



ADDENDUM #2

February 4, 2025

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

**Issued by the
FORT MONMOUTH ECONOMIC REVITALIZATION AUTHORITY**

Original RFP Issue Date: January 2, 2025

Responses due by 12:00 P.M. on February 21, 2025

This Addendum #2 is being issued to

- 1) Updated Section 1.1 – Additional Services**
- 2) Update Section 5.0 – Proposal Submission**
- 3) Update Section 6.0 – Questions & Answers to extend the Q&A submission time**
- 4) Updated Section 11.7 & 11.8**
- 5) Clarify Section 16.2 – Chapter 51/Executive Order No. 117 form not required**
- 6) Updated Section 16.3 – Chapter 92**
- 7) Include Section 16.8 – Ownership Disclosure Form**
- 8) Include Section 16.9 – MacBride Principles Form**
- 9) Include an amended Scope of Services (replaces former Attachment #1)**
- 10) Amended Attachment #3 – Required Forms (replace former Attachment #3)**

1.1 ADDITIONAL SERVICES

The Firm awarded the contract to provide the services subject to this RFP may also be retained by the Authority, to provide additional services relative to other portions of the Project on adjacent parcels, and/or any related components/phases of the Project and/or Project site. It is understood that the successful Firm may be retained by the Authority if, in the sole discretion of the Authority, it is determined that services for additional ~~or~~-related services are required and that such procurement is in the best interest of the Authority. It is understood that the Authority must find the successful Firm's services to be acceptable and satisfactorily completed in order to be considered a candidate to be retained by the Authority to provide additional services relative to the Project. It is further understood that the Authority is under no obligation to solicit a proposal and/or retain the successful Firm to provide any such additional services. In the event the Authority requests work be performed the successful Firm shall submit a Proposal to perform the additional work to FMERA's Executive Director. The successful Firm's written Proposal must provide a detailed description of the work to be performed broken down by task and subtask and must detail the costs necessary to complete the additional work in a manner consistent with the Contract, but the Contract Documents may be amended and appended as required should the authority procure such additional services. The hourly billing rates requested as part of the RFP, will apply to such additional services.

5.0 PROPOSAL SUBMISSION

Three (3) copies of the Proposal (one (1) unbound, original; one (1) bound copy; one (1) copy in PDF format on a CD or USB drive) must be submitted marked "Engineering Services" and addressed to:

**Kara Kopach
Executive Director
Fort Monmouth Economic Revitalization Authority**

Proposals must be received by February 21, 2025 at 12:00 P.M. Eastern Standard Time (EST).

Proposals may be delivered via an overnight service (FedEx or UPS) to the FMERA Office: 502 Brewer Avenue, Fort Monmouth, Oceanport, NJ 07757 by February 21, 2025 at 12:00 P.M. (EST).

Hand delivered proposals must be received at the FMERA Office, 502 Brewer Avenue, Oceanport, NJ by February 21, 2025 at 12:00 P.M. (EST).

For US mail delivery, please mail to FMERA, P.O. Box 267, Oceanport, NJ. All US mail deliveries must be received by February 21, 2025 at 12:00 P.M. (EST).

No faxed or email proposals will be accepted. Proposals received after the time and date listed above will not be considered.

Please note that Proposals will be publicly opened and announced on **February 21, 2025 at 12:00 P.M. (EST)** at the FMERA Office located at 502 Brewer Avenue, Fort Monmouth, Oceanport, NJ 07757.

The Authority reserves the right to hold oral interviews with any or all of the Proposers submitting Proposals. If selected for an interview the Proposer will be notified by the Authority by **February 28, 2025**, by email and phone.

The Authority reserves the right to request ~~additional information~~ clarification if necessary, or to reject any and all Proposals with or without cause, and, in its sole discretion, waive any irregularities or informalities, ~~such as minor elements of non-compliance with regard to the requirements of this RFP~~, in the Proposals submitted. The Authority further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all Proposers submitting Proposals. In the event that all Proposals are rejected, the Authority reserves the right to re-solicit Proposals.

