



Monmouth County Park System

805 NEWMAN SPRINGS ROAD, LINCROFT, NJ 07738
www.monmouthcountyparks.com

Stephanie Weise, QPA
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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 **Friday, November 13, 2015 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:

DESIGN OF IRRIGATION SYSTEM FOR SHARK RIVER GOLF COURSE (PS #67-15)

Specifications and instructions may be obtained at the Purchasing Office or on the Monmouth County Park System website, 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

TABLE OF CONTENTS

1.	Introduction	3
2.	Administrative Conditions and Requirements	3
2.1.	Proposal Submission Information	3
2.2.	Using Department Information	4
2.3.	Statutory and Other Requirements	4
2.3.1.	Compliance with Laws	4
2.3.2.	Mandatory Affirmative Action Compliance	4
2.3.3.	Americans with Disabilities Act of 1990	4
2.3.4.	Statement of Ownership	4
2.3.5.	N.J. Business Registration Certificate	5
2.3.6.	Non-Collusion Affidavit	7
2.3.7.	Insurance	7
2.3.8.	Indemnification	8
2.3.9.	Alternate Dispute Resolution	8
2.4.	Addenda	9
2.5.	Multiple Proposals Not Accepted	9
2.6.	Failure to Enter Contract	9
2.7.	Commencement of Work	9
2.8.	Termination of Contract	9
2.9.	Notice of Award	9
2.10.	Prompt Payment of Construction Contracts P.L. 2006, c. 96	10
2.11.	Ownership of Material	10
3.	Specifications	11
	Proposal Forms Checklist.....	18
	Proposal	19
	Statement of Ownership	21
	Non-Collusion Affidavit	22
	Mandatory Equal Employment Opportunity Language	23

1. Introduction

(PS #67-15)

The Monmouth County Park System invites you to submit a proposal for Consulting Services for the Design of an Irrigation System for Shark River Golf Course, Neptune, 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:

Friday, November 13, 2015 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:**

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

OR

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		<small>DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 322 TRENTON, N.J. 08646-0322</small>
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
		 Acting Director New Jersey Division of Revenue
<small>FORM-BBC(09-01)</small>		<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>

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). 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 20th 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.

3. Specifications

(PS #67-15)

3.1 Project Background

In 1973, the Monmouth County Park System acquired the former Asbury Park Golf and Country Club. Designed by Scottish golf pro Joseph Scotty P'Anson and built between 1916 and 1920, the course featured tight, narrow fairways, multiple bunkers, and the challenge of small, well protected greens. Over the years holes have been modified and rebuilt to address boundary changes and issues, the most dramatic being the building of Route 18 through the course. The current course measures just over 6,500 yards from the blue tees and 5,548 yards from the reds with a par of 71.

Located on predominately sandy soils just 2.5 miles from the Atlantic Ocean, the golf course is bordered by Route 18 to the East, Old Corlies Avenue to the North, Jumping Brook and Shark River to the West and South. The Course is irrigated by a single row PVC system supplied by public water with a booster pump to increase the pressure to 100 psi with a maximum flow of approximately 250 gpm. The existing system is 30+ years old and requires constant maintenance. The Park System would like to install a new more efficient system and is requesting proposals for the design of the same. The proposal will include design of a new irrigation system, construction documents, bidding assistance, construction monitoring and inspection and punchlist and closeout to include review of as-builts.

As mentioned, the existing irrigation water is supplied by public water. The Park System is considering alternative water sources for irrigation, i.e. an irrigation pond fed by runoff and possibly a well. Early in the design process the irrigation consultant will develop parameters so that alternative water sources may be explored by a consultant engineer.

3.2 Scope of Services

The Park System requires the services of a professional irrigation consultant for:

3.2.1 Phase 1-Design/Development of irrigation program and parameters

- **Program Development:** Consultant will meet with representatives of the Owner to discuss the type of system, coverage and controls desired, equipment manufacturers and their local representation, installers, budget considerations and construction scheduling.
- **Analysis of site conditions:** An analysis will be made of soils, grasses, topography, drainage, solar exposure, water supply, maintenance and irrigation procedures etc., to determine spacing, application rates and scheduling parameters for a new irrigation design.

Based upon the Irrigation Consultant's findings, a program will be developed outlining the extent of the irrigation for the course, controls, materials and costs for various options. Water requirements will be included as a basis for a consultant engineer to design for irrigation water supply and make-up water.

