



**CITY OF PLAINFIELD
REQUEST FOR QUALIFICATIONS:**

**ENVIRONMENTAL SERVICES: EPA BROWNFIELD ASSESSMENT GRANTS
AGREEMENT Nos. BF 97271305-0 and BF 97271205-0**

SUBMISSION DEADLINE

11:00 A.M.

April 17, 2008

ADDRESS ALL QUALIFICATION STATEMENTS TO:

City of Plainfield Planning Division
515 Watchung Avenue
Plainfield, NJ 07060

Public Notice

1. Request for Qualifications

Notice is hereby given that the City of Plainfield will receive Qualifications on Thursday April 17, 2008 at 11:00 a.m. in City of Plainfield, City Hall, 515 Watchung Avenue, Plainfield, New Jersey for the following professional services:

- **Environmental Services:EPA Brownfield Assessment Grants**

Qualifications are being solicited through a Fair and Open process in accordance with N.J.S.A. 19:44A-20.4. Requests for Qualifications (RFQ) may be obtained at the City of Plainfield, 515 Watchung Avenue, Plainfield, New Jersey 07061, Attn: David Spaulding, A/Purchasing Agent, between the hours of 9:00 A.M. and 5:00 p.m. Monday through Friday.

Qualification submissions may be mailed upon request by calling the Purchasing Agent's office (908) 226-2568. All questions regarding the RFQ must be made in writing and directed to the Purchasing Agent. Questions may be faxed to (908) 753-3500. Submissions must be made in the form required by the specifications and one (1) original and five (5) copies must be delivered to reach the Purchasing Agent prior to the time for the receipt of Qualification. All information requested in the Request for Qualifications must be provided or the submission may be disqualified. Submissions must be sealed and plainly marked on the outside of the sealed envelope to the services for which the Qualification is submitted. The

City of Plainfield reserves the right to reject any and all submissions, to waive any informality in the RFQ process, and to accept any submissions which, in their judgment, are most advantageous, price and other factors considered, and will best serve the interest of the City of Plainfield. Submitters are required to comply with the requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27.

SECTION 1: GENERAL INFORMATION & SUMMARY

1.1 Organization Requesting Qualifications

City of Plainfield Planning Division
515 Watchung Avenue
Plainfield, NJ 07060

1.2 Contact Person

Jennifer Wenson Maier
Director, D.P.W. & U.D.
515 Watchung Avenue
Plainfield, NJ 07060
(908) 753-3699
Jwmaier.pfldpwud@verizon.net

1.3 Procurement Process

This contract will be awarded as a “professional services agreement” as defined by the Local Public Contracts Law, N.J.S.A 40A:11-5 (1) (a) (i), using the “fair and open” process of the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 *et seq.*

Qualifications will be evaluated in accordance with the criteria set forth in this Request for Qualifications (RFQ). The governing body will approve a resolution awarding a contract to the consultant for a sum not to exceed a specified amount.

1.4 Contract Form

If selected to provide services, it is agreed and understood that the successful Respondent shall be bound by the requirements and terms contained in this RFQ with regard to services performed, payments, indemnification, insurance, termination, and applicable licensing provisions.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under this Contract.

1.5 Informational meeting

There will not be an informational meeting for this RFQ.

1.6 Submission deadline

Qualifications Statements must be submitted to, and be received by the City of Plainfield Purchasing Division, via mail or hand delivery, by 11:00 a.m. prevailing time on April 17,2008. Qualifications Statements will not be accepted by facsimile transmission or e-mail. Any and all Qualification Statements not received by the deadline will be rejected.

1.7 Definitions

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

"City" - refers to the City of Plainfield

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

"Respondent" or "Respondents" - refers to the interested persons and/or firm(s) that submit a Statement of Qualifications.

"Consultant" or "Consultants" - refers to the interested persons and/or firm(s) that submit a of Qualifications.

"Vendor" or "Vendors" - refers to the interested persons and/or firm(s) that submit a Statement of Qualifications.

1.8 Submission address

All Qualifications Statements should be sent to:

City of Plainfield Purchasing Division
515 Watchung Avenue
Plainfield, NJ 07060

SECTION 2: INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction and Purpose

The City of Plainfield has secured two U.S. Environmental Protection Agency (EPA) grants to help fund the City's Brownfields Program. "Brownfields" are properties whose expansion, redevelopment or reuse may be complicated by the presence of hazardous or petroleum-related substances or other pollutants or contaminants. This program will involve environmental investigations in order to pursue the redevelopment of Brownfield sites within the City.