[The rest of Section 5.0 remains the same]

6.0 QUESTIONS AND ANSWERS

The Authority will accept questions from Firms regarding any aspect of this RFP via e-mail only until 4:00 p.m. Eastern Standard Time on **February 7, 2025**. Questions should be directed via e-mail to:

regina.mcgrade@njeda.gov

All answers to questions posed will be posted on the Authority website at www.fortmonmouthnj.com and/or through an Addendum (if any) to this RFP made available to all potential Proposers at the Authority website. Exceptions and/or modifications to the terms of the RFP and/or Contract submitted with the Proposal, subsequent to the expiration of the Question-and-Answer Period, will result in the rejection of the Proposer's Proposal.

There are no designated dates for release of Addenda. Therefore, all interested Proposers should check the Authority's website on a daily basis from time of RFP issuance through the Proposal submission opening. It is the sole responsibility of the potential Proposers submitting a Proposal to be knowledgeable of all Addenda related to this procurement.

11.7 ~~RESERVED~~Disclosure of Investment Activities in Iran

~~See Section 16.6 of the RFP for instructions on completing this form.~~

11.8 ~~RESERVED~~Certification of Non-Involvement in Activities in Russia or Belarus

~~See Section 16.7 for this RFP for instructions on completing this form.~~

16.0 COMPLIANCE WITH STATE LAW REQUIREMENTS

16.2 Chapter 51/Executive Order No. 117 - **NOT REQUIRED FOR THIS PROCUREMENT**

New Jersey law insulates the negotiation and award of State contracts from political contributions that posed a risk of improper influence, purchase of access or the appearance thereof. L. 2005, c. 51, as amended by the Elections Transparency Act, L. 2024, c.30, codified at N.J.S.A. 19:44A-20.13 to -20.25 ("Chapter 51").

Pursuant to N.J.S.A. 19:44A-20.13 et seq. (P.L. 2005, c. 51, rev. P.L. 2024, c.30), a "Fair and open process" means, at a minimum, that the contract shall be: publicly advertised in newspapers or on the Internet website maintained by the public entity in sufficient time to give notice in advance of the contract; awarded under a process that provides for public solicitation of proposals or qualifications and awarded and disclosed under criteria established in writing by the public entity prior to the solicitation of proposals or qualifications; and publicly opened and announced when awarded. A contract awarded under a process that includes public bidding or competitive contracting pursuant to State contracts law shall constitute a fair and open process. N.J.S.A. 19:44A-20.23.

16.3 Chapter 92 – Service Performance in the United States

Pursuant to Public Law 2005, Chapter 92 ("Chapter 92") codified at, N.J.S.A. 52:34-13.2, all Contracts primarily for services shall be performed within the United States. If a Proposer does not submit the form with the proposal, the Proposer must comply within seven (7) Business Days of the State's request or the State may deem the proposal non-responsive. please identify the location by country where the services will be performed. Pursuant to Chapter 92, all services performed by Firms selected pursuant to this RFP shall be performed within the United States of America.

[The Authority has added the following subsections:]

16.8 Ownership Disclosure Form (Mandatory with the Proposal Submission)

Pursuant to N.J.S.A. 52:25-24.2, in the event the Proposer is a corporation, partnership or limited liability company, the Proposer must disclose all 10% or greater owners by (a) completing and submitting the Ownership Disclosure Form with the proposal; (b) if the Proposer has submitted a signed and accurate Ownership Disclosure Form dated and received no more than six (6) months prior to the proposal submission deadline for this procurement, the Division may rely upon that

form; however, if there has been a change in ownership within the last six (6) months, a new Ownership Disclosure Form must be completed, signed and submitted with the proposal; or, (c) a Proposer with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest. N.J.S.A. 52:25-24.2.

A Proposer's failure to submit the information required by N.J.S.A. 52:25-24.2 will result in the rejection of the proposal as non-responsive and preclude the award of a Contract to said Proposer.

A copy of the Ownership Disclosure Form is attached hereto in **ATTACHMENT #3**.

16.9 MacBride Principles Form

The Proposer should submit the MacBride Principles Form. Pursuant to N.J.S.A. 52:34-12.2, a Proposer is required to certify that it either has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein or that it will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.5 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles. If a Proposer does not submit the form with the proposal, the Proposer must comply within seven (7) Business Days of the State's request or the State may deem the proposal non-responsive.

A copy of the MacBride Principals Form is attached hereto in **ATTACHMENT #3**.

