



# Monmouth County Park System

805 NEWMAN SPRINGS ROAD, LINCROFT, NJ 07738  
[www.monmouthcountyparks.com](http://www.monmouthcountyparks.com)

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## NOTICE OF RFP Exempt Services

The Monmouth County Park System is soliciting proposals through a Fair and Open process in accordance with the N.J.S.A. 19:44A-20.4 et seq.

Sealed RFP responses will be received by the Purchasing Agent on **WEDNESDAY, SEPTEMBER 3 at 10:00 AM** at the Park System Purchasing Department located at the Monmouth County Park System Headquarters, 805 Newman Springs Road, Lincroft, NJ 07738 at which time and place responses will be opened for:

### **ENGINEERING SERVICES FOR THE RESTORATION OF COASTAL BLUFFS ON THE NAVESINK RIVER AT PORTLAND PLACE, HARTSHORNE WOODS PARK, MIDDLETOWN, NJ**

**(PS #50-14)**

Specifications and instructions may be obtained at the Purchasing Office or on the Monmouth County Park System website, [www.monmouthcountyparks.com](http://www.monmouthcountyparks.com).

Respondents shall comply with the requirements of Affirmative Action P.L. 1975 C127 (N.J.S.A. 17:27 et seq). Statement of Ownership (N.J.S.A. 52:25 – 24.2) is required with your proposal. A copy of your New Jersey Business Registration is preferred with the proposal but mandatory prior to award of contract.

Stephanie Weise, QPA  
Purchasing Agent



**THE NATION'S FIRST ACCREDITED PARK AND RECREATION AGENCY**

*Serving the Citizens of Monmouth County Since 1961*  
RECYCLED PAPER

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## 1. Introduction

**The Monmouth County Park System invites you to submit a proposal for Engineering Services for the Restoration of Coastal Bluffs on the Navesink River at Portland Place, Hartshorne Woods Park, Middletown, NJ.**

## 2. Administrative Conditions and Requirements

The following items express the administrative conditions and requirements of this RFP. Together with the other RFP sections, they will apply to the RFP process, the subsequent contract, and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the Monmouth County Park System, hereinafter referred to as owners, to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful Respondent, as accepted by the owner, will become part of any contract awarded as a result of this RFP.

### 2.1. Proposal Submission Information

**Proposals must be accompanied by the completed "Proposal Checklist," and must be enclosed in a sealed envelope, bearing the project name and the name of address of the respondent on the outside.**

**Submission (On or Before) Date and Time:**

**Wednesday, September 3, 2014 at 10:00 am**

**Number of Original Proposals to be submitted:** Two (2) Original Proposals with Original Signatures  
**\*Please Note: Fax copies will not be accepted.**

**Submission Office:**

Stephanie Weise, Purchasing Agent  
Monmouth County Park System Headquarters  
805 Newman Springs Road  
Lincroft, NJ 07738  
(732) 842-4000 Ext. 4330  
(732) 842-4162

Clearly mark the submittal package with the title of this RFP and the responding firm, addressed to the Purchasing Agent.

Only those RFP responses received prior to or on the submission date will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

## **2.2. Using Department Information**

Please direct all questions in writing, by mail, e-mail, or fax:

**Monmouth County Park System  
Acquisition & Design Department  
805 Newman Springs Road  
Lincroft, NJ 07738  
Attention: Joe Sardonia  
732-842-4000, Ext. 4264  
732-842-3640 (Fax)  
E-mail: jsardoni@monmouthcountyparks.com**

## **2.3. Statutory and Other Requirements**

### **2.3.1. Compliance with Laws**

Any contract entered into between the vendor and the owner must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contract Law. The vendor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The vendor shall sign and acknowledge such forms and certificates as may be required by this section.

### **2.3.2. Mandatory Affirmative Action Compliance**

No firm may be issued a contract unless it complies with the Affirmative Action requirements of P.L. 1975, C. 127 as identified in the document attached.

### **2.3.3. Americans with Disabilities Act of 1990**

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Vendors are required to read Americans with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The vendor is obligated to comply with the Act and hold the owner harmless.

### **2.3.4. Statement of Ownership**

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders who own ten (10) percent or greater interest therein. The vendor shall complete and submit the form of statement that is included in this RFP.

### **2.3.5. N.J. Business Registration Certificate**

*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:

#### **NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS NON-CONSTRUCTION**

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

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor.

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


For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (*N.J.S.A. 52:32-44 (g) (3)*) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (*N.J.S.A. 54:32 B-1, et seq.*) on all sales of tangible personal property delivered into this state.

