a properly documented set of as-built drawings for incorporation into the final set of permanent record drawings;
- e. Make recommendations for changes in the work that are dictated by field conditions or that will save time or money and improve quality.
- f. Ensure that safety programs are established and implemented, and maintain records of any jobsite incidents.
- g. Provide the Stafford Township School District and Architect with digital photograph documentation of the Project and/or conditions as required;
- h. Coordinate as required with contractors and design team for solutions to problems encountered during the Project;
- i. Assist the Stafford Township School District with the coordination of District-provided items, equipment, and installation;
- j. Perform quality assurance measures in cooperation with the Stafford Township School District, Architect and contractors as the Project progresses;
- k. Provide the Stafford Township School District and Architect with digital photograph documentation of the Project and/or conditions as required;
- l. Prepare and review with the Stafford Township School District and Architect a punch list of items at Project completion.

7. Process Payment Requests
 - a. Review contractor payment applications and make recommendations to the architectural firm regarding approval of requested payments.
 - b. Review the contractor's schedule of values for use in processing payments.
 - c. Provide a review and recommendation on certified payment applications submitted by contractors.
 - d. Sign off on all approved change orders and certified payment applications submitted by contractors.
8. Conduct Job Meetings
 - a. With the architectural firm, Stafford Township School District and contractors, conduct regular meetings at the job site.
 - b. Discuss job progress, problems and required decisions.
 - c. Coordinate as required with contractors and design team for solutions to problems encountered during the Project; Project Manager to keep meeting minutes.
9. Develop a Closeout Program
 - a. With the architectural firm, produce a detailed schedule of closeout activities. Equipment testing, start-up procedures, operations and maintenance plans, district employee training schedules, as-built drawing with a CD copy, close-out of permits, warranties, guaranties.
 - b. Coordinate completion of punch list items to the satisfaction of the Stafford Township School District and Architect, including recommendations for acceptability.
 - c. Assist the Architect in obtaining close-out documents and the district's manuals pertaining to the Project for transfer to the Stafford Township School District at completion.
 - d. Assist Architect and Contractors obtain Certificate of Occupancy.
 - e. Review and provide recommendations to the Stafford Township School District and Architect regarding final payments and release of retainage amounts.
 - f. Assist the Stafford Township School District and Architect as requested in an evaluation and inspection of building systems involved in the Project prior to the expiration of warranties to determine acceptability.
 - g. Assist the Stafford Township School District and Architect as required in the resolution of construction-related problems and with required warranty repairs.
 - h. Coordinate with Architect to establish dates of substantial completion for each project element.
10. Coordinate Substantial and Final Inspections
 - a. Schedule and coordinate field observation with the architectural firm. Assist the architectural firm in the preparation of a list of incomplete items (punch list) from the substantial and final inspections. Ensure that all closeout activities are completed and a Certificate of Occupancy or a Certificate of Approval is issued.

V. RFP REQUIREMENTS/Vendor Qualifications

All applicants shall be duly authorized to do business by the State of New Jersey.

Competency, fitness and financial responsibility of contractors will be considered in making the award. If required, they shall support their claims of competency, fitness, and financial responsibility with evidence satisfactory to the Board of Education.

All applicants must successfully complete criminal history review as required by the New Jersey Department of Education. The successful applicant shall provide to the Board, prior to commencement of the contract, evidence or proof that each employee assigned to provide services and that comes in regular contact with students, has had a criminal history background check, and that said check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract.

A. PROCEDURES FOR SUBMITTING PROPOSALS

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

One original proposal and two copies of the full proposal must be submitted. The proposal should be submitted in a bound format with section dividers corresponding to the sections that follow. Responders are free to add additional information that they feel is pertinent.