The intent of this RFQ is to qualify consultants for work under the City's Brownfields Program. More than one consultant may be selected through this RFQ. The EPA contractual time line for this program is expected to run through September 30, 2010. Since the program is federally funded, consultants must comply with the provisions of all applicable Federal regulations such as 40 CFR Part 31 and 40 CFR Part 35 Sub Part O. The contractor will be subject to the terms and conditions of the cooperative agreement between the City of Plainfield and the U.S. EPA. All work will be funded on an individual basis. Qualification of consultants through this RFQ does not commit the City to contracting with that consultant for any work. The City must ensure that the contractor is not debarred from receiving federal funds. For a form ensuring the contractor is not debarred from receiving federal funds, see Section 7.

Through the Request for Qualification process described herein, persons and/or firms interested in assisting the City with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The City will review Qualification Statements only from those persons and/or firms that submit a Qualification Statement which includes all information required to be included as described herein (in the sole judgment of the City).

The City intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the City to provide the greatest benefit to the taxpayers of the City.

2.2 Fair and Open Process

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A: 11-1 *et seq.* The selection is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 *et seq.* The City has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive environment to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 5 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

2.3 Evaluation Committee

Qualification Statements will be reviewed and evaluated by the City of Plainfield Planning Division. The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the committee will determine which Respondents are qualified (professionally, administratively, and financially).

2.4 Procurement Schedule

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in the Procurement Schedule below. The City reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

Activity	Date
1. Issuance of Request for Qualifications	March 28, 2008
2. Receipt of Qualification Statements	April 17, 2008
3. Completion of Evaluation of Qualification Statements	May 17, 2008
4. Designation of Qualified Respondent(s)	June 17, 2008

2.5 Addenda or Amendments to RFQ

During the period provided for the preparation of responses to the RFQ, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the Qualification Statement submission date.

2.6 Rights of City

The City reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To conduct investigations of any or all of the Respondents, as the City deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion). If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

2.7 Cost of Qualification Statement Preparation

Each Qualification Statement and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims

whatsoever against the City, its officers, officials or employees for reimbursement for the payment of costs or expenses incurred in preparing and submitting a Qualification Statement or for participating in this procurement.

2.8 Qualification Statement Format

Qualification Statements must cover all information requested in this RFQ. Qualification Statements which in the judgment of the City fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

2.9 Communications regarding this RFQ

All communications concerning this RFQ or the RFQ process shall be directed to the City's Designated Contact Person, in writing.

2.10 Other conditions applicable to RFQ

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

- This document is an RFQ and does not constitute a Request for Proposals (RFP).
- This RFQ does not commit the City to issue an RFP.
- Qualification of consultants through this RFQ does not commit the City to contract with that consultant for any work.
- The City may request Respondents to send representatives to the City for interviews.

Section 6 of this document describes general terms and conditions. Section 7 of this document contains required administrative forms which must accompany all Qualification Statement. Exclusion of any required form is grounds for rejection of Qualification Statements.

2.11 Disposition of RFQ

Upon submission of a Qualification statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- All Qualification Statements shall become the property of the City and will not be returned.
- All Qualification Statements will become public information at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with the law.

SECTION 3: SCOPE OF SERVICES

3.1 Introduction

The scope of work will include the completion of Phase I/AAI/Preliminary Assessment and Phase II/Site Investigation environmental assessments. The consultant will be expected to prepare a final report detailing sampling procedures, testing protocols, results and conclusions and any recommendations. Prior to sampling, Work Plans, Health and Safety Plans, and Quality Control/Quality Assurance Plans will be prepared by the consultant for each site(s). The scope of the assessments will be determined on a site specific basis, which will be determined through a Request for Proposal (RFP) process. The consultant(s) will be required to respond to the RFP and prepare a scope of work and cost estimate for each assessment project at no additional charge.

3.2 Phase I Environmental Assessment

The consultant will be required to conduct Phase I/AAI/ Preliminary Assessments in accordance with the ASTM standard E1527-05, as well as the NJDEP Technical Regulations for Site Remediation (NJAC 7:26 E).

3.3 Phase II Environmental Assessments

The consultant will be required to conduct Phase II/ Site Investigations in keeping with ASTM Practice E 1903-97, as well as the NJDEP Technical Regulations for Site Remediation (NJAC 7:26 E).