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


Sample Business Registration Certificates are attached. Certain other forms, such as a Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** proof of business registration.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-9292. Form NJ-REG can be filed online at: <http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

**THESE ARE SAMPLES OF THE ONLY ACCEPTABLE  
N.J. BUSINESS REGISTRATION CERTIFICATES:**

	<b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>
	Taxpayer Name: Trade Name: Address:  Certificate Number: Effective Date: Date of Issuance:
For Office Use Only:	

**OR**

STATE OF NEW JERSEY <b>BUSINESS REGISTRATION CERTIFICATE</b>		DEPARTMENT OF TREASURY DIVISION OF REVENUE PD BOX 322 TRENTON, N.J. 08646-0222
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
 Acting Director New Jersey Division of Revenue		
FORM-BBC(09-01)		This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

### 2.3.6. Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of this RFP, shall be properly executed and submitted with the RFP response.

### 2.3.7. Insurance

For the duration of this agreement, the vendor will procure and maintain insurance, at the vendor's expense, provided by insurance companies authorized to do business in the State of New Jersey, covering all services performed under this Agreement by the Professional or the Professionals subcontractors, as follows:

- (a) General Liability and Property Damage Insurance: The Professional shall maintain General Liability and Property Damage Insurance, in an amount of not less than \$1,000,000.00 combined single limit, covering the Professional and the Professional's subcontractors. The policy shall insure against claims for bodily injury, including accidental death, as well as claims for property damage which may arise from the services rendered under this Agreement, whether performed directly by the Professional or by the Professional's subcontractor or by anyone directly or indirectly employed by either.
- (b) Business/Personal Automobile Coverage: The Professional shall maintain Comprehensive Automobile Liability Insurance, in an amount of not less than \$1,000,000.00 combined single limit, covering all vehicles used by the Professional in furtherance of this contract, prior to commencement of work under this Agreement.
- (c) (For Professional Services Contract only) Professional Liability (Errors & Omissions) Insurance: The Professional shall maintain Professional Liability Insurance in an amount of not less than \$1,000,000.00 combined single limit covering the Professional and the Professional's sub-contractor.
- (d) Workers' Compensation Insurance: The Professional shall maintain Workers' Compensation Insurance in accordance with the Laws of the State of New Jersey.
- (e) **Prior to award the lowest responsible bidder will provide the Park System with a copy of their Certificate of Liability Insurance in the amounts stated in the specifications. Bidder must supply the Certificate of Liability Insurance within five days of notification by the Agency. Failure to provide such Certificate within this time period will be grounds for rejection of bid. The certificate for Public Liability/Property Damage and Business/Personal Automobile coverage must name the County of Monmouth, Monmouth County Board of Recreation Commissioners, and their respective officers, servants and agents as additional insured on all policies except the Worker's Compensation policy.**

### **2.3.8. Indemnification**

The vendor hereby agrees to indemnify and hold harmless the Board of Recreation Commissioners and the County of Monmouth, their agents, servants, and employees from and against all loss, damage, claims, actions, liability and expense, in connection with the loss of life, bodily injury, and/or property damage, if occasioned in whole or in part by any negligent act or omission of the professional or the professional's agent's, servants, employees, and subcontractors limited to services performed under the terms and conditions of this contract. This obligation shall include the provision of a defense for the County of Monmouth and the Board at all stages of the claims or judicial process.

### **2.3.9. Alternate Dispute Resolution**

**Non-Binding Mediation:** If a dispute between the County and the Contractor arises during the course of the contract, the parties will participate, in good faith, in non-binding mediation.

Either party may demand such mediation by written notice of the other party. The written notice shall contain at least (a) a brief statement of the nature of the dispute, and (b) the name, address and phone number of that party's designated representative for the purposes of mediation. The other party shall designate its representative for mediation in writing no later than five business days after receipt of the demand for mediation. The respective designees shall thereupon, and promptly, with due regard for the need for timely action, choose a mediator. If the parties cannot agree on a mediator, or if they prefer, they shall choose a reputable mediation firm. Any mediation firm so chosen shall present a list of at least five proposed mediators to the parties and shall provide the parties with a summary of each person's qualifications to serve as the mediator. Each party shall rank the proposed mediators in order of preference.

The fifth person on each list will be excluded from further consideration. The chosen mediator shall be the person who is the combined highest-ranking mediator on both preference lists excluding the fifth person on each list. In the event of a tie, the mediator shall be chosen by lot. The parties will not be bound by the Rules of Evidence in presenting the positions before the mediator.

The mediation shall be conducted in such reasonable and efficient manner as may be agreed between the parties and the mediator or, the lack of such an agreement, as may be determined by the mediator.

Each party will bear its own costs of participation in mediation and they will divide the costs of the mediations equally.

If, after a good faith effort to resolve the dispute through mediation, the dispute is not resolved, either party may terminate the mediation by written notice to the mediator and to the other part, whereupon either party may submit the dispute to the Superior Court of New Jersey, Monmouth County, for adjudication, which Court shall have exclusive original jurisdiction over the dispute.

## **2.4. Addenda**

All addenda will be posted on the Monmouth County Park System website ([www.monmouthcountyparks.com](http://www.monmouthcountyparks.com)). It is the responsibility of the vendor to check the website prior to submission of proposal.