The proposal must be clearly marked as follows: Construction Management Services – RFP #25-8. The proposals must be received by the Board at the proposal opening location no later than 11:30 a.m. prevailing time on Friday, December 6, 2024, and must be mailed or hand-delivered and addressed to the Board's Business Administrator as follows:

Mrs. Lourdes LaGuardia
Business Administrator / Board Secretary
Stafford Township Board of Education
250 North Main Street
Manahawkin, New Jersey, 08050

Proposals sent via facsimile or e-mail will not be accepted. The Board is not responsible for delays in mail or hand deliveries and the Board will not open or consider proposals that are received by the Business Administrator at the Business Administrator's office after the above-referenced time for opening the proposals.

The proposals and all related information must be bound and signed by an authorized representative. The failure of a Respondent to examine any form or document shall not relieve it from any obligations associated therewith. By submitting a proposal, the Respondent acknowledges that they fully understand the scope of services, work, and activity to be performed.

B. CONDITIONS APPLICABLE TO RFP

Upon submission of a proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission, review, and consideration of its proposal:

1. All proposals shall become the property of the Board and will not be returned.
2. All proposals will be available to the public after submission and the public opening.
3. Respondents who have submitted complete responsive proposals may be interviewed after receipt by the District and before the award of the contract. Under no circumstances will the parties negotiate the terms and conditions of the contract at said interview.

The Board reserves, in its sole discretion, the following rights, and options in accordance with the provisions of applicable law:

1. To determine whether the proposal complies or fails to comply with the terms of this RFP;
2. To waive any technical non-conformance with the terms of this RFP;
3. To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP;
4. To conduct investigations of any or all of the Respondents, as the Board deems necessary or convenient;
5. To request additional information to support the information included in any proposal; and
6. To suspend or terminate the procurement process described in this RFP in accordance with the law.

C. ADDENDA OR AMENDMENTS TO RFP

During the period provided for the preparation of responses to this RFP, the Board may issue addenda or clarifications either in response to written inquiries or because the Board deems such addenda or clarifications are necessary. No later than seven (7) days prior to the date for acceptance of RFPs, Saturdays, Sundays, or holidays excepted, any addenda will be sent in writing via certified mail, certified facsimile transmission, delivery service or email to all Respondents who received copies of this RFP. All addenda will be considered to be a part of this RFP.

Any questions regarding this RFP must be submitted in writing to the Business Administrator via email no later than Thursday, November 14, 2024.

D. PROPOSAL FORMAT

Proposals deemed materially defective will be rejected as nonresponsive. Proposals containing conditional, incomplete, or obscure provisions will be rejected as nonresponsive.

E. EQUAL EMPLOYMENT OPPORTUNITY

The Construction Project Manager must comply with the anti-discrimination provisions of N.J.S.A. 10:2-1, et seq., the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et seq., and all provisions regarding equal employment opportunity, N.J.S.A. 10:5-31, et seq. and N.J.A.C. 17:27-1.1. The Construction Project Manager must afford equal opportunity in the performance of the Contract in accordance with an affirmative action program approved by the State Treasurer and shall provide the documents required for this Project.

1. A qualified construction project manager with the New Jersey Division of Property Management and Construction ("NJDPMC") pursuant to N.J.S.A. 18A:18-27.1;
2. Statement that the firm has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law;
3. Statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency;
4. A description of any litigation with New Jersey public entities relative to services performed by the proposer within the last five years;
5. A description of any litigation with New Jersey public entities involving projects on which the proposer has worked within the last five years, whether or not the proposer has been named as a party;
6. Five (5) references with contact name, address, telephone, and fax numbers for public entity projects similar in size and scope to the work described herein;
7. A description of the proposer's office location and an explanation of the proposer's availability for meetings and conferences at the District's facilities;
8. A description of the proposer's Quality Control Plan; and

9. Description of Respondent's business organization and management structure.
10. Each Respondent must identify the on-site representative who will work on the projects unless otherwise advised or approved by the Owner. Minimum qualification requirements for the on-site representative shall include good communication and computer skills, along with a minimum of five years of management experience on public school construction projects. Any change to the on-site representative after the award of a contract will be subject to the approval of the Owner. Unauthorized changes in personnel may be cause for termination of the contract.
11. The Respondent should feel free to submit any additional information it believes will give the Board a greater understanding of its operations and ability to provide services to the Board.

