

# WILLINGBORO TOWNSHIP

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**RFQ # 2-2025R**

**REQUEST FOR QUALIFICATIONS FOR  
VARIOUS PROFESSIONAL SERVICES FOR THE 2025 CONTRACT YEAR**

**SUBMISSION DEADLINE**

November 27, 2024 at (10:00) A.M

**ADDRESS ALL PROPOSALS TO:**

Office of the Municipal Clerk  
1 Rev. Dr. Martin Luther King Jr. Drive  
Willingboro, NJ 08046

**Attn:  
Municipal Clerk**

Commented [DMH1]: To be determined by QPA

**WILLINGBORO TOWNSHIP**  
**COUNTY OF BURLINGTON, NEW JERSEY**

**PUBLIC NOTICE OF FAIR AND OPEN PROCUREMENT PROCESS.** In accordance with New Jersey Local Public Contracts Law and N. J. S. A. 19:44A-20.4 et. seq., the Township of Willingboro (“Township”), County of Burlington, a municipal corporation of the State of New Jersey, is soliciting professional services proposals through a fair and open process. The Township will require the following services for the upcoming calendar year beginning January 1, 2024, and ending December 31, 2024: Planning Board Attorney; Planning Board Engineer; Zoning Board Attorney, and Zoning Board Engineer.

Copies of the Qualification/Criteria documents may be obtained by any prospective proposer on the internet at <https://www.willingboronj.gov/departments/township-clerk/rfp-rfq-bids> on and after October 24, 2024. One original, five copies, and one digital copy (USB Drive) of your sealed responses to this request for proposals must be submitted to the Willingboro Township, Office of the Municipal Clerk, 1 Rev. Dr. Martin Luther King Jr. Drive, Willingboro, New Jersey 08046 by no later than 10:00 AM local prevailing time on Wednesday, November 27, 2024, at which time and place responses are scheduled to be opened by the Township Clerk or his designee. Each sealed envelope containing a proposal shall be plainly marked on the outside to clearly show the specific service for which an individual or firm is submitting a proposal. The proposals will be evaluated by the Planning Board or Zoning Board and contracts awarded based on (1) individual or firm experience and reputation in the field ( a copy of the resume of each individual performing the work is to be included); (2) knowledge of Willingboro Township and subject matters to be addressed under the contract; (3) availability to accommodate any required meetings; (4) compensation proposal; (5) at least 2 references with address and phone number; (6) a certification that no immediate relatives of any principal of the firm are employed by, or serve as elected officials of the Willingboro Township; (7) an explanation as to when each individual performing work received his or her license to practice in this State; (8) a copy of the firm’s Certificate of Liability Insurance; (9) a copy of the firm’s Business Registration Certificate, and (10) Submission of the information requested in the RFP. All contracts pursuant to the fair and open process will be awarded by resolution and require a majority vote of the respective Board at a public meeting. In addition to full compliance with N.J.S.A. 19:44A-20.4 et. seq. (“Pay to Play”), individuals or firms awarded contracts under these procedures will be required to comply with N.J.S.A. 10:5-31 and N.J.A.C. 17:27-4 (Affirmative Action and Equal Employment Opportunity), 42 U.S.C. Section 12101 et. seq. (Americans with Disabilities Act of 1990), N.J.S.A. 52:25-24.2 (Disclosure of Ownership) and N.J.S.A. 52:32-44 (Business Registration). Any questions regarding this notice should be directed to Willingboro Township, Office of the Municipal Clerk, 1 Rev. Dr. Martin Luther King Jr. Dr., Willingboro, New Jersey 08046, (609) 877-2200.

Everett Falt, MPA, RMC, CMC  
Township Clerk

The Township of Willingboro solicits statements of qualification of applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. Unless otherwise required by law, all responses will be treated as confidential and reviewed only by the Township Council. Responses must be received in the Office of the Township Clerk, Willingboro Township Municipal Complex, One Rev. Dr. Martin Luther King, Jr. Drive, Willingboro, NJ 08046, no later than 10:00 A.M. on Friday, November 27, 2024. All responses shall be opened and announced publicly by the Municipal Clerk immediately thereafter. The governing body will review responses, and all appointments will be made at a public meeting. Unless otherwise noted, appointments shall be effective from January 1, 2025, through December 31, 2025.