3.2.2 Phase 2-Irrigation System Design/ Bid Documents:

Upon agreement by the Park System on the irrigation program, the Consultant shall proceed with the design. Plans specifications and related bidding documents will be prepared for the new irrigation system. As alternative water sources may take time to implement, the consultant shall make provisions to continue to utilize the existing public water source as either a temporary or permanent supply. The irrigation designer shall continue to coordinate with the golf course architect and the consultant engineer as required.

Efficiency, minimal maintenance and ease of operation are paramount in the design of the system. It is the desire of the Park System to use HDPE to the maximum extent possible possibly in combination with other materials.

Should it be determined that an irrigation distribution pond be installed the irrigation designer shall size and spec distribution pumps and transfer pumps for bidding.

Cost estimates will be required for bidding purposes. MCPS will provide the front end documents for bidding and will let the bid.

3.2.3 Phase 3-Bidding Assistance:

Irrigation may or may not be bid as part of an overall package including the irrigation pond construction, pump station installation and utilities. Provide bidding assistance during the bid period including;

- Attendance and preparation of meeting minutes of a pre-bid meeting;
- Answering bidders' questions (questions and answers in writing);
- Preparation of addenda, if required;
- Review of bids, including qualifications of apparent lowest responsible bidder(s);
- Memo for recommendation or rejection of irrigation contractor award.

3.2.4 Phase 4-Construction Administration and Inspection:

Provide construction administration services including:

- Coordination, monitoring and maintenance of the construction project schedule;
- Conduct and record construction project meetings including preconstruction meeting;
- Provide on-site inspection and surveillance of construction as required to ensure compliance with the contract documents and the schedule, and to enforce safety and housekeeping provisions of the construction contract. Provide inspection report to MCPS;
- Respond to requests for interpretations of the intent and meaning of the plans and specifications, and assist in the resolution of questions that may arise;
- In collaboration with the MCPS, establish and implement procedures for expediting the processing and approval of shop drawings, product data, samples, and other submittals. Review all shop drawings, product data, samples and other submittals from the Contractor.
- Assist in proper placement and layout of irrigation heads;
- Review and assist in negotiating the Contractor's proposed changes to the work, and submit recommendations to the Park System. Attempt to coordinate and expedite change orders in order to avoid delay claims;
- When the contractor has deemed he is at substantial completion, prepare, jointly with the Contractor, for the Park System, lists of work not done, deficient work, a punch list and a schedule for their completion. Determine when the work is both substantially and finally complete;
- Coordinate all project closeout documents required in the contract documents (such as as-built drawings, warranties, bonds, affidavits, manuals, and keys), and deliver to the Park System before the Contractor's final payment is certified;
- The irrigation consultant shall provide specifications for the compilation of record drawings of the irrigation system. The record drawings shall be produced through the use of sub-meter accuracy Global Positioning System equipment and AutoCAD and supplied in a digital format to the Owner.

3.2.5 Reimbursable Expenses:

- Under this item please include an allowance for all estimated reimbursable expenses, such as lodging, travel expenses, and all reproduction, printing and computer costs.

3.3 Design Considerations

- A. The Park System has or will have a Golf Course Architect and a Consultant Engineer under contract. Coordination between all design professionals for this project will be essential to its overall success.
- B. Presently public water from NJ American Water is the sole source of water for the irrigation system. In 2014 Shark River Golf Course used just over 8 million gallons of water with the current system at a cost of \$55,000.00.
- C. A six inch line off of a 31” main along Old Corlies Avenue supplies water for the course. The line splits into three 2” lines for metering and then converges back into a 6” line that currently provides the domestic water, the irrigation water, and fire hydrants on the site. A recent flow test at the hydrant indicated a flow of 533 gpm at with a static pressure of 65 psi and a residual pressure of 35psi.
- D. A location for a possible irrigation supply pond has been chosen and a conceptual plan for a 2.3 million gallon reservoir developed. The 2.3 million gallon size is based upon a recently constructed pond at another Park System golf course.
- E. The Park System has electronic data of an aerial topographic survey of the entire golf course. The aerial survey was flown in March 1998 by Atlantis Aerial Survey Company. This data is in New Jersey State Plane Coordinates and referenced to the North American Datum 1983 (NAD83) and North American Vertical Datum 1988 (NAVD88). The Park System also has aerial photography of the course taken in 2011 with contours based on 2009 photography through the counties GIS mapping program.
- F. A base map of the golf course, showing golf features is available in electronic format (AutoCad).
- G. The Monmouth County Park System golf course operations have traditionally utilized Toro Irrigation components and Flowtronics pumping equipment.
- H. Storr Tractor, a representative and supplier of Toro components did a preliminary head layout which is attached herein.