Proposal should include the following information:

- a. Submit Copy of New Jersey Business Registration Certificate
- b. Submit C271 Political Contribution Disclosure Form
- c. Submit Statement of Ownership Disclosure
- d. Submit Certificate of Insurance- Workers Compensation, Employer's Liability, Excess Liability, Professional Liability, Comprehensive Automobile Liability Insurance
- e. Submit Notice of Consultant Pre-qualification issued by the New Jersey Department of Treasury, Division of Property Management and Construction, and Rating with the New Jersey Schools Development Authority
- f. Submit Affirmative Action Documentation.
- g. Disclosure of Investment Activities in Iran
- h. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
- i. W9 Form
- j. Non-Collusion Affidavit
- k. Contractor/Vendor Questionnaire & Certification
- l. Acknowledgement of Addenda
- m. Respondent's Comment Form

After award of the contract, proof of liability insurance naming the Board as an additional insured must be submitted before execution of the construction contract. At a minimum the Respondent must maintain the following coverages:

- | | |
|--------------------------------|-------------|
| • Commercial General Liability | \$1,000,000 |
| • Excess/Umbrella Liability | \$5,000,000 |
| • Comprehensive Auto Liability | \$1,000,000 |
| • Worker's Compensation | \$ 500,000 |
| • Professional Liability | \$1,000,000 |

VI. AWARD

- a. All proposals will be reviewed and evaluated on price, presentation and other factors.
- b. No proposal will be considered if filed after the time for the proposal opening.
- c. The Board reserves the right to reject any proposal, to waive informalities, and to accept any proposal which is in the best interest of the District as determined by the Board.
- d. Interviews may be scheduled as determined by the Board.
- e. It is the intention of the Board that a firm be selected at the January 2025 Board of Education Meeting.

VII. PRESENTATION PACKAGE

The district is asking the respondents to respond to the request for proposal (RFP) requirements. The respondent will prepare a presentation package outlining their approach to the scope of services and/or the program requirements. The district will use two (2) authoritative sources for the presentation package:

- a. NJ State Comptroller-Best Practices for Awarding Service Contracts (2010)
- b. N.J.S.A 18:18A-4.5

The Business Administrator along with team members shall evaluate all proposals on the basis of pre-determined, merit-based evaluation criteria, made known to the vendors before proposals are submitted to the district.

The Board of Education may at its option, require respondents of its choice to attend interviews and make presentations to district officials as to clarification regarding their submission. This process may only take place after proposals have been opened and reviewed, and prior to the completion of the evaluation.

The Board reserves the right to reject any proposal, to waive informalities, and to accept any proposal which is in the best interest of the District as determined by the Board.

The district intends to use the following criteria (when/where applicable) as evaluating factors for all proposals submitted out of 100 points.

A. TECHNICAL

1. Respondents should list all services to be rendered with their explanation in detail on how they will provide the services and/or meet the program requirements. The proposal should demonstrate a clear understanding of the scope of work and of the goals and objectives of the district with reference to the RFP. **(7.5 Points Maximum)**
2. Respondents shall also provide evidence or unique qualifications your firm possesses which would be of benefit to the Stafford Township School District in the execution of this project. **(7.5 Points Maximum)**

3. Respondents, by submitting a proposal, acknowledge that they fully understand the scope of service, work and activity to be performed. **(7.5 Points Maximum)**
4. Respondents are to provide evidence of any innovation and/or successful approach in providing the services requested. **(7.5 Points Maximum)**

B. MANAGEMENT

Business Organization Capacity

The respondent shall submit a full description of the business organization to include, but not limited to:

1. Name, address, phone, fax, website, e-mail address and information of the professional firm or individual, including a brief historical and current summary of the organization, including the number of years your firm has been providing project management services to New Jersey public school districts. **(10 Points Maximum)**
2. An organizational chart noting the names of all principals and partners. **(4 Points Maximum)**
3. Provide a resume of the key person to be assigned to head this project as Project Executive. Copies of all professional or educational licenses that are required to perform the services. (New Jersey Division of Property Management and Construction ("NJDPMC") pursuant to N.J.S.A. 18A:18-27.1)
4. Any change to the on-site representative after the award of a contract will be subject to the approval of the Board of Education. Unauthorized changes in personnel may be cause for termination of the contract. **(6 Points Maximum)**
5. Other information concerning individuals of the professional firm that would assist the school district in the evaluation process.

Qualifications; Relevant Experience

1. Respondents shall submit documentation highlighting qualifications and experience that will assist the district in the evaluation and selection process. Such documentation shall include, but not be limited to:
2. Provide a listing of up to four (4) public school projects where you have provided project management services in the last Five (5) years. Three (3) letters of recommendation from public/private school districts in NJ. **(10 Points Maximum)**
3. Provide the following information for each project:
 - a. School District
 - b. Project name and location
 - c. Project size in square feet (S.F. of new and/or additions and renovations, whichever is applicable)
 - d. Owner's representative and phone number

- e. Construction estimate
- f. Estimated final cost with change orders
- g. Date service began
- h. Scheduled construction completion date
- i. Number of prime contractors for this project
- j. Architectural firm, including contact person
- k. Description of your firm's interactions with the architectural firm **(40 Points Maximum)**

FEE PROPOSAL

1. Respondents are to submit a fee proposal and schedule that is clear and precise, and compliments the service that is being requested by the school district.
2. It is anticipated that a lump sum fee structure, including travel expenditures, will be proposed according to the following areas: preconstruction, bidding, and construction.
3. If necessary, please itemize and list all relevant additional fees on your proposed cost sheet.
4. Fee proposals are based upon the individual bid packages as described in Section II.
5. A not-to-exceed fee based upon the duties and responsibilities as outlined in Section III A, B and C. The fee structure must include all costs associated with the project. Any miscellaneous and/or reimbursable expenses and multiplication factors must be delineated.
6. Proposals for Bid Package #1 must be separate for consideration.
7. Alternate Proposals for Bid Packages #2-4 will be considered lumped together.
8. Alternate Proposal for all combined packages will be considered.

TERM OF CONTRACT

1. It is the intent of the District, upon completion of the selection process, to enter into a contract with the successful project management firm for the project. The contract shall incorporate the requirements of this Request for Proposal, contain indemnification, insurance requirements, and other standard requirements as determined by the District, as well as any additional services included in your proposal or negotiated prior to the selection. The district may or may not choose to award management packages to those listed below the required \$10,000,000.
2. Award of a contract (18:18A-4.5. e) shall be made by resolution of the Stafford Township Board of Education within 60 days of receipt of proposals. It is contemplated that the engagement between the Board of Education and the

Construction Manager shall commence immediately upon negotiation and execution and approvals of the agreement. The Board of Education reserves the right to terminate, at any time during the contract period, with a thirty (30) day notice. This is a project and once completed the term ends.

PROPOSAL FORM

RFP 25-08 Construction Management Services

Proposal of _____

Hereinafter called the "contractor", a corporation / partnership / an individual doing business;

To the Stafford Township Board of Education, 250 North Main Street, Manahawkin, NJ 08050, hereinafter called the "Board of Education".

The contractor, in compliance with your invitation for proposals for "Construction Management Services", having examined the plans and specifications with related documents and being familiar with all of the conditions surrounding the request for proposal for Construction Management Services, hereby proposes to furnish all labor, materials, and supplies, and to conduct Construction Management Services in accordance with the request for proposal documents within the time set forth therein and at the prices provided in the attached Cost Proposal table. These prices are to cover all expenses incurred in providing Construction Management Services required under the contract documents, of which this proposal is a part.