## **2.5. Multiple Proposals Not Accepted**

More than one proposal from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

## **2.6. Failure to Enter Contract**

Should the vendor, to whom the contract is awarded, fail to enter into a contract within ten (10) days, Sundays and holidays excepted, the owner may then, at its option, accept the proposal of another vendor.

## **2.7. Commencement of Work**

The vendor agrees to commence work after receipt of a Purchase Order and upon notice from the using department to proceed.

## **2.8. Termination of Contract**

If, through any cause, the vendor shall fail to fulfill in a timely and proper manner obligations under the Contract if the vendor violates any requirements of the Contract, the owner shall thereupon have the right to terminate the Contract by giving written notice to the vendor of such termination at least 30 days prior to the proposed effective date of the termination. Such termination shall relieve the owner of any obligation for the balances to the vendor any sum or sums set forth in the Contract.

The vendor agrees to indemnify and hold the owner harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the Contract by the owner under this provision. In case of default by the vendor, the owner may procure the articles or services from other sources and hold the vendor responsible for any excess cost occasioned thereby.

## **2.9. Notice of Award**

The successful vendor will be notified of the award of contract upon a favorable decision by the governing body. The Purchasing Agent will then send a Purchase Order and Voucher to the vendor.

**2.10. Prompt Payment of Construction Contracts P.L. 2006, c. 96  
(if applicable)**

When the Professional has performed in accordance with the provisions of the contract, and the invoice (bill) including a properly prepared, dated and signed voucher for the work has been approved and certified by the Monmouth County Board of Recreation Commissioners and the Monmouth County Board of Chosen Freeholders, the board shall pay the amount due to the contractor for each payment not more than 30 days after the date received. The invoice shall be deemed approved and certified 20 days after the board receives it unless the board, before the 20 day period, informs the contractor in a written statement of the amount withheld and the amount to be paid, the reason for withholding the payment and how the deficiency can be cured.

Approved (bills) with a properly prepared, dated and signed voucher will be approved for payment by the Board of Recreation Commissioners at the first public meeting after the 20<sup>th</sup> day. After the board approves payment of invoices (bills) with properly prepared, dated and signed voucher, invoices will be forwarded to the Board of Chosen Freeholders for their approval. All payments will be released in accordance with the attached payment schedule and will be mailed unless other arrangements have been made with our Accounts Payable Department.

In the event that Alternate Dispute Resolution is needed, mediation is the method that shall be used.

**2.11. Ownership of Material**

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the vendor for the purpose of assisting the vendor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the owner or permitted by the owner to be used by their parties at any time except in the performance of the resulting contract. Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The vendor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be supplied on CD-ROM media compatible with the owner's computer operating system, windows based, Microsoft Office Suite 2000 or MacIntosh System 10.

**SCOPE OF PROFESSIONAL SERVICES FOR THE RESTORATION OF COASTAL  
BLUFFS ON THE NAVESINK RIVER AT PORTLAND PLACE,  
HARTSHORNE WOODS PARK, MIDDLETOWN, NJ**

**1. PROJECT DESCRIPTION**

The County of Monmouth would like to implement a shoreline stabilization project that will reduce the potential for erosion and slope failure at the Portland Place Project Site along the Navesink River, in Middletown, New Jersey.

During Hurricane Sandy, the shoreline (coastal bluff) along the Portland Place property was severely impacted by the storm surge, wind and resulting wave action. As a result of the storm, approximately 650 feet of shoreline experienced significant erosion and slope failure. The purpose of this project is to develop shoreline stabilization measures that will restore the shoreline, reduce the potential for future erosion and slope failure, protect the Portland Place property, and enhance the existing tidal habitat along the River's edge.

The work required under this Contract shall be to review existing information, collect additional data, inspect and evaluate the project site, develop conceptual shoreline stabilization and habitat enhancement designs and a preliminary design report, prepare design development documents upon conceptual design approval, prepare regulatory permit applications, and prepare construction documents and a final construction report. Any analyses, investigation, sampling and testing required to apply for regulatory permits for this project shall be performed by the Consultant. The County will be responsible for any cultural resource approvals and State Historic Preservation office permits.

The Consultant shall assist in the receipt of construction bids and approval of the Contractor through preparation of bid packages, bid tabs, review of received bids, and recommendations. Upon receipt of bids and award of a construction Contract, the Consultant shall perform construction Contract administration and inspection of the project. The Consultant shall be required to provide oversight of the successful construction of the project including, but not limited to, conformance with the Contract documents and ensuring compliance with all permit requirements. Upon completion of the construction portion of project, the Consultant shall submit a report that documents the process for the site including photographs and graphics. An appendix shall include all necessary approvals and permits, and final design, technical specifications and construction documents.

To assist interested Consultants, the following items will be available at the Monmouth County Park System's Acquisition & Design offices for review until the proposal due date:

- Property survey of the subject property showing top of bluff at time of survey
- Pre and post Sandy photographs
- GIS plans with topographic information before Sandy

Interested Consultants are encouraged to review the above items by contacting Joseph Sardonia of the Monmouth County Park System's Acquisition & Design office at (732) 842-4000.