The consultant will also be required to prepare site-specific Sampling, Analysis, and Management Plans (SAMPs) and Quality Assurance Project Plans (QAPPs) documents in accordance with EPA Brownfields Project Planning Guidance, found at <http://www.epa.gov/region02/brownfields/guidance/index.html>.

The City of Plainfield is also interested in other innovative approaches to Phase II Assessments, such as the Triad approach to site investigation and characterization. Consultants should provide a narrative description of their approach and philosophy in performing Phase II assessments at Brownfield sites with redevelopment potential, including a discussion of their approach to assessments where the planned uses of the property differ from the current use. Respondents should also indicate the different methods and technologies they favor, such as field or laboratory measurements, monitoring wells or geoprobes, hydropunch, etc.

3.4 Cleanup Plans/Cost Estimates (Phase III):

After reviewing the results of the Phase II assessments, the City of Plainfield may request that the consultant prepare additional environmental investigations to delineate the extent of contamination, cleanup technologies recommended, and estimated cost of remediation.

Consultants should discuss their philosophy regarding remediation of sites. For example, is it their experience that removal, remediation, alternate technologies for remediation or isolation and containment of contaminants, provides the most effective approach to clean up at a Brownfields site.

3.5 Quality Assurance/Quality Control QA/QC

Whenever samples are taken as part of an assessment, the consultant must prepare a site specific Quality Assurance/ Quality Control Plan for each site in compliance with 40 CFR Part 31.45. Prior to conducting fieldwork, the QA/QC plan must be approved by EPA in writing.

3.6 Health and Safety Plans

The selected consultants(s) will prepare and submit to the City of Plainfield, NJDEP and U.S. EPA a Health and Safety Plan (HASP) that outlines procedures to protect on site workers and the surrounding community. The HASP will comply with OSHA 29CFR 1910.20, entitled “Hazardous Waste Operations and Emergency Response.” An approved HASP must be in place prior to the start of any fieldwork.

3.7 Assessment Reports

At the completion of assessment activities, the consultant(s) will prepare an assessment report for each site. The Site Assessment Report will document the completion of all EPA approved activities. This may include record and field investigation activities, test results, identification and location of contaminants (if any) and recommended remedial procedures (if necessary).

SECTION 4: SUBMISSION REQUIREMENTS

4.1 Administrative Information Requirements

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

- Name, address, and telephone number of the Respondent submitting a Qualification Statement pursuant to this RFQ, and the name, telephone number and email of the key contact person.
- An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Qualification Statement.
- An executed Letter of Qualification. (Sample letter in Section 7)
- The number of years Respondent has been in business under present name.
- Confirm appropriate federal and state licenses to perform activities.
- An executed letter of intent. (Sample letter in Section 7)

4.2 Professional Information

Please provide a brief discussion of your firm's environmental site assessment experience, including the number of Phase I and Phase II assessments performed annually, in New Jersey. List any municipalities that you have worked with in the past four years. Please provide three recent client references and their telephone numbers.

Briefly discuss your firm's capabilities, experience, and qualifications for each of the service areas below. Distinguish between in house and subcontracted services. Please provide the names and qualifications of subcontractors and laboratories. Indicate certifications, licenses and whether they are minority/women owned contractors.

1. Geophysical Survey Methods
2. Soil Gas Investigations
3. Underground Storage Tank Leak Detection, Tank removal, etc.
4. Monitoring Well/Soil Boring Installation
5. Feasibility Studies for site remediation
6. Community Relations
7. Industrial Hygiene
8. Soil, Air, Groundwater and Waste Sampling
9. Laboratory Analysis of Environmental Samples
10. Groundwater Modeling
11. Remedial Design Projects and Remedial Actions
12. Soil Management Plans
13. PCB Wastes and Contaminated Soil Treatment and Disposal
14. Surveying Services

- 15. Triad Approach
- 16. Geographic Information Systems (GIS)

Respondents should also detail their experience, with the NJDEP Site Remediation Program, the State and Federal Superfund program, and the EPA Brownfield program.

4.3 Staffing

Respondents should identify the staff that will directly work on the Brownfields projects, and those who will provide relevant backup expertise. The role and qualification for all direct staff should also be provided. Qualification information should include educational background, any licenses or certifications for the State of New Jersey. Levels of experience should be specific for each of the following areas: site assessment/site characterization; remedial design, engineering and/or implementation; end/use planning; environmental risk assessment; qualitative exposure assessment.