### **GENERAL PROPOSAL REQUIREMENTS**

The request for qualifications is to be formatted as follows to assure consistency:

- Section A. Understanding of the Scope of Services to be provided for the Township Section B. Qualifications & Experience
- Section C. Resume & Qualifications of Key Personnel Section D. Client Reference List
- Section E. Conflict of Interest(s): This section should disclose any potential conflicts of interest that the firm may have in performing these services for the Township.
- Section F. Miscellaneous/Other information (This section is for any further pertinent data and information not included elsewhere in the RFQ and found necessary by the proposer).

#### **I. PLEASE PROVIDE AN ORIGINAL, ONE DIGITAL, AND FIVE (5) COPIES.**

#### **MISCELLANEOUS REQUIREMENTS**

1. The Township of Willingboro will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request for Qualifications. Emphasis should be on completeness and clarity of content.
2. The contents of the proposal submitted by the successful firm(s) and this Request for Qualifications may become part of the contract for these services. The successful firms will be expected to execute said contract with the Township of Willingboro.
3. Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 90 days from the date of opening.
4. The Township of Willingboro reserves the right to reject any and all proposals received in response to this Request for Qualifications or to negotiate separately in any manner necessary to serve the best interests of the Township.

5. Any selected firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this Agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company, or corporation without the prior written consent of the Township.
6. The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c.127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of the Agreement.
7. The selected firm(s) shall be required to provide a Business Registration Form(s).
8. The selected firm(s) may be required to provide Proof of Insurance.
9. All costs of responding to the RFQ, negotiating any contracts related thereto, and complying with any requirements of the RFQ, including political reporting requirements, shall be borne solely by the RFQ respondent.
10. Proposals will not be returned and shall become public records subject to the Open Public Records Act (N.J.S.A. 47:1A-1, et seq.).

#### **EVALUATION OF PROPOSALS**

The proposal will be independently evaluated based on the criteria listed below:

- (1) Individual or firm's experience and reputation in the field.
- (2) Knowledge of Willingboro Township and subject matter.
- (4) Compensation proposal.
- (5) References
- (6) No Conflicts of Interest with Willingboro Township elected officials.

#### **SPECIFIC PROPOSAL REQUIREMENTS:**

### **PLANNING BOARD ATTORNEY**

GENERAL CRITERIA: The Township of Willingboro Planning Board desires to appoint an attorney or firm who will serve as Solicitor/Attorney for the Planning Board. Applicants should demonstrate knowledge of and experience in the representation of Planning or Zoning Boards. Any experience or knowledge of matters that directly affect the Township of Willingboro should be addressed.

- **Please note:** Invoices and the Township's voucher for legal fees and costs will be submitted on a monthly basis to Township Clerk. Invoices and Township vouchers shall be submitted no later than the Tenth day of the preceding month. The Township will pay billings upon the Township Clerk's approval of the Attorney's invoice and corresponding voucher.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative agencies of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of five (5) years' experience representing Planning or Zoning Boards or seven (7) years representing clients before Planning or Zoning Boards.
3. Must have sufficient support staff to provide all services required by the Township including, but not limited to, legal research, preparation of legal memoranda, contracts and other legal documents.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must list past and present Planning or Zoning Boards represented as Solicitor/Attorney.

### **PLANNING BOARD ENGINEER**

GENERAL CRITERIA: The Township of Willingboro Planning Board desires to appoint a firm or firms to provide planning board engineering services to the Planning Board. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services and land use regulations required by a municipal entity. Any experience or knowledge of matters that directly affect the Township should be addressed.

- **Please note:** Invoices and the Township's voucher for legal fees and costs will be submitted on a monthly basis to Township Clerk. Invoices and Township vouchers shall be submitted no later than the Tenth day of the preceding month. The Township will pay billings upon the Township Clerk's approval of the Attorney's invoice and corresponding voucher.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of five (5) years' experience in providing consulting engineering

services to municipalities including demonstrated experience with road programs, drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying and mapping projects.