3.4 Site Access and Inquires

3.4.1 Site Access

- 3.4.1.1 This site is located in an area open to the public during regular golf course hours of operation. However the golf course is operating year-round and access is restricted/controlled by the golf course staff.
- 3.4.1.2 Should the respondent require access prior to the proposal date, contact Glenn Miller Superintendent – Shark River Golf Course (732) 922-8448 to arrange an appointment.

3.4.2 Inquiries

All questions are to be in writing and either mailed, emailed or faxed to:

Monmouth County Park System
Acquisition & Design Dept., Attn: Joe Sardonia
805 Newman Springs Road
Lincroft, NJ 07753
732- 842-3640 (fax)
Joe.Sardonia@monmouthcountyparks.com
Inquiries not in writing will not be entertained.

3.5 Project Schedule

Award Contract:	November 2015
Commence Construction of Project:	Fall 2016
Complete Project:	Spring 2017

3.6 Proposal Requirements

The proposal must be based on the scope of work outlined in this RFP and include all work that would be necessary to achieve the project goals. The following must be included in your proposal:

3.6.1 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 (see Proposal Evaluation). Include the following:

Listing and resumes of officers, directors, and/or partners of the firm.

List of any professionals and consultants not associated with the firm but who will participate in the project, with their qualifications and contributions to the project.

Project list of recent projects with client references and contact information. Submit a minimum of three (3) projects performed similar in size and scope to this project. Include owner name, contact person, address, phone number, brief project description, and project value.

Information the firm feels is necessary to support the proposal.

3.6.2 Staffing and Work Plan. Written presentation of how the firm proposes to staff this project and the proposed work plan for fulfilling the requirements of this RFP, including proposed organizational chart with the names and titles of all personnel to be assigned to the project.

3.6.3 Fee Proposal Form (attached) and Itemized Fee Breakdown. Include a fully itemized chart with phases of service, tasks, estimated hours and costs for all personnel, and fee to complete each phase of the project. Include hourly rates for all project personnel. Hourly rates shall remain in force for the duration of the contract and shall be used as the basis for any additional authorized services in conjunction with this project. Your total not-to-exceed fee should include all consultant and sub-consultant costs, insurance costs, transportation expenses, and all reproduction, printing and computer costs.

3.7 Proposal Evaluation

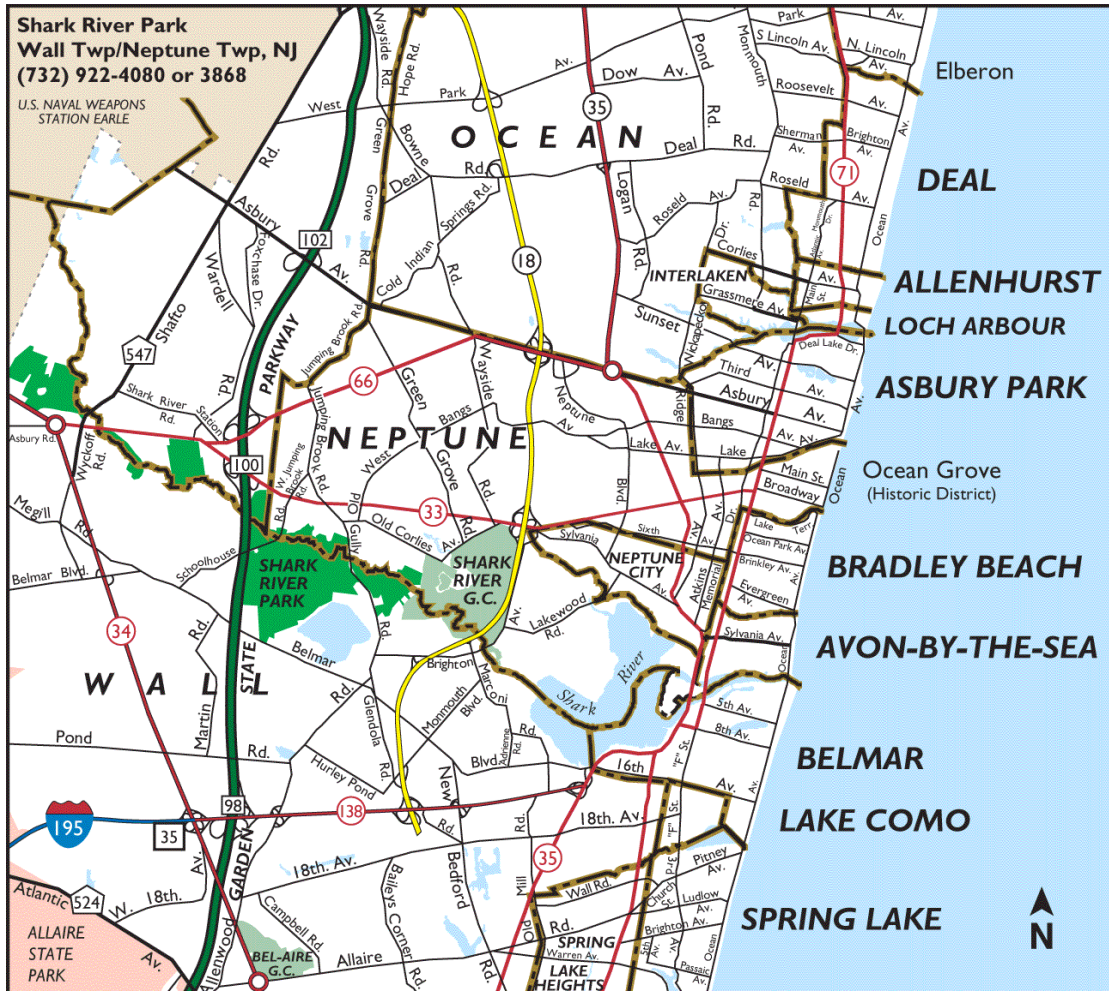
The Monmouth County Park System will evaluate respondents' proposals on the basis of the following:

3.7.1 The respondent must be a golf course irrigation designer certified by the Irrigation Association and/or a member of the American Society of Irrigation Consultants.

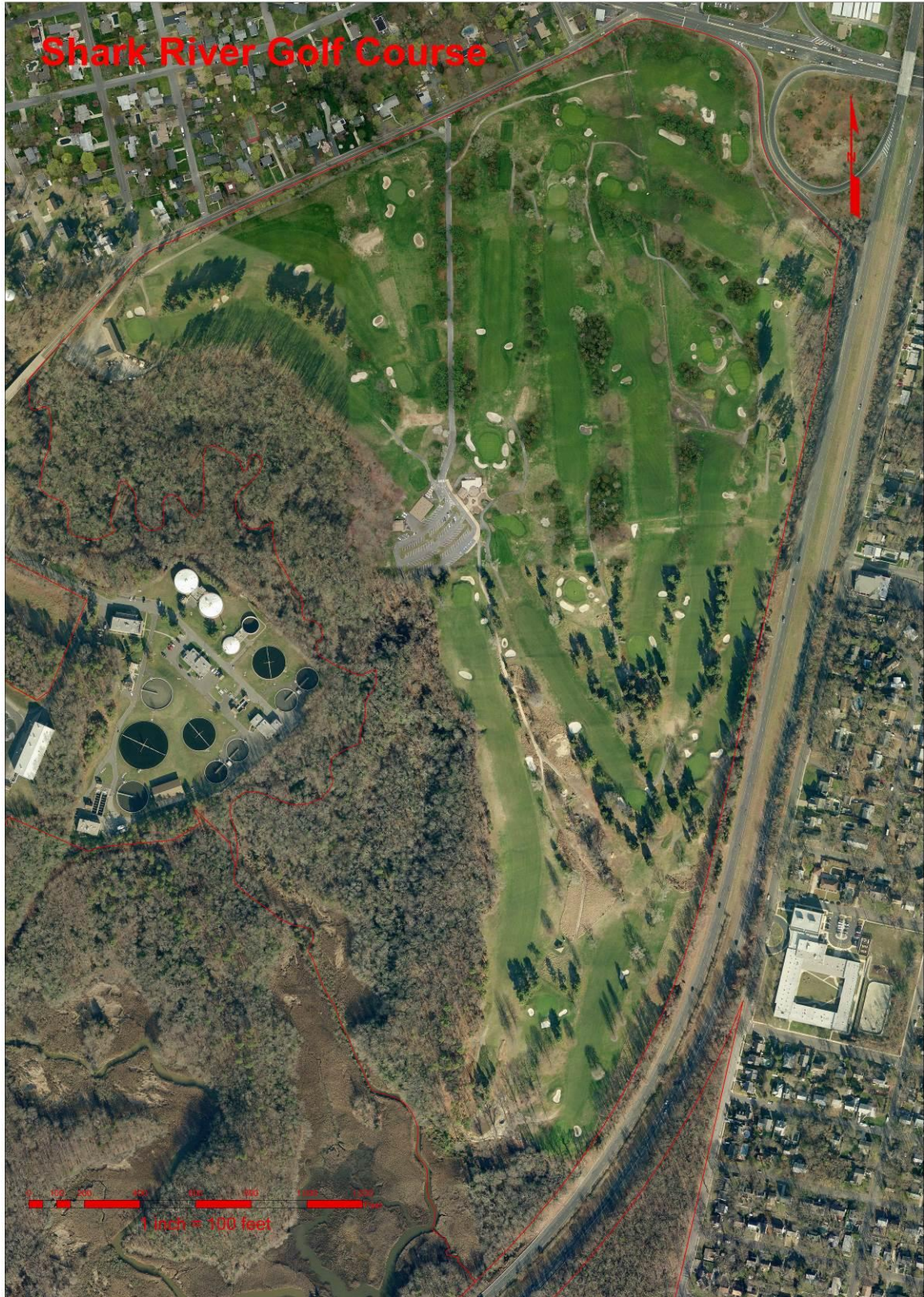
- 3.7.2** Qualifications and Experience. The irrigation consultant must demonstrate that he has had successful experience with projects of similar size and scope and that it has the administrative resources and staff expertise to perform the required services of this RFP. The firm, its project staff, and sub-consultants must have recently successfully prepared and completed full irrigation designs and installation similar in size and scope to this project.
- 3.7.3** The potential consultant shall demonstrate of the scope of the work and the needs of the project.
- 3.7.4** Staffing and Work Plan. The suitability of the staffing proposal for the size, scope, budget, and Park System's requirements for this project
- 3.7.5** Familiarity: The consultant shall also demonstrate familiarity with the processes and procedures of public agencies, particularly that of the Monmouth County Park System.
- 3.7.6** Fee Proposal Consideration. Fees will be considered and determined to be reasonable, but will not be the sole basis upon which this contract is award.