## **II. PROJECT SCOPE**

The Scope of Work (SOW) outlined below lists the required items for the project. It will be the Consultant's responsibility to familiarize itself with the overall project, review the information provided, visit the site and to identify and justify any additional analyses/design/tasks that will be required beyond those described in the SOW contained herein. Additional structural, environmental, or other analyses/design/tasks beyond that described in this SOW, but which the Consultant believes are necessary to complete this project, must be approved by the Park System prior to the acceptance of the Consultant's final proposal.

The project final design report and construction plans and specifications necessary for the construction of the project are desired by the County within twelve (12) months of award of the Contract, excluding review time at NJDEP.

The Consultant shall provide a detailed schedule that indicates time frames required for the activities associated with the services described herein. The Consultant shall also prepare a list of deliverables including their proposed submission dates.

The SOW for this project shall include, but not be limited to, the items listed below:

### **1. Progress Meetings, Agency Contacts, and Coordination**

General Progress Meetings with the Monmouth County Park System and other agencies will be held throughout the project. Meetings may be waived, or others required, by Monmouth County, other federal, State, County, and local agencies. For the duration of the project, contacts with any office or agencies must be coordinated through the Monmouth County Park System. The Consultant shall coordinate and attend the meetings, prepare and distribute summaries of the meetings, and address any concerns or questions throughout the project duration.

### **2. Conceptual Plans and Report for Shoreline Protection**

The Consultant shall evaluate the existing site conditions and prepare a conceptual design for the proposed shoreline stabilization and habitat enhancement. The conceptual design shall be of an appropriate scale and of sufficient detail to clearly define the intent and limits of the work. Because limited funding is available for project implementation, the conceptual design must allow for an informed decision on the types of stabilization measures feasible for the project. The Consultant shall be responsible for conducting field investigations necessary for the proposed design. Required data collection is included in Section III – Other.

The Consultant shall prepare a preliminary design report for the project site summarizing the information reviewed, field investigation performed, data collected, and design analyses performed. The report shall list the suggested stabilization measures and habitat enhancement measures and the feasibility of implementation, including costs and permitting requirements.

#### Tasks for shoreline protection assessment

- a) Inspection of existing shoreline.
- b) Topographic surveying of existing bulkhead including bathymetric surveying as required
- c) Geotechnical investigation as needed.
- d) Wetlands delineation within probable project limits
- e) Preparation of existing conditions drawings of shoreline including plans, sections

and elevations.

- f) Assessment of shoreline erosion potential.
- g) Preparation of shoreline erosion report including shoreline protection strategies both biological and structural.
- h) Concepts of shoreline protection plans developed and evaluated.
- i) Identification of required permits.
- j) Planning level/order of magnitude cost estimates.

The preliminary design reports and conceptual design shall be submitted to Monmouth County Park System for review and approval. The Consultant will be available for questions via telephone and for one (1) internal presentation to Park System personnel. In response to all Park System comments, the Consultant will either revise the design or present convincing arguments stating their professional opinion to the contrary. Based upon the conceptual design presented, the Park System will select the design components to be advanced in the design development phase.

### **3. Permitting**

The Consultant shall perform all work necessary to apply for the appropriate federal, State and local environmental regulatory approvals and permits to construct the shoreline stabilization and habitat enhancement measures. The construction may require, but not be limited to, the following approvals:

- New Jersey Department of Environmental Protection
  - a) Stormwater Management
  - b) Flood Hazard Area/CAFRA/Waterfront Development/Water Quality Certificate
  - c) Threatened and Endangered Species
  - d) Tidal Wetlands Permit/Freshwater Wetlands Permit
- U.S. Army Corps of Engineers
  - a) Waterfront Development/Section 404
- Freehold Soil Conservation District
  - a) Soil Erosion & Sedimentation Control Certificate

The Consultant shall be responsible for final determination of which permits are required for the proposed work and shall be responsible for preparing all drawings, computations, applications, and other pertinent data attendant to securing said permits. The Consultant will also be responsible for meeting with all permitting agencies and for incorporating all comments and revisions that can be reasonably anticipated.

The Monmouth County Park System will be responsible for all application fees. Boundary Surveys can be provided by the Monmouth County Park System for use by the consultant. The consultant shall be responsible for any additional topographic information necessary.

### **4. Design Development**

Based on approval of conceptual design by the Monmouth County Park System, the Consultant shall progress the design development by performing the following:

- Tidal Datum Analysis. The Consultant shall provide a tidal datum analysis for the project site. Long-term tidal changes under existing and future scenarios and impacts to the shoreline shall be evaluated with respect to the proposed project.
- Storm Surge and Significant Wave Height Analysis. The Consultant shall provide a storm surge and significant wave height analysis. The storm surge and significant wave height

analysis shall provide an assessment of the shoreline profile change under different return period storm events. The results of the analysis shall be utilized to evaluate any impacts of proposed project.

