

Township of Hamilton
Community Development Department
Division of Planning & Zoning
6101 Thirteenth Street
Mays Landing, New Jersey 08330
www.townshipofhamilton.com

NOTICE
SOLICITATION FOR REQUEST FOR QUALIFICATIONS/PROPOSALS

REQUEST FOR PROFESSIONAL SERVICES: In accordance with N.J.S.A. 19: 44A-20.4 et seq., the Twp. of Hamilton Planning Board and the Twp. of Hamilton Zoning Board of Adjustment are seeking professional service qualifications proposals to serve as consultants to the Boards from January 1, 2019, through December 31, 2019 for the following:

Planning Board: Engineer, Alternate Engineer, Planner, Alternate Planner,
Solicitor, Alternate Solicitor, Traffic Engineer, Alternate Traffic Engineer,
Landscape Architect, Historic Architect

Zoning Board of Adjustment: Engineer, Alternate Engineer, Planner, Alternate
Planner, Solicitor, Alternate Solicitor, Traffic Engineer,
Alternate Traffic Engineer, Landscape Consultant

Request for Qualification and Proposal (RFQ/RFP) is on file in the Planning and Zoning Office, 6101 13th St., Mays Landing, NJ, 08330, and may be downloaded from the Township of Hamilton website, www.townshipofhamilton.com.

All RFQ/RFP's must be received by the Planning Board Secretary and Zoning Board Secretary no later than 12:00 p.m. on Wednesday, November 28, 2018, at 6101 13th St., Mays Landing and will be publically opened at 2:00 p.m. in Conference Room B in Town Hall on Thursday, November 29, 2018, at same address as above. One (1) bound original, One (1) paper copy (clipped, not bound) and five (5) electronic versions must be provided for Planning Board and Zoning Board consideration. The electronic versions of the submission package for both the Planning Board and Zoning Board of Adjustment shall be clearly labeled to identify the responding firm and all positions sought. When applying for more than one position (i.e.: Engineer, Alternate Engineer), one submission may be submitted listing all positions for a Board. Include any supplementary information that may be necessary for additional positions. If awarded the contract, your company/firm shall be required to comply with the requirements of **N.J.S.A 10:5-34** et seq. and **N.J.A C. 17:27**. All questions concerning this notice should be addressed to the Director of Community Development at 609 625-1511 Ext. 490.

Philip Sartorio, PP/AICP
Director of Community Development

REQUEST FOR PROPOSAL & QUALIFICATIONS (RFQ/RFP)

**FOR
PLANNING BOARD AND ZONING BOARD OF ADJUSTMENT**

I. PURPOSE AND INTENT

Through this Request for Proposal & Qualifications (RFQ/RFP), the Township of Hamilton Planning Board and Zoning Board of Adjustment (hereinafter the “Boards”) seeks to engage vendors as professional consultants for the 2019 Township year commencing January 1, 2019, or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq.

II. PROPOSAL SUBMISSION

One bound original, clearly marked as the “ORIGINAL”, one (1) paper copy (clipped, not bound) and five (5) flash drives with full, complete and exact electronic copies of each proposal for the Planning Board and Zoning Board. Each proposal shall be submitted in sealed envelopes and must be marked with the “NAME OF POSITION/POSITONS.” When applying for more than one position (i.e.: Engineer, Alternate Engineer), one submission may be submitted listing all positions for a Board. Include any supplementary information that may be necessary for additional positions. Submit to:

Planning Board Secretary **or** Zoning Board Secretary
Township of Hamilton
6101 Thirteenth Street
Mays Landing, New Jersey 08330

The proposal must be received no later than 12:00 PM on Wednesday, November 28, 2018.

Proposals will be publicly opened on Thursday, November 29, 2018, at 2:00 p.m.
in Conference Room B of Town Hall, 6101 Thirteenth Street, Mays Landing, NJ, 08330

Faxed proposals will NOT be accepted.

Any inquiry concerning this RFP should be directed in writing to:

Philip Sartorio, PP/AICP
Director of Community Development
Township of Hamilton
6101 Thirteenth St
Mays Landing, NJ 08330

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Boards will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Boards reserve the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Boards further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Boards reserve the right to re-solicit proposals.

III. GENERAL INFORMATION ON THE TOWNSHIP OF HAMILTON

The Township of Hamilton operates under the Township Form of Government pursuant to N.J.S.A. 40A:63-1. The Township is approximately 113 square miles, has a population of 27,000, an annual operating budget of approximately \$27 million, and approximately 149 employees.