The contractor understands that the Board of Education reserves the right to reject any or all proposals and to waive any informality in the proposal process. The contractor agrees that this proposal shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving proposals.

The contractor hereby certifies that all of the figures, computations, and additions used in estimating the proposal herein have been carefully checked and are accurate in all respects and no claim shall be made as a basis for withdrawal of this proposal after opening on these grounds.

Respectfully submitted by:

Signature

Name (typed or printed)

Title
(Seal – if proposal is by a corporation)

Name of Firm

Business Address / Zip

Telephone / Email

The amount shall be shown in words and in figures. In case of discrepancy the amount in words shall govern.

To be completed, signed below and returned with proposal.

Stafford Township Board of Education

Chapter 271

Political Contribution Disclosure Form

(Contracts that Exceed \$17,500.00)

Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

☐ **No Reportable Contributions** (Please check (✓) if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent _____

Signature _____ Title _____

Business
Entity _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

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

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

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

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

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

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

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

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

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

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

¹ N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.

P.L. 2005, c.271

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-I et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C. 19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for Proposals, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity Proposal thereon or negotiating therefor, to submit along with its Proposal or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-I et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 52:34-25**

County Name: Ocean

State: Governor, and Legislative Leadership Committees

Legislative District #s: 9, 10, 12 and 30

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

Barnegat Light Borough	Jackson Township	Pine Beach Borough
Barnegat Township	Lacey Township	Plumsted Township
Bay Head Borough	Lakehurst Borough	Point Pleasant Beach Borough
Beach Haven Borough	Lakewood Township	Point Pleasant Borough
Beachwood Borough	Lavallette Borough	Seaside Heights Borough
Berkeley Township	Little Egg Harbor Township	Seaside Park Borough
Brick Township	Long Beach Township	Ship Bottom Borough
Dover Township	Manchester Township	South Toms River Borough
Eagleswood Township	Mantoloking Borough	Stafford Township
Harvey Cedars Borough	Ocean Gate Borough	Surf City Borough
Island Heights Borough	Ocean Township	Tuckerton Borough

Boards of Education (Members of the Board):

Barnegat Township	Lakehurst Borough	Plumsted Township
Bay Head Borough	Lakewood Township	Point Pleasant Beach Borough
Beach Haven Borough	Lavallette Borough	Point Pleasant Borough
Berkeley Township	Little Egg Harbor Township	Seaside Heights Borough
Brick Township	Long Beach Island	Seaside Park Borough
Central Regional	Manchester Township	Southern Regional
Eagleswood Township	Mantoloking	Stafford Township
Island Heights Borough	Ocean Gate Borough	Toms River Regional
Jackson Township	Ocean Township	Tuckerton Borough
Lacey Township	Pinelands Regional	

Fire Districts (Boards of Fire Commissioners):

Brick Township Fire District No. 1	Jackson Township Fire District No. 4
Brick Township Fire District No. 2	Lakewood Township Fire District No. 1
Brick Township Fire District No. 3	Little Egg Harbor Township Fire District No. 1
Dover Township Fire District No. 1	Little Egg Harbor Township Fire District No. 2
Dover Township Fire District No. 2	Little Egg Harbor Township Fire District No. 3
Jackson Township Fire District No. 1	Plumsted Township Fire District No. 1
Jackson Township Fire District No. 2	
Jackson Township Fire District No. 3	

To be completed, signed and returned with Bid/Proposal

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of
Organization: _____

Organization
Address: _____

City, State, ZIP: _____

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II Check the appropriate box

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the *ANYTOWN Board of Education* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the *Board of Education* to notify the *Board of Education* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the *Board of Education* to declare any contract(s) resulting from this certification void and unenforceable.

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

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

To be completed, signed below and returned with proposal.