- Drainage Assessment/Design. The Consultant shall determine the 2-year, 10- year, 25-year, 50-year, and 100-year storms runoff rates and volumes. The Consultant shall create a model that simulates the precipitation-runoff processes of project site and surrounding area and evaluate the effects of the runoff on the proposed project.

## **5. Construction Bid Documents**

The Consultant shall prepare construction plans, specifications, and quantity and cost estimates in accordance with current Monmouth County Park System approved format. The Consultant shall include in their proposal all necessary reproduction costs and construction administration costs.

Copies of the Monmouth County Park System's General Requirements will be made available on computer disk in Microsoft Office format. The Consultant shall make modifications to the Park System's General Requirements as may be necessary for construction of subject project.

A quantitative itemized list shall be prepared that will be incorporated into a schedule of values for payment purposes. These items will be incorporated into the standard Monmouth County Park System's proposal page.

Prepare complete construction Contract documents. The Contract documents must be submitted to the County in draft format for review prior to final submissions, and be accompanied by construction specifications as directed by the Monmouth County Parks System. The construction plans may include, but not be limited to, the following:

- Cover with Plan Sheet Index & Key Map
- Estimate of Quantities
- Layout/Tie Plan (with List of Final Monumentation for Hor. & Ver. Control)
- Site Access/Phasing Plan
- Grading Plan & Profile
- Planting Plan
- Cross Sections
- Construction Details (including Drainage and Planting)
- Soil Erosion & Sediment Control Plans and Details

The Consultant shall prepare a final design report that documents the work completed during design development, including any design exceptions and assumptions.

The final construction plans, specifications, quantity and cost estimates, and design report shall incorporate all pertinent comments from reviews by Monmouth County and State/federal permitting agencies. All final Contract documents shall be complete and ready for public bidding.

The final submission shall include five (5) sets of prints, and one (1) master set of project technical specifications. Contract drawing size shall be 24" x 36". Drawings prepared with CAD shall also be submitted to the County in eformat (CD or electronically transferred) compatible with AutoCAD.

The Consultant shall be required to submit two (2) complete design packages, signed and sealed by a Professional Engineer (and Professional Land Surveyor, if applicable). Said package shall contain all pertinent design data, criteria, and calculations.

The design package must be sufficiently detailed to allow a thorough analysis and review of methods

employed in the design of the project.

Public advertisement and sale of Contract documents will be the responsibility of the Monmouth County Park System.

## **6. Construction Bidding Services**

The Consultant shall provide bidding services to the Monmouth County Park System. These services shall include:

- Distribution of Documents and Meeting with Monmouth County Park System
- Pre-Bid Conference/Site Visit
- Clarification and Addenda
- Bid Analysis and Recommendation

## **7. Construction Administration Service**

- The Consultant will provide construction administration services and construction oversight. It will be the responsibility of the consultant to monitor that the project is being implemented as per the construction documents and permitting requirements. Project construction is to be administered by the Engineer to ensure compliance with bidding documents and permit requirements. Daily job supervision will be the responsibility of the MCPS.
- A minimum of a one weekly site visit to review job progress and general oversight that the construction contract is performed in complete compliance with bidding documents, code and permit requirements; (Daily job supervision will be the responsibility of the MCPS.) Issue job meeting notes from the meeting.
- Review Contractor's submittals including cut sheets, shop drawings, and substitutions, etc.;
- Prompt response to RFIs and field questions in writing;
- Review and recommendation of change orders;
- Payment review and certification;
- Assistance in project close out

## **III. OTHER**

The County can provide 2012 GIS aerial photography with topographic information and one foot contours from 2003 overlaid. It is expected that survey information will be tied into existing topography. The Consulting team will gather the latest and most accurate information for the site and review existing site data where applicable. All inventories and surveys will be conducted using standard approved protocols. To ensure efficiency, the Consultant will coordinate their data collection plans prior to starting any work on this task. For the purposes of providing adequate information for permitting and the implementation of shoreline protection mechanisms, topographic and geotechnical investigation will have the following requirements.

### **A. Surveying Activities**

1. Perform baseline controlled field survey to locate existing topographic features proximate to shoreline areas defined in the project limits. Field survey shall be sufficient to include probable project limits. The consultant shall verify that the topographic survey is sufficient to design and construct with proper horizontal and vertical controls. County surveyor can provide bench marks, if necessary.

2. Locate areas of potential wetlands impacts. Delineate wetlands in accordance with NJDEP standards.
3. Horizontal and vertical survey control shall be established with a minimum of two benchmarks based on National Geodetic Vertical Datum (NGVD) 1983, and with horizontal baseline ties at appropriate points.