All the following are contained within the Township's 113 square miles:

- Pinelands Regional Growth Area (RGA)
- Pinelands Protection Areas
- CAFRA (Coastal Area Facility Review Act)
- Great Egg Harbor National Wild & Scenic River Area
- Business Park
- Dense Residential Development
- Suburban Communities
- Large areas of Woodlands
- Rural Residential Development
- Lake/Dam/Beach
- Large areas of freshwater wetlands
- Historic District
- Parks and Recreation Areas

IV. MINIMUM QUALIFICATIONS

Minimum Qualifications differ for each professional specialty; please see Exhibit A for specifics. However, **all applicants need to provide** the following items contained in Sections V and VI.

V. MANDATORY CONTENTS OF PROPOSAL

Definitions

While an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFQ/RFP.

- o Scope: magnitude of the project, and value of the contract
- o Size: when used in this context refers to such things as: budget, miles of roads, number of employees, acres of recreation areas, size of municipal bonds, population, number of homes.
- o Similar: refers to such things as towns that are partially or wholly in the Pinelands, have areas of dense suburban development, have areas of non-dense woodlands, have large recreation complexes, contain streams and lakes, contain federally regulated wetlands and have large commercial areas.

In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

1) Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.

2) A fee proposal for the 2018 Township year. **A proposal showing minimum and maximum ranges is not acceptable.**

3) An executive summary of not more than two pages, identifying and substantiating why the vendor is qualified to provide the requested services.

4) A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal **shall** include the relevant resume information for the individual(s) who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor.

5) A description of the vendor's experience in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP/RFQ in similarly sized municipalities. **It is imperative to show experience in similarly sized towns.**

6) The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFQ/RFP. Describe your presence in New Jersey and any familiarity your firm has with the Atlantic County area.

7) Five references for which similar services have been provided for. Experience with similarly sized municipalities is a plus. Provide the contact names, titles and phone numbers.

8) If the vendor or any principal therein has been subject to any professional disciplinary action over the last three years, the bidder must provide a description of the litigation and/or disciplinary action.

9) In its proposal, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Township. Vendors are advised that if the Board selects their proposal to serve as a Board Professional or Alternate Professional, they **will not** be permitted to represent any clients before **either** the Township of Hamilton's Planning Board or the Zoning Board of Adjustment.

10) The Vendor must submit the information/documentation required in Section VI (ADMINISTRATIVE REQUIREMENTS AND INFORMATION).

A. In addition to demonstrating an ability to meet all minimum qualification the firm must also include and address the following:

1.) **Submission Checklist (Exhibit A):** Vendors shall use this Checklist to confirm that all requested information is included and must submit a copy of the completed Checklist with their proposal.

VI. ADMINISTRATIVE REQUIREMENTS AND INFORMATION

1) **Business Registration** – N.J.S.A. 52:31-44 requires that each Vendor awarded a contract submit proof of business registration with the submission. Proof of registration shall be a copy of the bidder's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730.

2) **Affirmative Action Requirements (Exhibit C):** - No firm may be issued a contract unless it complies with the Affirmative Action regulations of N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127).

- a) Procurement, Professional and Service Contracts – All successful vendors must submit, within seven (7) days after the receipt of the notice of intent to award the contract or the receipt of the contract of the following:
- i. A photocopy of a valid letter for an approved Federal Affirmative Action Plan (good for one year from the date of the letter), OR
 - ii. A photocopy of an approved Certificate of Employee Information report, OR
 - iii. If a vendor has none of the above, the public agency is required to provide the vendor with an initial Affirmative Action Employee Information Report (AA-302).
- 3) **Stockholder Disclosure** – Chapter 33 of the Public Law of 1977 provides that no corporation or partnership shall be awarded any contract 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 for said corporation or partnership, there is a submitted statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or greater interest therein. Form of Statement shall be completed and attached to the bid proposal (Exhibit D).
- 4) **Insurance and Indemnification** –
- a) The Township requires the following minimum insurance coverage for all Vendors (including Sole Proprietors):
- i. WORKER’S COMPENSATION AND EMPLOYER’S LIABILITY INSURANCE - During the life of this contract the Vendor shall procure and maintain Workers Compensation insurance, including employers’ Liability Coverage in accordance with the statutes of the State of New Jersey. **This requirement applies to ALL Vendors, including sole proprietors.**
 - ii. COMMERCIAL GENERAL LIABILITY INSURANCE - During the life of this contract the Vendor shall procure and maintain Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000. per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions; (F) Per contract aggregate.
 - iii. PROFESSIONAL LIABILITY INSURANCE/ERRORS & OMISSIONS - During the life of this contract the Vendor shall procure and maintain Professional Liability Insurance/Errors and Omissions in the amount of one million dollars (\$1,000,000) for each wrongful act/ two million dollars (\$2,000,000) aggregate.
- b) PROOF OF THE REQUIRED INSURANCE – With the proposal submission, the Vendor shall provide the municipality updated Certificates of Insurance and/or policies acceptable to the municipality as listed below:
- i. Two (2) copies of Certificate of Insurance for Commercial General Liability, and Motor Vehicle Liability and Professional Liability Insurance/Errors & Omissions naming the Township as an additional insured with the following wording:
“The Township of Hamilton, its elected and appointed officials, its agents, employees and volunteers”
 - ii. Copy of additional insured endorsement.