AFFIRMATIVE ACTION QUESTIONNAIRE

Proposal No. **RFP 25-08**

Proposal Date: **December 6, 2024**

This form is to be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Certificate of Employee Information Report stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. ☐ Yes ☐ No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report. ☐ Yes ☐ No

If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered ***“NO”*** to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

www.state.nj.us/treasury/contract/compliance/

- Click on “Employee Information Report”
- Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Purchase and Property
Contract Compliance and Audit Unit—EEO Monitoring Program
P.O. Box 206
Trenton, NJ 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education prior to the execution or award of contract.

I certify that the above information is correct to the best of my knowledge.

Name: _____

Signature _____

Title _____ Date _____

Name of Company _____

Address _____

City, State, Zip _____

STAFFORD TOWNSHIP BOARD OF EDUCATION
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION/PROPOSAL TITLE: RFP 25-08 Construction Management Services
VENDOR/BIDDER NAME _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the 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 party.

CHECK THE APPROPRIATE BOX

☐ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

☐ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities _____

Relationship to Vendor/ Bidder _____

Description of Activities _____

Duration of Engagement _____

Anticipated Cessation Date _____

Attach Additional Sheets If Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

Version REV. 2.1 2021

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

STAFFORD TOWNSHIP BOARD OF EDUCATION MANAHAWKIN, NEW JERSEY 08050 N.J.S.A. 18A:18A-49.5

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor"¹) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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 party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

☐ A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN
Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

¹ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2). NJ Rev. 1.22.2024

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of 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 or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

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 _____ relies upon
(name of contracting unit)

the truth of the statements contained in said Proposal
(name of contracting unit)
and in the statements contained in this affidavit in awarding the contract for the said project.

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

Subscribed and sworn to

before me this day

Signature

_____, 2____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

CONTRACTOR/VENDOR QUESTIONNAIRE & CERTIFICATION

Proposal Number RFP 25-08

Proposal Date: Friday, December 6, 2024

Construction Management Services

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (____) _____ Ext. _____

Emergency Phone Number (____) _____

FAX No. (____) _____ E-Mail _____

FEIN No. _____

Years in Business _____ Number of Employees _____

References – Work previously done for School Systems in New Jersey

<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Vendor Certification

Direct/Indirect Interests

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

Gifts; Gratuities; Compensation

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

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a) (1-4) concerning vendor contributions to school board members.

I certify that my company is not debarred from doing business with any public entity in New Jersey or the United States of America.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent (Print)

SIGNATURE

To be completed, signed below and returned with proposal.

ACKNOWLEDGEMENT OF ADDENDA

Proposal Number: RFP 25-08

Proposal Date: December 6, 2024

The Respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of proposal and agrees that said Addenda shall become a part of this contract. The Respondent shall list below the numbers and issuing dates of the Addenda.

<u>ADDENDA NO.</u>	<u>ISSUING DATES</u>
_____	_____
_____	_____
_____	_____
_____	_____

☐ **No Addenda Received**

Name of Company _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Name of Authorized Representative _____

Signature _____ **Date** _____

RESPONDENT’S COMMENT FORM

Construction Management Services

Proposal No. 25-08

Proposal Date: December 6, 2024

This form is for Respondent's use in offering voluntary alternates, or other comments intended to afford the Board information or opportunities to improve the quality of the project, without invalidating the Proposal. It may *not* be used to take exception to specific conditions of the project defined in the contract documents which the Respondent does not like. The Proposal provided must be based upon the plans and specs, and all contract conditions, as stated. If these documents or conditions contain some untenable item, or extremely expensive provision, for example, to which the Respondent wishes to raise objection, this must be done at the Pre-Proposal meeting, or in writing to the Architect through the question process outlined in the Instructions to Respondents. Such inquiries will have response issued by addendum only, and the resulting decision circulated to all Respondents of record. Inquires raised too close to the Proposal date will not be able to be answered.

Name of Company _____

Address _____

City, State, Zip _____

Name of Authorized Representative _____

Signature _____ Title _____ Date _____