ATTACHMENT #1 SCOPE OF SERVICES

Overall Assignment:

- a) The selected Consultant will advise and/or consult the Authority, as requested, regarding general engineering issues and concerns as they relate to existing, planned, or conceptual redevelopment projects at Fort Monmouth.
- b) The Authority may request the selected Consultant develop concepts and designs for development projects, evaluate and assess existing conditions to determine ideal solutions for infrastructure installation and provide alternate solutions when site conditions are infeasible.
- c) The Consultant will be responsible for generating and evaluating design calculations, development plans and specifications, to provide and evaluate project cost estimates, determine permit application costs and requirements and identify all other required documents for redevelopment projects.
- d) Professional services will include, but not be limited to, matters involving civil engineering/incidental surveying services, architectural design, electrical system design, mechanical design, sewer, stormwater and water design, roadway design and construction, environmental remediation, value engineering, and construction management.
- e) The selected Consultant may also be requested to interface with local municipalities, Monmouth County, utility companies, and State Authorities and Agencies regarding Fort Monmouth redevelopment project issues. The selected Consultant shall have experience in engineering inspections and Owner Representation of both residential developments and large commercial/industrial projects.
- f) The selected Consultant must demonstrate experience with engineering design, inspection, and contract administration of municipal, county and private road projects.
- g) The selected Consultant shall have documented experience with design, bidding, inspection, and contract administration of large and small development projects.
- h) The Scope of Services for this RFP must be performed by, or under the direct supervision of, a New Jersey-licensed Professional Engineer.

I. Specific Tasks (some or all, but not limited to the following, as needed and/or directed by the Authority):

- **General Civil Engineering, Planning, Boundary and Topographic Survey Services**
 - Provide assessments of existing conditions, concepts and designs for development projects, and alternative solutions when site conditions are infeasible.
 - Preparation of project plans, technical specifications, and cost estimates. This includes production of conformed drawing set plans that will incorporate changes as required as a result of the Request For Information (RFI) process. This conformed set will be reviewed by FMERA or their designated representative and then be used as the 'for construction' documents.
 - Incidental surveying and construction management. The successful Consultant shall review and evaluate all information provided by FMERA relating to boundary/topographic surveys, existing site conditions and existing infrastructure conditions.
 - Provide analysis of sanitary, storm and water systems improvements, replacement, and reconfiguration.
 - Coordination with utility companies and Authorities as required for projects.
 - Provide recommendations regarding roadway improvements, re-routing, replacement including sidewalks and streetscapes.
 - Traffic engineering in support of roadway improvements
 - Other miscellaneous infrastructure planning, engineering, and improvement design
- **Architectural and Structural Design, Programming Services**
 - Analysis of building and structure demolition, reuse assessments, and feasibility; prepare building and structure demolition plans, specifications, cost estimates and permit requirements.
- **Electrical Engineering and Design**
 - Experience in primary, secondary, and service lines and electrical systems in support of both residential developments and large commercial/industrial projects and experience in engineering inspections and proposed maintenance for same.
 - Demonstrate experience with electrical engineering design and inspection of high voltage transmission electrical systems.