- iii. Original policy or binder for Owners/Contractors Protective Liability insurance.

All appointed professionals MUST provide the correct certificates of Insurance along with their proposal.

- c) The Appointed Professionals shall provide the municipality at the time the contracts are returned for execution proof of Worker's Compensation and Employer's Liability Insurance (including Sole Proprietors) and updated Certificates of Insurance and/or policies acceptable to the municipality as listed in 11)b)i.-iii.

All appointed professionals MUST return a signed contract and provide all required documentation and insurance proofs no later than January 31, 2019.

- d) CONTINUATION OF COVERAGE - If any of the above coverages expire during the term of this contract, the Vendor shall deliver renewal Certificates and/or policies to the municipality at least ten (10) days prior to the expiration date.

6.) Disclosure of Investment Activities in Iran (Exhibit E): The Vendor must submit a completed form with the proposal. Failure to submit the completed form will render the proposal non-responsive.

VII. INTERVIEW

The Planning Board and Zoning Board reserve the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Township reserves the right to request clarifying information subsequent to submission of the proposal.

VIII. SELECTION PROCESS

All proposals will be reviewed by the Planning Board and Zoning Board to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy IV "Minimum Requirements" and V "Mandatory Contents of Proposal" the Township will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- (a) The vendor's general approach to providing the services required under this RFQ/RFP.
- (b) The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFQ/RFP
- (c) The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
- (d) The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.
- (e) Costs and fee schedules.

(f) New Jersey Business Registration; Certificate of Employee Information; and Certificate of Insurance.

VIII. SELECTION AND CONTRACT

The Boards will select the vendor deemed most advantageous to the Township, fee and other factors considered. The resulting contract will include this RFQ/RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

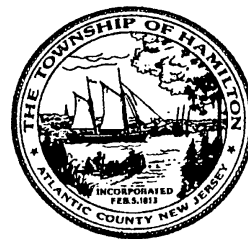


EXHIBIT A
Township of Hamilton
Request for Qualifications for Municipal Professionals-Submission Checklist

For your convenience, the following is a checklist of items that all Vendors must include with an RFP in order to fulfill the Township's mandatory requirements. Please see Section V. "Mandatory Contents of Proposal" for specific requirements for each item; and please include a copy of this completed Checklist with your submission.

1. _____ Submission Checklist (Exhibit A)
2. _____ Contact Information
3. _____ Fee Proposal
4. _____ Executive Summary
5. _____ Staffing Plan
6. _____ Description of Vendor's Experience
7. _____ Location of Office (if other than Vendor's main office)
8. _____ Five (5) References
9. _____ Any Professional Disciplinary Action
10. _____ Any Potential Conflicts of Interest
11. _____ Business Registration
12. _____ Affirmative Action Requirements (Exhibit C)
13. _____ Stockholder Disclosure Form (Exhibit D)
14. _____ Disclosure of Investment of Activities in Iran (Exhibit E)
15. _____ Proof of Insurance and Indemnification
Vendor must include Certificates of Insurance and/or policies acceptable to the municipality as listed in 11)b) i.-iii. with proposal.
 - a. _____ Commercial General Liability AND Motor Vehicle Liability Certificates of Insurance
 - b. _____ Professional Liability Insurance/Errors & Omissions Certificates of Insurance
 - c. _____ If appointed, Vendor agrees to provide proof of Workers Compensation & Employer's Liability Insurance and updated Certificates of Insurance and/or policies acceptable to the municipality as listed in 11)b) I.-iii. no later than January 31, 2019.
16. _____ Proposal Submission
 - a. _____ One (1) original, paper/hard copy, clearly marked as the "ORIGINAL"
 - b. _____ One (1) full, complete and exact paper/hard copies, clearly marked as "COPY"
 - c. _____ Five (5) full, complete and exact copies in Flash Drive format

Township of Hamilton
6101 Thirteenth Street
Mays Landing, New Jersey 0833

Exhibit B

Township of Hamilton

Request for Proposal & Qualifications for Planning Board and Zoning Board of Adjustment
Minimum Qualifications

Applicant vendors **must** establish that they meet the following minimum qualifications:

PLANNING BOARD ENGINEER, ZONING BOARD ENGINEER, AND/OR ALTERNATES: Must be licensed engineer in the State of New Jersey; must have at least five years experience in representing Land Use Boards in the State of New Jersey; must have the ability to demonstrate experience in Municipal Land Use pertaining to Major and Minor Site Plan applications and to Minor and Major Subdivision applications.