**B. Wetlands Delineation and LOI**

1. Determine wetlands limits of site and the preparation of necessary mapping, soil borings and other supporting information depicting the upland/wetlands limits in accordance with standards, requirements and definitions for wetlands mapping as defined by New Jersey Department of Environmental Protection (N.J.A.C. 7:7A-3.4) and The Corp of Army Engineers. The final work product of this task will be reproducible digital and paper map(s) compatible with the Monmouth County Park System computer programs and systems (Autodesk AutoCAD) with all other supporting information in an appropriate format.
2. Prepare, submit, follow-up and complete all other necessary work as may be required to obtain a Letter of Interpretation (LOI) with wetlands buffer determination from the New Jersey Department of Environmental Protection (N.J.A.C. 7:7A-3.4) for the wetlands limits as determined by the previous task. Copies (2) of all work products will be provided to the Monmouth County Park System.
3. The Monmouth County Park System will be responsible for all NJDEP application fees. Digital Topographic Mapping (one inch equals thirty feet), Aerial Photography, Boundary Surveys can be provided by The Monmouth County Park System for use by the consultant.

**C. Biobenchmark and Vegetation Survey**

1. The Consultant shall conduct a biological benchmark survey, including the collection of appropriate biological benchmark elevation data for the project site.
2. The Consultant shall also perform a visual inspection of the site, documenting the general vegetation types and cover.
3. The Consultant shall provide maps of the biobenchmark and vegetation surveys, as well as an analysis of the biological benchmark data in comparison to tidal datum.

**D. Geotechnical Assessment**

1. The Consultant shall perform the necessary soil borings, sampling, and testing required to support the shoreline stabilization design and construction. All work shall be overseen by a geotechnical engineer.
2. In conjunction with the soil boring and testing program, the Consultant shall collect observations and assessments of the current groundwater level and the seasonal high groundwater level.

**IV. PROJECT SCHEDULE**

Award Contract: September 2014  
Commence Project: Upon finalization of contract  
Complete Project: One year from finalization of contract

## V. PROPOSAL REQUIREMENTS

### 1. Statement of Qualifications and Experience

Written presentation of qualifications of the firm, all proposed project personnel, and any sub-consultants, to demonstrate that the firm meets the qualifications and experience requirements for this project. List relevant or unique qualifications to perform the work.

Consultants shall demonstrate specialized expertise in the following:

- Hydrologic and hydraulic analyses
- Preparing and obtaining federal, State, and local permits listed herein
- Tidal wetland restoration
- Stormwater engineering
- Geotechnical engineering
- Bioengineering
- Shoreline stabilization
- Coastal engineering
- Construction management, Contract administration, and inspection
- Familiarity with the project region

### 2. Project Schedule

Provide schedule in Gantt chart format showing tasks, when they will be carried out, and when they would be completed. List projected meetings and work product review periods.

### 3. Project Scope

Statement showing understanding of scope of work and listing end results and end products. Include and list all work for the fee listed. If all work requested cannot be done within the budgeted amount, list what work would not be included and why.

### 4. Successful Similar Projects and References

Listing and description of at least three, but no more than five, similar projects successfully completed within 150 miles of the project site along with references and contact information.

### 5. Fee Proposal Form (attached) and Itemized Fee Breakdown

A complete fee proposal form shall be submitted. Include an upset amount for reimbursable expenses with a fee schedule attached for reimbursables.

**THE BUDGET AMOUNT FOR THIS PROJECT IS \$80,000.**

## VI. PROPOSAL EVALUATION

The Monmouth County Park System will evaluate respondents' proposals on the basis of the following:

- Overall experience/qualifications of the consultant in requested disciplines
- Experience/qualifications of the project manager and key staff
- Particular ability to perform the required work
- Understanding of the scope of work and project needs
- Project schedule
- Cost proposal\*

- Proximity to the project site
- Familiarity with the processes and procedures of the Monmouth County Park System

**\*Fee Proposal Consideration: Fees will be considered and determined to be reasonable, but will not be the sole basis upon which this contract is awarded.**

# **ATTACHMENTS**







**Figure 1 Location Map**

Coordinates:

40.389881, -74.005553



**Figure 2 Shoreline looking East August 2013**



**Figure 3 Shoreline looking West August 2013**



**Figure 4 looking South August 2013**



**Figure 5 Shoreline Looking West October 30, 2013**



**Figure 6 Shoreline looking West October 30 2013**



**Figure 7 Shoreline looking West October 30, 201**

# PROPOSAL FORMS CHECKLIST (PS #50-14)

(Owner's checkmarks)	Items submitted with bid (Bidder's INITIALS)
↓	↓
<b>A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH THE PROPOSAL IS <u>MANDATORY</u> CAUSE FOR REJECTION OF THE PROPOSAL</b>	
<input checked="" type="checkbox"/> Respondent's Proposal (two copies requested)	_____
<input checked="" type="checkbox"/> Statement of Ownership	_____
<input checked="" type="checkbox"/> Non-Collusion Affidavit	_____
<input checked="" type="checkbox"/> Acknowledgement of Addenda	_____