3. Must be experienced in obtaining permits and approvals from various state, county, and local regulatory agencies with specific experience related to redevelopment and land use preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Willingboro including, but not limited to civil engineers, land surveyors, planners, environmental scientists, and construction administrators.
5. Must maintain a principal office location in close proximity to Willingboro to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least five (5) years of municipal experience.
8. Must list past and present municipalities and/or Planning and/or Zoning Boards served as consulting engineer.

#### **INSURANCE REQUIREMENTS**

Prior to commencing work under contract, the successful firm shall furnish the Township of Willingboro with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the Township of Willingboro must provide the coverage. Firms must give the Township of Willingboro a sixty (60) day notice of cancellation, non-renewal, or change in insurance coverage. The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

#### **PROFESSIONAL LIABILITY INSURANCE**

Minimum of \$1,000,000 errors and omissions per occurrence to be amended based upon the specific work and values involved.

#### **WORKERS COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE**

Statutory coverage for New Jersey

\$100,000 Employer's Liability

#### **GENERAL LIABILITY INSURANCE**

Minimum of \$1,000,000 per occurrence to be amended based upon the specific work and values involved. The Township of Willingboro shall be named as additional insured with respect to general liability.

#### **AUTOMOBILE LIABILITY INSURANCE**

Minimum of \$1,000,000 per occurrence / \$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

**INDEMNIFICATION**

The selected firm(s) shall defend, indemnify, and hold harmless the Township of Willingboro, its officers, agents, and employees from any and all claims and costs of any nature. Whether for personal injury, property damage, or other liability arising out of or in any way connects with the firm's acts or omissions under this agreement.

**EXHIBIT A**

**P.L. 1975, C. 127 (N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND 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 or sex. 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 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 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 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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including 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 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.

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 or sex, and conform with the applicable employment goals, 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 Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

**EXHIBIT "B"**

**AMERICANS WITH DISABILITIES ACT OF 1990**

**Equal Opportunity for Individuals with Disability (42 U.S.C. § 12101 et seq.)**

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. §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 thereto, 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 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 the OWNER incurs any expenses 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 proceedings 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 the Agreement or otherwise at law.

### **ZONING BOARD ATTORNEY**

**GENERAL CRITERIA:** The Township of Willingboro desires to appoint an attorney or firm who will serve as Solicitor for the Zoning Board. Applicants should demonstrate knowledge of and experience in the representation of Zoning or Planning Boards. Any experience or knowledge of matters that directly affect the Township of Willingboro should be addressed.

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2. Must have a minimum of five (5) years experience representing Zoning or Planning Boards or seven (7) years representing clients before Zoning or Planning Boards.
3. Must have sufficient support staff to provide all services required by the Township including, but not limited to, legal research, preparation of legal memoranda, contracts and other legal documents.
4. Must maintain a bona fide principal office in the State of New Jersey.
5. Must list past and present Zoning or Planning Boards represented as Solicitor.

### **ZONING BOARD ENGINEER**

**GENERAL CRITERIA:** The Township of Willingboro desires to appoint a firm or firms to provide planning and zoning board engineering services to the Township's Zoning Board. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services and land use regulations required by a municipal entity. Any experience or knowledge of matters that directly affect the Township should be addressed.

- **Please note:** Invoices and the Township's voucher for legal fees and costs will be submitted on a monthly basis to Township Clerk. Invoices and Township vouchers shall be submitted no later than the Tenth day of the preceding month. The Township will pay billings upon the Township Clerk's approval of the Attorney's invoice and corresponding voucher.

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drainage improvement projects, combined sewer projects, utility upgrades and replacement, public building improvement programs, recreational facilities, land surveying and mapping projects.

3. Must be experienced in obtaining permits and approvals from various state, county, and local regulatory agencies with specific experience related to redevelopment and land use preferred.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Township of Willingboro including, but not limited to civil engineers, land surveyors, planners, environmental scientists, and construction administrators.
5. Must maintain a principal office location in close proximity to Willingboro to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least five (5) years of municipal experience.
8. Must list past and present municipalities and/or Zoning and/or Planning Boards served as consulting engineer.