PLANNING BOARD PLANNER, ZONING BOARD PLANNER AND/OR ALTERNATES: Must be licensed professional planner by the State of New Jersey; must have at least five years experience in serving as a municipal or county planner in the State of New Jersey; must be familiar with New Jersey Land Use Regulations; and must have experience in conducting redevelopment investigations and drafting redevelopment plans.

PLANNING BOARD SOLICITOR, ZONING BOARD SOLICITOR AND/OR ALTERNATES: Must be a licensed attorney in the State of New Jersey; must have at least five years experience in representing Land Use Boards and/or municipalities; and must have experience in preparing decisions and resolutions of approval and denial.

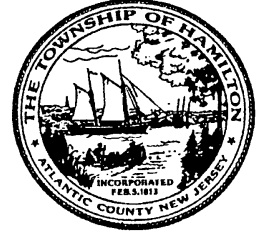
PLANNING BOARD HISTORIC ARCHITECT CONSULTANT: Must be a licensed architect in the State of New Jersey; must have at least five years experience in historic architecture; must have the ability to demonstrate experience in Municipal Land Use pertaining to site plan applications.

PLANNING BOARD LANDSCAPE ARCHITECT CONSULTANT AND ZONING BOARD LANDSCAPE ARCHITECT CONSULTANT: Must be a certified landscape architect in the State of New Jersey; must have at least five years experience in landscape architecture; must have the ability to demonstrate experience in Municipal Land Use pertaining to site plan and subdivision applications.

PLANNING BOARD TRAFFIC ENGINEER AND ZONING BOARD TRAFFIC ENGINEER AND/OR ALTERNATES: Must be a licensed engineer in the State of New Jersey; must have at least five years experience in traffic engineering; must have the ability to demonstrate experience in Municipal Land Use pertaining to site plan and subdivision applications.

EXHIBIT C

Township of Hamilton
6101 Thirteenth Street
Mays Landing, New Jersey 08330



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 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at http://www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

**Township of Hamilton
6101 Thirteenth Street
Mays Landing, New Jersey 08330**

**EXHIBIT D
STOCKHOLDER DISCLOSURE CERTIFICATION**

- I certify that the list below contains the names and home addresses for all stockholders, members, or partners holding 10% or more of the issued and outstanding stock (in the case of a corporation) or holding 10% or greater interest (in the case of a limited liability company, partnership, or sole proprietorship) of the undersigned, *in accordance with N.J.S.A. 52:25-24.2.* (If additional space is needed, information may be provided on an additional sheet which shall be executed and notarized in the manner set forth below.)
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned OR no one member, partner, or person holds a 10% or greater interest in the undersigned.
- Partnership** **Corporation** **Sole Proprietorship** **Other** _____

PLEASE CHECK APPROPRIATE BOXES ABOVE AND SIGN BELOW.

STOCKHOLDERS:

NAME: _____

NAME: _____

HOME ADDRESS: _____

HOME ADDRESS: _____

NAME: _____

NAME: _____

HOME ADDRESS: _____

HOME ADDRESS: _____

NAME: _____

NAME: _____

HOME ADDRESS: _____

HOME ADDRESS: _____

THIS STATEMENT MUST BE INCLUDED WITH BID SUBMISSION.

(AFFIANT)

Subscribed and sworn before me
This ____ day of _____, 20__.

(Print name & Title of Affiant)

(Notary Public)

My Commission Expires:

(Corporate Seal)

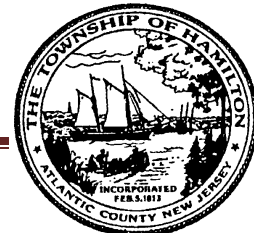


EXHIBIT E

**Township of Hamilton
6101 Thirteenth Street
Mays Landing, New Jersey 08330**

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN (PAGE 1 OF 2)

PART 1: CERTIFICATION

BIDDERS MUST COMPELTE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

Bidders must review this list prior to completing the below certification. **Failure to complete the certification may render a bidder's bid proposal non-responsive.** If the Township of Hamilton (the "Township") determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran pursuant to section 4 of P.L. 2012, c.25 (C.52:32-58), the local contracting unit shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L. 2012, c.25 (C.52:32-59). The Township may also 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.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012 c.25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and I am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will assessed as provided by law.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN (PAGE 2 OF 2)

PART 2: PLEASE PROVIDE FURTHER INFORMATION TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, ATTACH ADDITIONAL PAGES.

Name _____ Relationship to Bidder/Offeror _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder/Offeror Contact Name _____ Contact Phone Number _____

Certification:

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the Township is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity.

Bidder: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____