- Provide design plans and specifications, cost estimates and permit requirements for electrical systems improvements, revisions, or repairs.
 - Direct experience, in-house or as a consultant, working with First Energy/JCP&L for electrical system projects and developer buildout.
 - Provide analysis, recommendations and implementation plans for decommissioning electrical substations, primary and secondary distribution, building electrical systems, and components.
 - Experience regarding the integration of solar systems into an electrical distribution system to offset electrical load requirements and potential sell back of net electric produced.
 - Ability to perform electrical load study and load analysis per National Electrical Code (NEC) guidelines.
- **Mechanical Engineering and Design**
 - Provide building and structure HVAC evaluations and assessments. Ability to perform REScheck and/or COMcheck as needed.
 - Provide building and structure troubleshooting and recommendations.
 - Provide design, plans, specifications, cost estimates and permit requirements for HVAC systems improvements, revisions, or repairs.
 - Provide assessments of existing Geothermal Well Fields for closure or reuse in building demolition or redevelopment.
 - Familiarity with LEED sustainability guidelines for implementing sustainable, green, resilient, and/or high performing projects.
- **Environmental Engineering, Site Investigation, and Site Remediation Services**
 - Licensed Site Remediation Professional (LSRP) on staff.
 - Provide Site remediation & mitigation support and oversight as needed which may include, but may not be limited to, soil, water, air, & sediment.
 - Perform various types of environmental site inspecting, testing, and/or monitoring which may include, but is not limited to, air quality, water quality, soils, radon, asbestos, biodiversity, lead paint, & phases I, II, & III environmental site assessments, & post remediation reporting.
 - Provide other environmental services that may be required in support of FMERA's mission.
 - Perform site visits as necessary to assess site conditions and potential recognized environmental conditions (RECs) and/or potential areas of concerns (AOCs) as identified in N.J.A.C. 7:26E (e.g. visible spills & stains, the presence of drums or other containers of hazardous materials, sumps, drywells and drains, tanks, etc.)
 - Review and evaluate all of the geotechnical information for the Project Site.
 - Review and evaluate, in written report form, all information relating to existing environmental (i.e. soil and groundwater) and wetland/habitat conditions, including all environmental AOCs, remedial investigations and actions as identified in the information. Advise FMERA, verbally, in consultation through meetings/conference calls and in written report form, as to the short term and/or long-term impacts, if any, of the existing environmental and wetland conditions within the Project Site on the redevelopment and use of the Project Site. Consultant review and evaluation of all available documentation/records may include, but may not be limited to, historical topographic maps, historical aerial photographs, Sanborn maps, McCrae's Business Directories, City Directories, chains of title, and/or atlases. Obtain, as deemed necessary by FMERA, all previous environmental reports and documentation regarding the Project Site.
 - Request as necessary, and via FOIA and OPRA processes, all records maintained by the United States Environmental Protection Agency (US EPA) and the New Jersey Department of Environmental Protection (NJDEP)
 - To the extent authorized by FMERA, interview current owners, operators, and occupants of property to obtain information regarding site conditions.
 - Preliminary site assessments & phased environmental site assessments to be performed in accordance with ASTM Standards E1527-13 & N.J.A.C. 7:26E & the NJDEP's Preliminary Assessment Technical Guidance.
- **Construction Oversight and Inspection Services**
 - Provide the services of a Resident Engineer (RE) as needed by FMERA. Progress of construction will be observed by the RE and others within the Consultant's firm. Consultant and RE will coordinate with FMERA and all disciplines as needed to manage the project construction.
 - **Perform construction oversight services.**

- Perform regular field visits to the site to monitor and inspect construction activities. The Consultant will make itself available to answer any technical questions that arise in the field during construction, and the Consultant will document each site visit with a site visit report. This report will summarize the activities witnessed during the visit and document any direction given. This report will include digital photographs of the viewed work.
- Consultant will observe the install of the work to monitor compliance with the contract documents and if the work is not in compliance (NIC) with the documents, the Consultant will make recommendations to bring the work within compliance.
- Emergency engineering inspection and design services, as required, throughout the course of project operations. The project may require engineering services to be provided expeditiously in the case of an emergency. Examples of emergencies that might require engineering services include, but are not limited to, power outages, sewer outages, chemical spill, infrastructure failure, damage assessment following damage caused by a vehicle. This scope of services therefore includes all the above services provided on an emergency basis. Respondents desiring to be considered for emergency services shall provide a narrative describing their Emergency engineering inspection and design services. This shall include but not be limited to the following: 1. Emergency service hours 2. Area of discipline for which the Consultant will provide emergency services 3. Examples of emergency response work performed, if applicable.
- **Engineering Support for Maintenance and Repairs**
 - Coordinate and oversee substation maintenance.
 - Perform engineering services as required to support efficient maintenance and operation of the Substation.
- **Additional requested services may include:**
 - Preparation of design plans and specifications for infrastructure improvement projects. Review and approval of construction plans and specifications for capital improvement projects produced by third parties.
 - Review construction project schedules.
 - In consultation with Authority staff and others as identified by the Authority, provide assistance in developing and reviewing bid documents, scopes of works, and Q&A to obtain a construction services contractor to undertake the work designed by the winning Consultant.
 - Assistance in applying for and receiving road improvement grants.
 - In consultation with Authority staff and others as identified by the Authority, provide assistance in answering questions and/or producing additional drawing sketches as needed to supplement RFIs or RFPs.
 - Review submittals and shop drawings. The project technical specifications require the submission of various types of information for review. The Consultant will perform the review of these submittals. The purpose of these reviews is to establish if the submitted materials meeting the requirements of the contract documents. Submittal packages are inclusive of work plans, certificates, documentation, project data, qualification data, reports, samples, schedules, shops, testing data, as well as review of proposed alternate/equal equipment and materials.
 - Attend occasional meetings at the project site, as required.
 - Review and certify monthly payment requisitions.
 - Review of change order claims – review change orders and provide a written response to each claim with Consultant’s opinion of the validity of the request.
 - Witness equipment factory acceptance testing in person as required on behalf of FMERA.
 - Issue ‘For Record’ drawings.
 - Issue the project’s Certificate of Substantial Completion form.
 - Create a punch list for the contract work that remains to be installed.