#### **INSURANCE REQUIREMENTS**

Prior to commencing work under contract, the successful firm shall furnish the Township of Willingboro with a certificate of insurance as evidence that it has procured the insurance coverage required herein. A carrier approved by the Township of Willingboro must provide the coverage. Firms must give the Township of Willingboro a sixty (60) day notice of cancellation, non-renewal, or change in insurance coverage. The successful firm(s) shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Qualifications:

#### **PROFESSIONAL LIABILITY INSURANCE**

Minimum of \$1,000,000.00 errors and omissions per occurrence to be amended based upon the specific work and values involved.

#### **WORKERS COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE**

- Statutory coverage for New Jersey
- \$100,000.00 Employer's Liability

#### **GENERAL LIABILITY INSURANCE**

Minimum of \$1,000,000.00 per occurrence to be amended based upon the specific work and values involved. The Township of Willingboro shall be named as additional insured with respect to general liability.

#### **AUTOMOBILE LIABILITY INSURANCE**

Minimum of \$ 1,000,000.00 per occurrence / \$1,000,000.00 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein

(including but not limited to the use of a vehicle to make any on-site visits).

**INDEMNIFICATION**

The selected firm(s) shall defend, indemnify, and hold harmless the Township of Willingboro, its officers, agents, and employees from any and all claims and costs of any nature. Whether for personal injury, property damage, or other liability arising out of or in any way connects with the firm's acts or omissions under this agreement.



**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Proposer: \_\_\_\_\_

**PART 1**

Pursuant to Public Law 2012, c. 25(N.J.S.A. 52-32:55, et seq.) and N.J.S.A. 40A:11-2.1 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 (any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity), 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 will render a bidder's proposal non-responsive. If the Township finds a person or entity to be in violation of law, it shall take action as may be appropriate and provided by law, rule or contract, including but not limited to seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. If the bidder submits a false certification, the Township shall report the name of the bidder to the New Jersey Attorney General, who shall determine whether to bring a civil action against the person or entity in accordance with N.J.S.A. 52:32-59.

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 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 non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2**

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 box below.

Name: \_\_\_\_\_ Relationship to Proposer: \_\_\_\_\_

Description of Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation date: \_\_\_\_\_  
Proposer Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

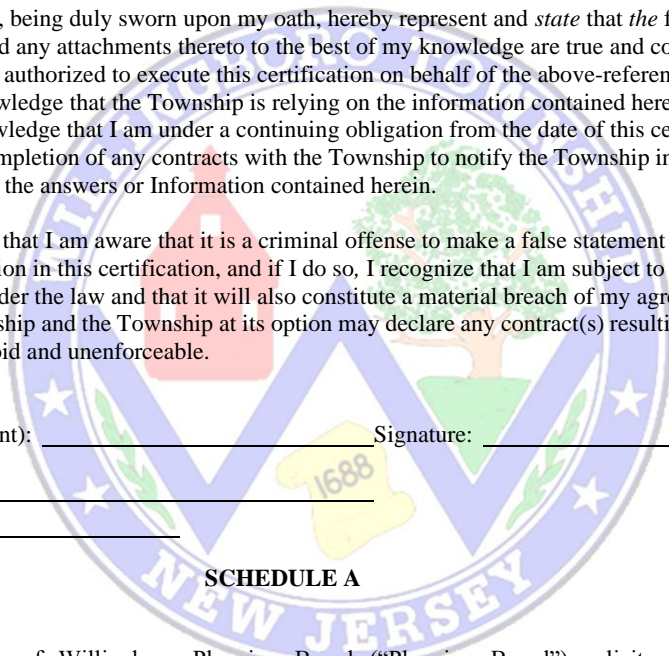
Certification: I, being duly sworn upon my oath, hereby represent and *state* that *the* foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. 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 or 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 the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**SCHEDULE A**

The Township of Willingboro Planning Board (“Planning Board”) solicits statements of qualification for applicants for appointment to the following professional positions: Planning Board Attorney and Planning Board Engineer. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the Planning Board, unless otherwise required by law. Responses must be received in the Office of the Planning Board Secretary, Township of Willingboro, Municipal Complex, One Rev. Dr. M.L. King Jr. Drive, Willingboro, New Jersey 08046, no later than 12:01 PM on November 27, 2024. All responses shall be opened and announced publicly, immediately thereafter by the Planning Board Secretary or his representative. Responses will be reviewed by the Planning Board members and all appointments will be announced at a duly- noticed public meeting.