3.6 Support Material

Street Address: 320 Old Corlies Avenue, Neptune, NJ
Coordinates: lat 40.202270 lon -74.058536



Location Plan



PROPOSAL FORMS CHECKLIST

(PS # 67-15)

(Owner's checkmarks) Items submitted with bid
(Bidder's INITIALS)

↓ **A. FAILURE TO SUBMIT ANY OF THESE ITEMS WITH THE PROPOSAL IS MANDATORY CAUSE FOR REJECTION OF THE PROPOSAL** ↓

- | | | |
|----------|--|-------|
| <u>X</u> | Respondent's Proposal (two copies requested) | _____ |
| <u>X</u> | Statement of Ownership | _____ |
| <u>X</u> | Non-Collusion Affidavit | _____ |
| <u>X</u> | Acknowledgement of Addenda | _____ |

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

- | | | |
|----------|---|-------|
| <u>X</u> | Copy of Respondent's N.J. Business Registration Certificate | _____ |
| <u>X</u> | Copy of subcontractors N.J. Business Registration Certificate | _____ |
| <u>X</u> | EEO/Affirmative Action Compliance Notice | _____ |
| <u>X</u> | Certificate of Employee Information Report | _____ |
| <u>X</u> | Reference/List of previous and/or active relevant work | _____ |

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 #15-31
PS #67-15

Submitted by _____
(Company Name)

CONSULTANT SERVICES FOR DESIGN OF AN IRRIGATION SYSTEM FOR SHARK RIVER GOLF COURSE, NEPTUNE, NJ.

TO THE MONMOUTH COUNTY PARK SYSTEM, LINCROFT, NEW JERSEY.

TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS.

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:

Item	Amount	In Words
1. Ph.1-Design Development	\$	
2. Ph2-Design/Bid Documents	\$	
3. Ph.3- Bidding Assistance	\$	
4. Ph4-Construction Administration & Inspection	\$	
5. Allowance for Reimbursable Expenses	\$	
6. Total Price for Items 1-5, inclusive:	\$	

VARIANCE IF ANY: _____

The undersigned is a partnership/ a corporation / an individual (please circle one)

under the laws of the State of _____

having principal offices at _____

FIRM NAME _____

SIGNATURE/TITLE _____

ADDRESS _____

FEDERAL ID # OR SS# _____

BUSINESS PHONE _____ FAX NUMBER _____

E-MAIL _____ WEB ADDRESS _____

DATED _____

CONSULTANTS QUALIFICATION AND REFERENCES

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

References

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)
- 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.

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 **TITLE:** _____
NAME: _____
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