AMENDED

ATTACHMENT #3

REQUIRED FORMS



OWNERSHIP DISCLOSURE FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

PURSUANT TO N.J.S.A. 52:25-24.2, ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO PROVIDE A STATEMENT OF OWNERSHIP.

1. The vendor is a **Non-Profit Entity**; and therefore, no disclosure is necessary.
2. The vendor is a **Sole Proprietor**; and therefore, no other disclosure is necessary.
A Sole Proprietor is a person who owns an unincorporated business by himself or her-self.
A limited liability company with a single member is not a Sole Proprietor.
3. The vendor is a **corporation, partnership, or limited liability company**; and therefore, disclosure is necessary.

If you answered **YES** to Question 3, you must disclose the following information below: **(a)** the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; **(b)** all individual partners in the partnership who own a 10% or greater interest therein; or, **(c)** all members in the limited liability company who own a 10% or greater interest therein.*

NAME	_____		
ADDRESS	_____		
ADDRESS	_____		
CITY	STATE	ZIP	

NAME	_____		
ADDRESS	_____		
ADDRESS	_____		
CITY	STATE	ZIP	

NAME	_____		
ADDRESS	_____		
ADDRESS	_____		
CITY	STATE	ZIP	

NAME	_____		
ADDRESS	_____		
ADDRESS	_____		
CITY	STATE	ZIP	

4. For each of the corporations, partnerships, or limited liability companies identified in response to Question #3 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities?

If you answered **YES** to Question 4, you must disclose the following information below: **(a)** the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; **(b)** all individual partners in the partnership who own a 10% or greater interest therein; or, **(c)** all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.*

NAME	_____		
ADDRESS	_____		
ADDRESS	_____		
CITY	STATE	ZIP	

NAME	_____		
ADDRESS	_____		
ADDRESS	_____		
CITY	STATE	ZIP	

NAME	_____		
ADDRESS	_____		
ADDRESS	_____		
CITY	STATE	ZIP	

NAME	_____		
ADDRESS	_____		
ADDRESS	_____		
CITY	STATE	ZIP	

5. As an alternative to completing this form, a Vendor with any direct or indirect parent entity which is publicly traded, may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10% or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10% or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10% or greater beneficial interest.*

* Attach additional sheets if necessary



SOURCE DISCLOSURE FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

The Vendor/Bidder submits this Form in response to a Bid Solicitation issued by the State of New Jersey, Department of the Treasury, Division of Purchase and Property, in accordance with the requirements of N.J.S.A. 52:34-13.2.

PART 1

☐

All services will be performed by the Contractor and Subcontractors in the United States. Skip Part 2.

☐

Services will be performed by the Contractor and/or Subcontractors outside of the United States. **Complete Part 2.**

PART 2

Where services will be performed outside of the United States, please list every country where services will be performed by the Contractor and all Subcontractors. If any of the services cannot be performed within the United States, the Contractor shall state, with specificity, the reasons why the services cannot be performed in the United States. The Director of the Division of Purchase and Property will review this justification and if deemed sufficient, the Director may seek the Treasurer's approval.

Name of Contractor / Sub-contractor	Performance Location by Country	Description of Service(s) to be Performed Outside of the United States *	Reason Why the Service(s) Cannot be Performed in the United States *

***Attach additional sheets if necessary to describe which service(s), if any, will be performed outside of the U.S. and the reason(s) why the service(s) cannot be performed in the U.S.**

Any changes to the information set forth in this Form during the term of any Contract awarded under the referenced Bid Solicitation or extension thereof shall be immediately reported by the Contractor to the Director of the Division of Purchase and Property. If during the term of the Contract, the Contractor shifts the location of services outside the United States, without a prior written determination by the Director, the Contractor shall be deemed in breach of Contract, and the Contract will be subject to termination for cause pursuant to the State of New Jersey Standard Terms and Conditions.