Unless otherwise noted appointments shall be for the period January 1, 2025 through December 31, 2025 and subject to the execution of an appropriate contract.

The Township of Willingboro and/or the Planning Board assume(s) no responsibility for delays that result in proposals being delivered later than the scheduled time of opening.



**RFP PROPOSAL FORM**

\_\_\_\_\_  
(Contract Title and RFP Number, if applicable)

\_\_\_\_\_  
(Description of goods/services being RFP)

The undersigned, being authorized, proposes to furnish, and deliver the above goods/services pursuant to the RFP specification and made a part hereof:

\_\_\_\_\_  
Amount in words

\$ \_\_\_\_\_

\_\_\_\_\_  
Amount in numbers

\_\_\_\_\_  
Company Name

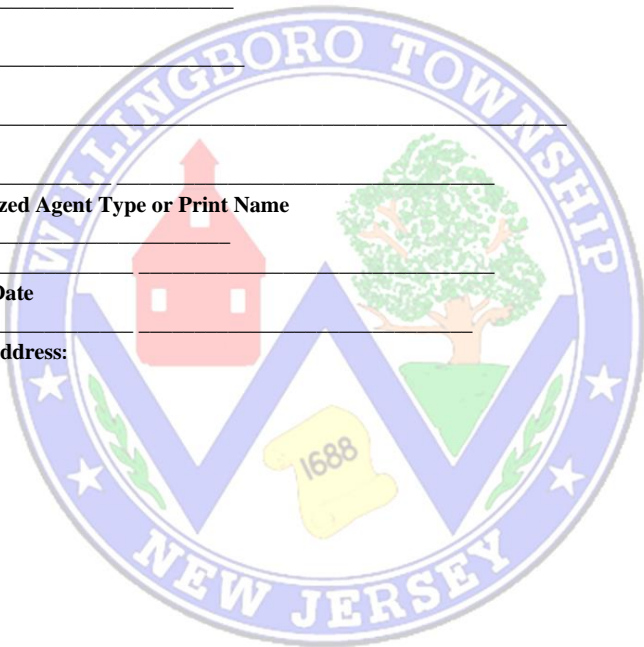
\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Agent Type or Print Name

Title: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number Date

\_\_\_\_\_  
Fax Number Email address:





**PROPOSAL CHECKLIST**

**THE PROPOSER WILL PROVIDE THE FOLLOWING CHECKLIST WHICH SHALL BE PROPERLY COMPLETED WITH THE PROPOSAL AND SUBMITTED TO THE TOWNSHIP AS PART OF THE PROPOSAL.**

	<b>Initials</b>
<b>REVIEWED ALL RFP DOCUMENTS, LAWS, REGULATIONS, AND POLICIES THAT COULD AFFECT COST, PROGRESS, AND/OR PERFORMANCE</b>	
<b>FULLY COMPLETED EACH PROPOSAL SECTION AND ADHERED TO THE PROPOSAL FORMAT PROVIDED WITHIN THIS RFP</b>	
<b>FULLY COMPLETED ALL "PROJECT QUALIFICATION CRITERIA" REQUIRED TO RESPOND TO THIS RFP (LISTED BELOW):</b>	
<i>Certificate of Insurance</i>	
<i>State of New Jersey Business Registration Certificate and W9</i>	
<i>State of New Jersey Department of Treasury Notice of Classifications (if required)</i>	
• <i>Non-Collusion Affidavit</i>	
• <i>Ownership Disclosure Certification</i>	
• <i>Certificate of Equal Opportunity</i>	
• <i>Affirmative Action Questionnaire</i>	
• <i>Affidavit Regarding List of Debarred, Suspended, or Disqualified Contractors</i>	
• <i>Proposer Certification of Qualification and Credentials</i>	
• <i>Proposer Signature Form</i>	
• <i>Political Contribution Disclosure Form (if required)</i>	
• <i>Disclosure of Investment Activities in Iran</i>	