4.4 Scheduling and Work Load

Please indicate a commitment that your firm could provide contractually for the number of working days that would be required to complete the scope of work identified in Section 3. Please note that the City is looking to complete this work in an expeditious manner due to contractual constraints with the EPA. State any assumptions you feel are necessary. Indicate your current and projected workload. Also indicate the maximum number of Phase I and II site assessments that your firm could perform simultaneously for the City. Please indicate how long it will take to perform a typical Phase I and Phase II site assessment. State any assumptions you feel are necessary.

4.5. Price Schedule

The City is requesting time and material rates for investigation and engineering services. Please list a Price Schedule with the following information:

1. PHASE I, II, III and Remedial Action Work Plan (RAP) Typical Unit Price for Reporting:

Please describe the work necessary and provide a price for the cost of a typical Phase I, II and III reports for a generic site (i.e. Work Plans, QA/QC Plans, Health and Safety Plans, and Community Participation Plans, Quarterly Reports). This must include the costs of any meetings conducted with the City staff and NJDEP staff during the course of the project and for four copies of the final report on recycled paper and pdf/cad files.

For the purpose of preparing the price, assume a typical former industrial warehouse on a one acre site, half of the site is covered with building on slab, the remaining property is an open yard where elevated Base Neutral and VOCs were encountered. Five regulated fuel oil tanks have been sealed in place. There is floor staining in one location between equipment that used hydraulic oil. Another area of concern is a floor drain that had elevated PID readings. State any factors that would increase or decrease the typical price and by what percentage.

2. Labor Rates: Identify hourly rates for all personnel (Associates, Project Manager, Technician....).

3. Subcontractor Management Fees: Indicate any management fees (markup percentage) that are applied to subcontracted or outsourced work including laboratory analysis.

4. Equipment Rental Rates: Indicate usage fees of commonly used site assessment equipment expected to be rented by the consultant, list the anticipated rental charge (daily/weekly). Include mobilization and de-mobilization charges.

5. Laboratory and Analytic Fees: Please list unit analytical costs at the firm's preferred laboratory for soil and water samples of common chemical groupings (tested in accordance with specified EPA and DEP test methods) – e.g., VOCs, BN, PCBs, Priority Pollutants Metals, Hexavalent Chromium, petroleum hydrocarbons, PAHs, etc.

4.6 Submission of Qualification Statements

Qualification Statements must be received by the City no later than 11:00 a.m. prevailing time on April 17, 2008, and must be mailed or hand-delivered.

4.7 Number of copies

Respondents must submit three (3) signed original copy of their Qualification Statement and one (1) electronic version (PDF preferred) on CD.

SECTION 5: EVALUATION

The City's objective in soliciting Qualification Statements is to enable it to select a Respondent that will provide high quality and cost effective services to the citizens of Plainfield. The City will consider Qualification Statements only from Respondents that, in the City's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFQ.

5.1 Evaluation criteria

Qualification statements will be evaluated by the City on the basis of which is the most advantageous, price and other factors considered. The evaluation will consider:

- Experience and reputation in the field;
- Experience with projects of similar size/complexity;
- Price Proposal;
- Availability to accommodate the needs of the City; and
- Other factors demonstrated to be in the best interest of the City.

5.2 Adherence to Federal Requirements

As USEPA Assessment Grant monies will be used to fund this work, the Consultant must adhere to all applicable Federal requirements. These requirements include:

- (1) The contract will be subject to those conditions of the cooperative agreement that relate to eligibility of costs and to contracts, including the administrative cost prohibition (see **Attachment 3**).
- (2) The contract is subject to regulations that govern contracts under cooperative agreements (such as, but not limited to, 40 CFR Part 31 requirements for accounting and record keeping, 40 CFR Part 30 requirements for financial reporting).
- (3) The contract will be subject to general Federal requirements for contracts under cooperative agreements, including mandatory steps for contractors to follow related to areas such as the Davis Bacon Act and utilization of Disadvantaged Business Enterprise (DBE).
- (4) The relevant cooperative agreement conditions and applicable regulations are included in this RFP as **Attachment 1**.
- (5) All contractors must verify that they are not debarred from receiving Federal funds (see **Section 7**).
- (6) The Minority-owned Business Enterprise (MBE) goal set under the grant agreement funding this work is 7%. The Women-owned Business Enterprise (WBE) goal is 3%.