**B. ITEMS PREFERRED WITH THE PROPOSAL, BUT MANDATORY PRIOR TO AWARD OF CONTRACT**

<input checked="" type="checkbox"/> Copy of Respondent's N.J. Business Registration Certificate	_____
<input checked="" type="checkbox"/> Copy of subcontractors N.J. Business Registration Certificate	_____
<input checked="" type="checkbox"/> EEO/Affirmative Action Compliance Notice	_____
<input checked="" type="checkbox"/> Certificate of Employee Information Report	_____
<input checked="" type="checkbox"/> Reference/List of previous and/or active relevant work	_____
<input checked="" type="checkbox"/> Disclosure of Energy Sector Investment Activities in Iran	_____

**THE UNDERSIGNED BIDDER HEREWITH SUBMITS THE ABOVE REQUIRED DOCUMENTS:**

PRINT OFFICIAL COMPANY NAME: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

PRINT NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE INDICATED AND RETURNED WITH ALL DOCUMENTS**

# Proposal

RRFP# 14-22  
(PS #50-14)

Submitted By: \_\_\_\_\_  
(Company Name)

**ENGINEERING SERVICES FOR THE RESTORATION OF COASTAL BLUFFS ON  
THE NAVESINK RIVER AT PORTLAND PLACE, HARTSHORNE WOODS PARK,  
MIDDLETOWN, NJ**

**TO THE COUNTY OF MONMOUTH, FREEHOLD, NEW JERSEY.**

**TO THE MONMOUTH COUNTY BOARD OF CHOSEN FREEHOLDERS.**

The undersigned hereby declares that he/she has carefully examined the RFP, specifications, and form of contract for furnishing the specified items and that he/she will execute the contract according to the specifications, terms, and conditions with respect to the following:

1. *Cost for PROGRESS MEETINGS AND COORDINATION  
as described in specifications* *Lump Sum*    \$ \_\_\_\_\_
  
2. *Cost for CONCEPTUAL PLANS & REPORT  
as described in specifications* *Lump Sum*    \$ \_\_\_\_\_
  
3. *Cost for PERMITTING  
as described in specifications* *Lump Sum*    \$ \_\_\_\_\_
  
4. *Cost for DESIGN DEVELOPMENT  
as described in specifications* *Lump Sum*    \$ \_\_\_\_\_
  
5. *Cost for CONSTRUCTION BID DOCUMENTS  
as described in specifications* *Lump Sum*    \$ \_\_\_\_\_
  
6. *Cost for CONSTRUCTION BIDDING SERVICE  
as described in specifications* *Lump Sum*    \$ \_\_\_\_\_
  
7. *Cost for CONSTRUCTION ADMINISTRATION  
as described in specifications* *Lump Sum*    \$ \_\_\_\_\_
  
8. *Cost for SURVEYING ACTIVITIES  
as described in specifications* *Lump Sum*    \$ \_\_\_\_\_
  
9. *Cost for WETLAND DELINEATION  
as described in specifications* *Lump Sum*    \$ \_\_\_\_\_
  
10. *Cost for BIOBENCHMARK AND VEGETATION  
SURVEY as described in specifications* *Lump Sum*    \$ \_\_\_\_\_

11. Cost for *GEOTECHNICAL ASSESSMENT*  
as described in specifications Lump Sum \$ \_\_\_\_\_

12. Cost for *REIMBURABLES*  
as described in specifications Upset Amount \$ \_\_\_\_\_

**TOTAL COST (Items 1 through 12, inclusive) \$** \_\_\_\_\_

VARIANCE IF ANY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned is a partnership under the laws of the State of \_\_\_\_\_  
a corporation (circle one)  
an individual

having principle offices at:

ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ WEB ADDRESS: \_\_\_\_\_

CONSULTANT  
(Printed): \_\_\_\_\_

SIGNATURE  
\_\_\_\_\_

DATED \_\_\_\_\_

**ALL WORK PRODUCTS INCLUDING REPORTS, PLANS AND/OR  
SPECIFICATIONS BECOME THE PROPERTY OF THE  
COUNTY OF MONMOUTH**

**CONSULTANTS QUALIFICATION AND REFERENCES**

The Bidder must supply a minimum of three references. References must be from jobs similar to this project.

1. Contact: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Project: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
\_\_\_\_\_

2. Contact: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Project: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
\_\_\_\_\_

3. Contact: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Project: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
\_\_\_\_\_

4. Contact: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Project: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
\_\_\_\_\_

# STATEMENT OF OWNERSHIP

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

The **BIDDER** is (check one):

- Individual                       Partnership                       P.A.     P.C.     L.L.C.     L.L.P.
- Corporation                       Joint Venture                       Other (specify): \_\_\_\_\_

I certify that:

- No individual person or entity owns a 10% or greater interest in the Bidder.

**OR**

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

	NAMES:	ADDRESSES:
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

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

NAME OF BIDDER: \_\_\_\_\_

SIGNED BY: X \_\_\_\_\_

PRINT NAME & TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

NON-COLLUSION AFFIDAVIT

STATE OF \_\_\_\_\_ )  
 ) SS:  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_  
(type or print affiant's name)

of full age, being first duly sworn according to law on my oath depose and say that I am a lawful representative of

\_\_\_\_\_  
(type or print name of Bidder)

the Bidder making the Bid for the above cited project, and that I executed the said Bid with full authority to do so; that said Bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above cited project, and that all statements contained in said Bid and in this affidavit are true and correct, and made with full knowledge that the Monmouth County Board of Recreation Commissioners relies upon the truth of the statements contained in said Bid 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 the Bidder.