CERTIFICATION

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

Signature

Date

Print Name and Title

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM **AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE**. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. **DO NOT attach an EEO-1 Report.**

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillippine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY

WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY(FEE IS NON-REFUNDABLE)

TO:

**NJ Department of the Treasury
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program**

P.O. Box 206

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473

EXHIBIT A

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

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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.

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.

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.

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.

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.

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.

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.

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.

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)

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.**

STATE OF NEW JERSEY

Division of Purchase & Property

Contract Compliance Audit Unit

EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) CITY STATE ZIP CODE		
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT CITY COUNTY STATE ZIP CODE		

Official Use Only	DATE RECEIVED	INAUG. DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****					***** FEMALE *****				
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.
Officials/ Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
TOTAL													
Total employment From previous Report (if any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: To:		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY STATE ZIP CODE	PHONE (AREA CODE, NO., EXTENSION)



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR/BIDDER NAME: _____

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

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

OR

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

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities

Duration of Engagement
Anticipated Cessation Date

Attach Additional Sheets If Necessary.

CERTIFICATION

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

Signature

Date

Print Name and Title

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

Program Name: _____

Applicant Name: _____ DBA: _____

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([P.L. 2022, c.3](#)) any person or entity (hereinafter 'Applicant') that seeks to be approved for or continue to receive an economic development subsidy from the New Jersey Economic Development Authority must complete the certification below indicating whether or not the Applicant is engaged in prohibited activities in Russia or Belarus. If the New Jersey Economic Development Authority finds that an Applicant has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

Certification

I, the undersigned, have read and reviewed the Department of the Treasury's List: (<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>) of entities engaged in prohibited activities in Russia or Belarus, and having done so certify (must check one appropriate box and complete the Authorized Signature section below):

- ☐ **A.** That the Applicant is not identified on the Department of the Treasury's list of entities engaged in prohibited activities in Russia or Belarus **and** is not engaged in prohibited activities in Russia or Belarus. **OR**
- ☐ **B.** That I am unable to certify as to "A" above because the Applicant is identified on the Department of the Treasury's list of entities engaged in prohibited activities in Russia and/or Belarus. **OR**
- ☐ **C.** That I am unable to certify as to "A" above because the Applicant, though not identified on the Department of the Treasury's list of entities engaged in prohibited activities in Russia or Belarus, is engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the Applicant's activity in Russia and/or Belarus is set forth below.

Description of Prohibited Activity- include duration of engagement & anticipated cessation date (*Attach Additional Sheets If Necessary.*)

If applicable, provide Additional Certification of Federal License

I, the undersigned, certify that Applicant is currently engaged in activity in Russia and/or Belarus, but is doing so consistent with federal law and/or regulation and/or license. Provide a detailed description of how the Applicant's activity in Russia and/or Belarus is consistent with federal law, or is within the requirements of the federal license. (*Attach Additional Sheets If Necessary.*)

Authorized Signature

I understand that if the above statements are willfully false, I shall be subject to penalty.

Signature of Applicant Authorized Representative

Date

Print Name & Title of Applicant Authorized Representative

Applicant FEIN or Taxpayer ID

Definitions

"Economic development subsidy" means the provision of an amount of funds to a recipient with a value of greater than \$25,000 for the purpose of stimulating economic development in New Jersey, including, but not limited to, any investment, bond, grant, loan, loan guarantee, matching fund, tax credit, or other tax expenditure.

"Engaged in prohibited activities in Russia or Belarus" means: (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

MACBRIDE PRINCIPLES FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: _____

VENDOR NAME: _____

Pursuant to Public Law 1995, c. 134, a responsible Vendor/Bidder is required to provide a certification in compliance with the MacBride Principles and Northern Ireland Act of 1989. Pursuant to N.J.S.A. 52:34-12.2, Vendor/Bidder must complete the certification below by checking one of the two options listed below and signing where indicated. If a Vendor/Bidder that would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Director may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another Vendor/Bidder that has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Director finds contractors to be in violation of the principles that are the subject of this law, he/she shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, on behalf the Vendor/Bidder, certify pursuant to N.J.S.A. 52:34-12.2 that:

CHECK THE APPROPRIATE BOX

☐

The Vendor/Bidder has no business operations in Northern Ireland; or

OR

☐

The Vendor/Bidder will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in section 2 of P.L. 1987, c. 177 (N.J.S.A. 52:18A-89.5) and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of its compliance with those principles.

CERTIFICATION

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

Signature

Date

Print Name and Title