While evaluating bids or proposals, the City of Plainfield will consult the most current "List of Parties Excluded from Federal Procurement or Non-procurement Programs" to ensure that the firms submitting proposals are not prohibited from participation in assistance programs. The City of Plainfield will comply with the requirements regarding subawards to debarred and suspended parties described in 40 CFR 31.35 or 40 CFR 30.13.

5.3 Selection of qualified vendor(s)

Each Qualification Statement must satisfy the objectives and requirements detailed in this RFQ. The City will select the most advantageous Qualification Statements based on all of the evaluation factors set forth in this RFQ. The City will make the award(s) that is in the best interest of the City.

Successful Respondents shall be determined by an evaluation of the total content of the Qualification Statement submitted. The City reserves the right to:

1. Not select any of the Qualification Statements;
2. Award a contract for the requested services at any time within the qualification period. Every Qualification Statement should be valid through this time period.

The City shall not be obligated to explain the results of the evaluation process to any Respondent.

SECTION 6: GENERAL TERMS AND CONDITIONS

The following are general terms and conditions which may or may not be explained elsewhere in this RFQ.

6.1 City's right to reject

The City reserves the right to reject any or all Qualification Statements, if necessary, or to waive any information in the Qualification Statements, and, unless otherwise specified by the Respondent, to accept any item, items or services in the Qualification Statement should it be deemed in the best interest of the City.

6.2 Original/Authorized signatures

Each Qualification Statement and all required forms must be signed in ink by a person authorized to do so.

6.3 Delivery of Qualification Statements

Qualification Statements may be hand delivered or mailed consistent with the provisions of the legal notice to Respondents. In the case of mailed Qualification Statements, the City assumes no responsibility for documents received after the designated date and time and will return late Qualification Statements unopened. Qualification Statements will not be accepted by facsimile or e-mail.

6.4 Equal Employment Opportunity/Affirmative Action requirements

Consultants are required to comply with the provisions of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 et seq. No firm may be issued a contract unless it complies with these affirmative action provisions. The Mandatory Equal Employment Opportunity/Affirmative Action Language for Goods, Professional Services and General Service Contracts, Exhibit A summarizes the full required regulatory text.

Goods and Services (including professional services) consultants/contractors 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:

1. A photo copy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
3. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C 17:27-4.

The consultant's attention is also called to Section 7 of this document which contains the required information and forms. For information on EEO/AA requirements and forms, please contact:

David Spaulding A/Purchasing Agent

6.5 Clarification of RFQ

Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the **City's Business Administrator's** decision shall be final and conclusive.

6.6 Indemnification

The Vendor, if awarded the contract, agrees to protect, defend and save harmless the City against damage for payment for the use of any patented material process, article or devise that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties by, or from, any of the acts of the contractor, its servants or agents.

6.7 Insurance requirements

The consultant shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General and Automobile Liability, and shall be subject to approval for adequacy of protection. Certificates of such insurance shall be provided the City when required. Insurance requirements are as follows:

- **Comprehensive General Liability in the amount of \$2,000,000**
- **Workers Compensation in the statutory amount of \$1,000,000**
- **Automobile Liability in the amount of \$1,000,000**
- **Professional Liability in the amount of \$1,000,000**

6.8 Termination

Should a dispute arise, and if, after a good faith effort at resolution, the dispute is not resolved, either party may terminate the contract by providing 30 days written notice to the other party, Regardless, the City reserves the right to cancel the contract by providing 30 days written notice to the consultant.

6.9 Business Registration Certificate

P.L. 2004, c. 57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for or entering into a contract with a local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-2).

Consultants are required to comply with the requirements of P.L. 2004, c. 57 (Chapter 57), which include submitting a copy of their Business Registration Certificate (BRC), issued by the NJ Department of the Treasury.

For more information on obtaining a BRC, see Section 7.

SECTION 7: REQUIRED ADMINISTRATIVE FORMS

Please place the checklist and the required forms which follow at the front of your Qualification Statement to facilitate the City's review.