*Sworn and Subscribed to*  
*before me this \_\_\_\_\_ day*  
of \_\_\_\_\_ 20 \_\_\_\_ /s/ \_\_\_\_\_  
/s/ \_\_\_\_\_  
(Title)

NOTARY PUBLIC OF \_\_\_\_\_  
(state)  
My commission expires \_\_\_\_\_

## EXHIBIT A

### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31, et seq. N.J.S.A. (P.L. 1975, C. 127) N.J.A.C. 17:27

#### GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

- a. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.
- b. The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- c. The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.**, as amended and supplemented from time to time and the Americans with Disabilities Act.
- e. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with **N.J.A.C. 17:27-5.2.**

- f. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- g. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.
- h. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.
- i. The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:
- Letter of Federal Affirmative Action Plan Approval
  - Certificate of Employee Information Report
  - Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))
- j. The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the County and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the County files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Commission, prior to execution of the contract, one of the following documents:

**Goods and General Service Vendors**

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Commission and the Division. This approval letter is valid for one year from the date of issuance.

**Do you have a federally-approved or sanctioned EEO/AA program?    Yes     No**   
**If yes, please submit a photostatic copy of such approval.**

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Commission as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

**Do you have a State Certificate of Employee Information Report Approval?    Yes     No**   
**If yes, please submit a photostatic copy of such approval.**

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with a \$150.00 Fee and forward a copy of the Form to the Commission. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance).

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

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

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

**COMPANY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_  
**PRINT NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

County of Monmouth, State of New Jersey  
Division of Purchasing  
**DISCLOSURE OF ENERGY SECTOR INVESTMENT ACTIVITIES IN IRAN**  
**New Jersey Public Law 2012, Chapter 25**

---

**Solicitation Number:** \_\_\_\_\_ **Bidder / Respondent:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**PART 1 – CERTIFICATION – CHECK THE APPROPRIATE BOX:**

A.  I certify that neither the Bidder / Respondent nor any of the Bidder's / Respondent's parents, subsidiaries, or affiliates, as defined in C.52:32-56(e), is on the "Chapter 25 List" created and maintained by the New Jersey Department of the Treasury, as a person or entity engaging in the energy sector investment activities in Iran described in C.52:32-56(f). The Chapter 25 List may be found at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

OR

B.  The Bidder / Respondent and/or one or more of its parents, subsidiaries or affiliates is a person or entity on the Chapter 25 List referred to above. A detailed and precise description of the relevant activities of the listed Bidder / Respondent and/or listed parents, subsidiaries or affiliates is provided in Part 2 below.

---

**PART 2 – ADDITIONAL INFORMATION – COMPLETE PART 2 ONLY IF B. IN PART 1 IS CHECKED:**

The following is an accurate and precise description of the energy sector investment activities in Iran of the Bidder / Respondent and/or listed parents, subsidiaries or affiliates, on the Chapter 25 List (attach additional pages as necessary to make full disclosure):

Name of Person(s) or Entity(ies) on the Chapter 25 List: \_\_\_\_\_

Relationship to Bidder / Respondent: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Bidder / Respondent Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Check here if additional pages are attached and state number of attached pages: \_\_\_\_\_ (Number of pages attached.)

---

**CERTIFICATION FOR PART 1 AND, IF APPLICABLE, PART 2:** I, being of full age, hereby certify that the foregoing information and any attachments hereto are to the best of my knowledge true and complete. I certify that I am authorized to execute this certification on behalf of the Respondent. I acknowledge that the County of Monmouth will rely on the information contained herein and thereby acknowledge that I and the Bidder / Respondent are under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers or information contained herein.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me is willfully false, I am subject to punishment and the Bidder / Respondent is subject to the penalties stated in C. 52:32-59 and C. 40A:11-2.1.

Full Name (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**MONMOUTH COUNTY PARK SYSTEM**  
**805 NEWMAN SPRINGS ROAD**  
**LINCROFT, NJ 07738**  
**(732) 842-4000**

**ACKNOWLEDGMENT OF ADDENDA**

BIDDER acknowledges receipt of the following listed Addenda that have been issued for this Project. BIDDER warrants that this Bid fully accounts for all requirements, terms and conditions of these Addenda. (BIDDER must type or print acknowledged Addenda numbers and dates --- OR check the box indicating that NO ADDENDA WERE RECEIVED.

Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_

Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_

**NO ADDENDA WERE RECEIVED**

**ACKNOWLEDGED FOR:** \_\_\_\_\_  
(Name of Bidder/Vendor)

Bid #: \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**\*PLEASE SUBMIT THIS SHEET WITH YOUR BID PACKET\***