REQUESTS FOR QUALIFICATIONS/PROPOSALS

Pursuant to the provisions of N.J.S.A. 19:44A-20.5, et seq., the Borough of Carteret is hereby requesting proposals through a fair and open process for the award of contracts for the following "Professional Services" for the 2025 calendar year. In submitting your response to any applicable RFQ hereby requested, please also be advised that your response must also be available for utilization by any Borough Agency, Board, Commission or affiliated non-profit corporation:

- 1. Municipal Auditor
- 2. Bond Counsel
- 3. Tax Counsel
- 4. Labor Counsel
- 5. Special Redevelopment Counsel
- 6. Architectural Services
- 7. Financial Advisor
- 8. Special Legal Counsel Miscellaneous 23. Consulting Engineer Special Matters and/or Litigation
- 9. Zoning/Planning Counsel
- 10. Special Auditing Services
- 11. General Consulting Engineer
- 12. General Planning Services
- 13. Surveying Services
- 14. Risk Manager
- 15. Sewer/Wastewater Consulting Engineer
- 16. Realtor Commercial/Residential
- 17. Auditing/Special Auditing

- 18. Special Redevelopment Planning Services
- 19. Appraisal Services
- 20. Environmental Engineering Services
- 21. Environmental Counsel
- 22. Professional Real Estate Title Services
- **Projects**
- 24. Consulting Engineer Special Projects/Environmental
- 25. Special Redevelopment Counsel w/ Experience in Negotiating & Implementing Public/Private **Partnerships**
- 26. Special Environmental Legal Counsel - Misc. Matters & Litigation
- 27. Construction Management

Administration/Services for Various Capital Improvement and Redevelopment Projects

You are hereby requested to submit a proposal to provide the respective professional services which provides the Mayor and Council with information to evaluate your firm with regard to the following factors:

- A) Experience and reputation in the field.
- B) Knowledge of the subject matter.
- C) Availability to attend all required meetings.
- D) Availability of personnel, facilities, equipment and other resources to provide such
- E) Qualifications and experience of personnel and organization including a list and status of major projects.
- F) Any other factors your firm wishes the Mayor and Council to consider in evaluating the firm's ability to perform the respective professional services requested by the Borough.

When submitting your response to this Request for Qualifications/Proposals (RFQ/P), please identify which positions you wish to be considered for. Please submit two (2) original copies and one (1) digital copy on flash drive or CD.

Pursuant to N.J.S.A. 40A:11-23c, addenda may be issued for proposals.

It is the sole responsibility of the person submitting the bid to be knowledgeable of all addenda related to this procurement. If bidders obtain a Bid/RFP/RFQ from the website, it is the responsibility of the person submitting the bid to check prior to the bid opening to see if addenda have been issued. Copies of addenda or notice of the same will be made available on the Borough website - www.carteret.net

ALL PROPOSALS MUST BE SUBMITTED TO THE BOROUGH CLERK'S OFFICE, MEMORIAL MUNICIPAL BUILDING, 61 COOKE AVENUE, CARTERET, NJ 07008, ON OR BEFORE FRIDAY, JANUARY 3, 2025 AT 10:00 A.M. AT WHICH TIME THEY WILL BE OPENED AND READ ALOUD BY THE CLERK OR HER DESIGNEE. QUALIFICATIONS WILL BE REVIEWED AND DETERMINATION MADE THEREAFTER BY THE BOROUGH COUNCIL FOR APPOINTMENT, AND/OR AWARD, OF QUALIFIED CANDIDATES TO SERVE IN THE RESPECTIVE CAPACITY FOR THE BOROUGH OF CARTERET.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq., Affirmative Action requirements, N.J.S.A. 19:44A-20.4 et seq., P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51

Please be advised that all proposals shall be evaluated by the Borough Council on the basis of that which is the most advantageous to the Borough, taking into consideration the above factors. Please be further advised that the Borough reserves the right to reject all of the proposals submitted. The Borough Council reserves the right to reject any or all proposals in whole or in part and to waive such informalities as may be permitted by law.