CITY OF PLAINFIELD

**PROJECT: Agreement Nos. BF 97271305-0 and BF 97271205-0
EPA Brownfield Assessment Grants**

RESPONDENT: _____

RESPONDENT'S CHECKLIST

Item	Respondent Initials	Administration Review
1. Debarment Certification Form		
2. Letter of Qualification		
3. Non-Collusion Affidavit properly notarized		
4. Public Disclosure Statement		
5. Mandatory Affirmative Action Language		
6. Americans with Disabilities Act		
7. MWBE Questionnaire		
8. Affirmative Action Compliance Notice		
9. Employee Information Report		
10. Business Registration Certificate		
11. Letter of intent		
12. Original signature(s) on all required forms		

DEBARMENT CERTIFICATION FORM

This statement must be reproduced on company letterhead and signed by an authorized representative of the firm.

I, _____ an authorized representative of _____ (company) certify that _____ (company) is not debarred from receiving Federal funds.

_____ (signature)

_____ (print name)

_____ (title)

_____ (date)

LETTER OF QUALIFICATION

**Note: To be typed on Respondent's Letterhead.
No Modifications may be made to this letter.**

[insert date]
Attn: [contact person]
[title]
[Department]
[address]
Plainfield, NJ 07060

Dear [contact]:

The undersigned have reviewed the Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Plainfield (City), dated **[insert date]**, in connection with the City's need for electrical engineering services.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of **(Name of Respondent)**.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Signature of Chief Financial Officer)

(Typed Name and Title)

(Typed Name and Title)

(Typed Name of Firm)*

(Typed Name of Firm) *

Dated

Dated

*If joint venture, partnership or other formal organization is submitting a qualification statement, each participant shall execute this Letter of Qualification.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

CITY OF PLAINFIELD:

I certify that I am _____

of the firm of _____

the vendor submitting the Qualification Statement for the above named project, and that I executed the said Qualification Statement with full authority so to do; that said vendor has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Qualification Statement and in this affidavit are true and correct, and made with full knowledge that the City of Plainfield relies upon the truth of the statements contained in said Qualification Statement 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 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 (N.J.S.A.52: 34-25)

(Signature of respondent) _____

SUBSCRIBED AND SWORN TO
BEFORE ME THIS DAY _____ OF 20_____

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF
MY COMMISSION EXPIRES: 20__

(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS QUALIFICATION STATEMENT).

PUBLIC DISCLOSURE INFORMATION

Chapter 33 of the Public Laws of 1977 provides that no Corporation or Partnership shall be awarded any State, City, Municipal or Schools District contracts for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a public disclosure information statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein.

STOCKHOLDERS:

Name	Address	% owned

SIGNATURE: _____

TITLE: _____

SUBSCRIBED AND SWORN TO
BEFORE ME THIS DAY _____ OF 20 _____

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF
MY COMMISSION EXPIRES: 20__

(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS QUALIFICATION STATEMENT).

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

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 or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action 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 or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, creed, color, national origin,

ancestry, marital status, affectional or sexual orientation 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 applicable 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

The undersigned vendor certifies that he/she received, read, and is aware of the commitment to comply with:

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

Goods, Professional Services and General Service Contracts

(Mandatory Affirmative Action Language)

The undersigned vendor further agrees to furnish the required forms of evidence and 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 .

Representative's Name/Title (Print): _____

Representative's Signature: _____

Name of Company: _____

Tel. No.: _____ **Date:** _____

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the _____ of _____, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. § 12101* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract.

In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act.

In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act.

The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation.

The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement.

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability (continued)

Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Representative's Name/Title Print): _____

Representative's Signature: _____

Name of Company: _____

Tel. No.: _____ **Date:** _____

**MINORITY/WOMAN BUSINESS ENTERPRISE (MWBE)
Questionnaire for Bidders**

In accordance with the terms and conditions of the EPA award, the City of Plainfield has a Minority-owned Business Enterprise (MBE) goal of 7%, and a Women-owned Business Enterprise (WBE) goal of 3%.

To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your Qualification Statement.

Business Name: _____

Address: _____

Telephone No.: _____

Contact Name: _____

Please check applicable category:

_____ Minority Owned _____ Minority & Woman Owned

_____ Woman Owned _____ Neither

Definition of Minority Business Enterprise

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

African American: a person having origins in any of the black racial groups of Africa

Hispanic: a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

Asian: a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

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

Woman Business Enterprise

Woman Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

**GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)**

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

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

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

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the **contracting unit** during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the **Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division)**. The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

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: _____ **DATE:** _____

PRINT NAME: _____ **TITLE:** _____

AFFIRMATIVE ACTION COMPLIANCE (SAMPLE DOCUMENTS)

Vendor must submit one of the following 3 documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (submitted to NJ Department of Treasury)

U.S. Department of Labor	Employment Standards Administration Office of Federal Contract Compliance Program	
	Newark Area Office 134 Evergreen Place, Fourth Floor East Orange, NJ 07018	
February 27, 19__	Reply to the attention of:	
President		
Dear		
Our recent compliance review of your establishment's equal employment opportunity policies and practices was completed on February 27, 19__.		
We found no apparent deficiencies or violations of Executive Order 11246, as amended. Section 503 of the Rehabilitation Act of 1973 or of 38 USC 2012 (the Vietnam Era Veterans' Readjustment Assistance Act). Accordingly, your establishment is deemed to be in compliance with these laws based on the material reviewed.		
The Office of Federal Contract Compliance Progress sincerely appreciated the cooperation and courtesies extended by you and your staff during the conduct of the compliance review.		
Sincerely,		
Area Office Director		

Certification _____

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

This is to certify that the contractor **Robert DeGloria** has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of _____.

VOID

VOID



State Treasurer

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 may delay issuance of your certificate. **If you have a current certificate of employee information report, do not complete this form. Send copy of current certificate to the public agency. 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 predominant 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.

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 Phillipine 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 copy for the vendor's own files. The vendor is to submit a copy to the public agency awarding the contract and forward a copy to:

**NJ Department of the Treasury
Division of Contract Compliance & Equal Employment Opportunity
P.O. Box 209
Trenton,
New Jersey 08625-0209
Telephone No. (609) 292-5475**

Form: http://nj.gov/treasury/contract_compliance/pdf/aa302.pdf

Instructions: http://nj.gov/treasury/contract_compliance/pdf/aa302ins.pdf

Note that the sample form shown on the following page is for illustrative purposes only and should not be submitted. Use the state website links above to obtain the actual form.

If you have any questions on EEO/AA forms and/or requirements, please contact:

David Spaulding A/Purchasing Agent

STATE OF NEW JERSEY
Division of Contract Compliance & Equal Employment Opportunity

EMPLOYEE INFORMATION REPORT

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"/> MULT-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	COL. 2	COL. 3	***** MALE *****					***** FEMALE *****					
	TOTAL	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)

BUSINESS REGISTRATION LANGUAGE AND SAMPLE BRC

Refer to <http://www.state.nj.us/treasury/revenue/busregcert.htm>

P.L. 2004, c. 57 (N.J.S.A. 52:32-44)

MANDATORY BUSINESS REGISTRATION LANGUAGE

Non Construction Contracts

P.L. 2004, c. 57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for, or entering into a contract with a local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-2).

“New Jersey Business Registration Requirements”

The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor. Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the 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 a 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 on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 provides false registration the requirements sections, shall penalty of \$25 violation, not to each business not properly contract with a agency.”

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

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
TAXPAYER IDENTIFICATION#: 970-097-382/500
ADDRESS: 847 ROEBLING AVE
TRENTON, NJ 08611
EFFECTIVE DATE: 01/01/01
FORM-BRC(08-04)

TRADE NAME: CLIENT REGISTRATION
SEQUENCE NUMBER: 0107530
ISSUANCE DATE: 07/14/04

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 322
TRENTON, N.J. 08646-0322

Adm. Director

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

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT
Trade Name:
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1095907
Date of Issuance: October 14, 2004

For Office Use Only:
200-4101-4112823533

LETTER OF INTENT

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

[insert date]

Attn: [contact person]

[title]

[Department]

[address]

Plainfield, NJ 07060

Dear [contact]:

The undersigned as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the City of Plainfield (City), dated **[insert date]**, in connection with the City's need for electrical engineering services.

(Name of Respondent) HEREBY STATES

1. The Qualification Statement contains accurate, factual and complete information.
 2. **(Name of Respondent)** agrees (agree) to participate in good faith in the procurement process as described in the RFQ and to adhere to the City's procurement schedule.
 3. **(Name of Respondent)** acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any Qualifications Statement prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
 4. **(Name of Respondent)** hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City.
 5. **(Name of Respondent)** declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
 6. **(Name of Respondent)** acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.
-

7. **(Name of Respondent)** acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Typed Name of Firm)*

Dated

*If joint venture, partnership or other formal organization is submitting a qualification statement, each participant shall execute this Letter of Intent.

ATTACHMENT 1

US EPA TERMS AND CONDITIONS

BROWNFIELD ASSESSMENT COOPERATIVE AGREEMENTS