Posted: December 2, 2024

Acknowledgement of Receipt of Addenda

The undersigned respondent hereby acknowledges receipt of the following Addenda:

	Addenda Number	Dated
		-
Signed:		
Title:		
Printed Name:		
Date:		
Company:		

Posting Will Be On Internet

EXHIBIT A (Revised 9/13/05) MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, 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 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 worker's representative of the contractor's commitment 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 the time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make attempt in 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 personal testing conforms with the principles of job-related testing, as established by the statues and court decision 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 shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval Certificate of Employee Information Report Employee Information Report Form AA302 The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purpose 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.

REQUIRED EVIDENCE AFFIRMATIVE ACTION REGULATIONS P.L. 1975, c. 127 (N.J.A.C. 17:27)

(N.J.A.C	. 17:27). W	t, all procurement and service contractor fithin seven (7) days after receipt of the ctor should present one of the following	rs will be required to comply with the requirements of P.L. 1975, c. 127, notification of intent to award the contract or receipt of the contract, whichever to the Purchasing Agent:
	1.		artment of Labor that the contractor has an existing cioned Affirmative Action Program. OR
	2.	A Certificate of Employee	Information Report Approval.
			OR
	3.	An Affirmative Action Em	ployec Information Report (Form A.A. 302) OR
	4.	Manning Report (AA201) the Agency bidding threshold (nust submit at signing of the contract an Initial Project for any contract award that meets or exceeds the Public available upon request). NO FIRM MAY BE ISSUED A EY COMPLY WITH THE AFFIRMATIVE ACTION 1975, c. 127
The fo	ollowing	g questions must be answ	ered by all bidders:
1.	Do you	ı have a federally-approved o	or sanctioned Affirmative Action Program?
	If yes,	YES NO please submit a photostatic c	opy of such approval.
2.	Do you	have a State Certificate of F	Employee Information Report Approval?
		YES NO)
	If yes,	YESNO please submit a photostatic c	opy of such certificate.
THE UN REQUIR LAW.	DERSIGNE EMENTS (ED CONTRACTOR CERTIFIES THAT OF P.L. 1975, c. 127 AND AGREES TO	THE IS AWARE OF THE COMMITMENT TO COMPLY WITH THE DEPORT OF THE REQUIRED DOCUMENTATION PURSUANT TO THE
			COMPANY
			SIGNATURE
			TITLE

NOTE: A CONTRACTOR MUST BE REJECTED AS NON-RESPONSIVE IF A CONTRACTOR FAILS TO COMPLY WITH REQUIREMENTS OF P.L. 1975, c. 127, WITHIN THE TIME FRAME.

AMERICANS WITH DISABILITIES ACT Mandatory Language

Equal Opportunity for Individuals with Disabilities.

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 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 thereunto, 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. 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 this Agreement or otherwise at law.

NON COLLUSION AFFIDAVIT

STATE OF NEW JERSEY		
COUNTY OF	ss:	
I,		of the City of
in the County of		and the State of
of full age, being duly sworn	according to law on:	my oath depose and say that:
I am		
of the firm of		
	al for the above nam	ed project, and that I executed the said
proposal with full authority so	o to do; that said bide	der has not, directly or indirectly entered
into any agreement, participat	ed in any collusion,	or otherwise taken any action in restraint of
free, competitive bidding in co	onnection with the al	bove named project; and that all statements true and correct, and made with full
		upon the truth of the statements contained
		this affidavit in awarding the contract for
the said project.		
Y.C. d d		har has a serilared an extained to
		agency has been employed or retained to or understanding for a commission,
		ona fide employees or bona fide established
commercial or selling agencie		1 ,
	(name of cont	ractor)
	(name or cont	140.01)
Subscribed and sworn to		
before me this day		
of,		
	(Also type or print n	ame of affiant under signature)
	71 1	,
Notary public of		
My Commission expires	·	

STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c 33)

Failure of the bidder/respondent to submit the required information is cause for automatic rejection. CHECK ONE: I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned. I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned. LEGAL NAME OF BIDDER: Check which business entity applies: Limited Partnership Subchapter S Corporation Limited Liability Corporation Corporation Sole Proprietorship Partnership Limited Liability Partnership Other Complete if the bidder/respondent is one of the 3 types of Corporations: Date Incorporated: Where Incorporated:_____ **BUSINESS ADDRESS:** City State Zip Street Address Fax# Telephone # Listed below are the names and addresses of all stockholders, partners or individuals who own ten (10) percent of more of its stock of any classes, or who own ten (10) percent or greater interest therein. Address Name Address Name CONTINUE ON ADDITIONAL SHEET IF NECESSARY: YES NO Signature_ Printed Name & Title

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

* Construction Contracts (including public works related purchase orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- *2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contacting agency an accurate list of all subcontractors and suppliers* or attest that none was used; and,
- 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

ALERT
FAILURE TO INCLUDE A COPY OF YOUR
NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
IS CAUSE FOR MANDATORY REJECTION OF YOUR PROPOSAL

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title:	Proposer:
	PART 1: CERTIFICATION
enter into or renew a contract must con person or entity, or one of the person of created and maintained by the New Jestinvestment activities in Iran. If the Dep principles which are the subject of this rule or contract, including but not limit declaring the party in default and seek	by person or entity that submits a bid or proposal or otherwise proposes to emplete the certification below to attest, under penalty of perjury, that the or entity's parents, subsidiaries, or affiliates, is not identified on a list resey Department of the Treasury as a person or entity engaging in partment of Treasury finds person or entity to be in violation of the slaw, action shall be taken as may be appropriate and provided by law, ted to, imposing sanctions, seeking compliance, recovering damages, ing debarment or suspension of the person or entity. Failure to complete bondent's proposal as non-responsive.
	12, c. 25, that the person or entity listed above, for which I am rany of the proposer's parents, subsidiaries, or affiliates (check each
person or entities that provides oil or l	services of \$20,000,000 or more in the energy sector of Iran, including a iquefied natural gas tankers, or products used to construct or maintain fied natural gas, for the energy sector of Iran, AND
	on that extends \$20,000,000 or more in credit to another person or entity, entity will use the credit to provide goods or services in the energy sector
subsidiaries, or affiliates has engaged i description of the activities must be pr	nable to make the above certification because it or one of its parents, in the above-referenced activities, a detailed, accurate and precise ovided in Part 2 below to Flemington Borough under penalty of perjury. The proposal being rendered as non-responsive and appropriate penalties, as provided by law.
PART 2: PLEASE PROVIDE	FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN
of its parents, subsidiaries or affiliates,	accurate and precise description of the activities of the proposer, or one engaging in the investment activities in Iran outlined above by ovide thorough answers to each question. Provide an attachment if you
dame:	Relationship to Proposer:
Ouration of Engagement:	
roposer Contact Name:	Contact Phone Number:

Prohibited Russia-Belarus Activities & Iran Investment Activities				
Person or Entity				
	Part 1: Certification			
COMPL	ETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW			
Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:				
https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.				
As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.				
A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.				
If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.				
	CONTRACT AWARDS AND RENEWALS			
	I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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 am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)			

CONTRACT AMENDMENTS AND EXTENSIONS		
	I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)	
	IF UNABLE TO CERTIFY	
	I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.	
	Part 2: Additional Information	
RUSSIA OR BELA You must provide a a parent entity, sub	E FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUS AND/OR INVESTMENT ACTIVITIES IN IRAN. detailed, accurate, and precise description of the activities of the person or entity, or of osidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or in Iran in the space below and, if needed, on additional sheets provided by you.	

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Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, 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 Contracting Unit is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Contracting Unit to notify the Contracting Unit 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. 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 Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print)	Title		
Signature		Date	