**NOTE: FAILURE TO COMPLY WITH THE PRESCRIBED RFP PROCEDURES, INCLUDING COMPLETION AND SUBMITTAL OF ALL THE ABOVE DOCUMENTS IN THE FORM PROVIDED, WILL RESULT IN A REJECTION OF YOUR PROPOSAL.**

By placing my initials in the boxes provided above, I acknowledge that I have read, fully understand, and fulfilled all the requirements and obligations outlined in each of the referenced documents.

PROPOSER (SIGNATURE): \_\_\_\_\_

DATED: \_\_\_\_\_

PROPOSER (PRINT NAME): \_\_\_\_\_

**EXHIBIT 1**

**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)**

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 concerning 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 for the 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 Township 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, and labor unions, that it does not discriminate based on 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.

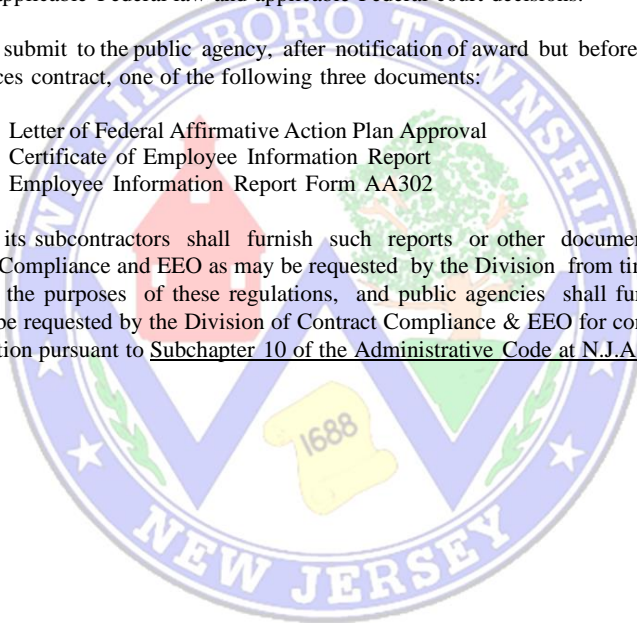
The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey, and as established by applicable Federal 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 shall submit to the public agency, after notification of award but before 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 subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and 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.



**EXHIBIT A:**

**NON-COLLUSION AFFIDAVIT**

TO: **Township of Willingboro**

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ FACSIMILE: \_\_\_\_\_

In signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or otherwise colluded in any manner with any other person, or otherwise taken any action that would restrain or impede open and free competition and competitive bidding for this Project; that no attempt has been made to induce any other person or Firm to submit, or not to submit, a proposal; that this proposal has been independently arrived at without Agreement or collusion with any other Proposer, competitor, potential competitor or another person; and that this proposal has not been knowingly disclosed before the opening of proposals to any other Proposer, competitor or person not affiliated with Proposer.

We further certify that no requirement or commitment, direct or indirect, was made to any person, or elected official and that no undisclosed benefit of any kind was promised to anyone connected with this Project.

We further certify that no person or selling agent has been employed or retained to solicit or secure the contract that is the subject of this RFP upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee.

We certify that the foregoing statements are true and accurate under penalty of perjury.

The undersigned, by submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the Township in this Request for Proposal and declares that the attached proposal and pricing conform therewith.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPE OR PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

FEIN or TAX ID NUMBER: \_\_\_\_\_

ADDENDA ACKNOWLEDGED: \_\_\_\_\_

DATE: \_\_\_\_\_



### OWNERSHIP DISCLOSURE FORM

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

VENDOR NAME: \_\_\_\_\_

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

Please answer all questions and complete the information requested.

- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | <b>YES</b>               | <b>NO</b>                |
| 1. The vendor is a <b>Non-Profit Entity</b> ; and therefore, no disclosure is necessary.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The vendor is a <b>Sole Proprietor</b> ; and therefore, no other disclosure is necessary.<br>A Sole Proprietor is a person who owns an unincorporated business by himself or herself.<br>A limited liability company with a single member is not a Sole Proprietor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The vendor is a <b>corporation, partnership, or limited liability company</b> with individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest; therefore, disclosure is necessary.   | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 3, you must disclose the information requested in the space below: \*

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein.

NAME _____ ADDRESS _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____	NAME _____ ADDRESS _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____
NAME _____ ADDRESS _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____	NAME _____ ADDRESS _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____

- |   |                          |                          |
|---|--------------------------|--------------------------|
|   | <b>YES</b>               | <b>NO</b>                |
| 4. For each of the corporations, partnerships, or limited liability companies identified in response to Question #3 above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 4, you must disclose the information requested in the space below: \*

- (a) the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class;
- (b) all individual partners in the partnership who own a 10% or greater interest therein; or,
- (c) all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member with a 10% or greater interest have been identified.

NAME _____ ADDRESS _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____	NAME _____ ADDRESS _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____
NAME _____ ADDRESS _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____	NAME _____ ADDRESS _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____

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

\* Attach additional sheets if necessary

**EXHIBIT C:**

**CERTIFICATE OF EQUAL OPPORTUNITY**

**INSTRUCTIONS**

This Certification is required pursuant to Executive Order 11246, Part II, 203(B), (30 CFR 12319-25). Each Proposer is required to state in its proposal whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable filing requirements.

**PROPOSER'S CERTIFICATE**

Proposer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

1. Proposer has participated in a previous contract or subcontract subject to the equal opportunity clause. Yes \_\_\_\_\_ No \_\_\_\_\_

2. Compliance reports were required to be filed in connection with such contract or subcontract. Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state what reports were filed and with what agency.

3. Proposer has filed all compliance reports due under applicable instructions. Yes \_\_\_\_\_ No \_\_\_\_\_

3. If the answer to Item 3 is "No", please explain in detail on the reverse side of this certification.

Certification: The information above is true and complete to the best of my knowledge and belief. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment. (17 U.S. Code, Section 1001.)

(Name and Title of Signer - Please Type)  
\_\_\_\_\_

Date: \_\_\_\_\_

(Signature)  
\_\_\_\_\_

**EXHIBIT D:**

**AFFIRMATIVE ACTION QUESTIONNAIRE**

The following question shall be answered by all Proposers.

Do you have a Federal Letter of Affirmative Action Plan Approval from the US Department of Labor's Office of Federal Contract Compliance Programs (OFCCP)?

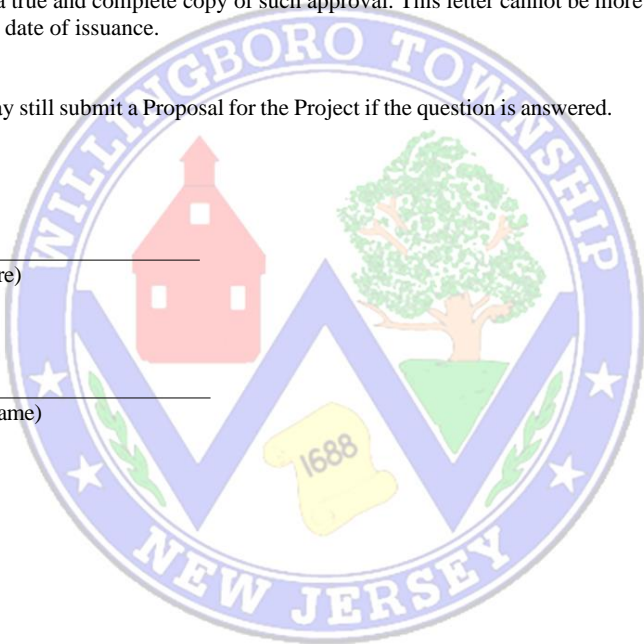
YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please submit a true and complete copy of such approval. This letter cannot be more than one year old from the date of issuance.

If no, the Proposer may still submit a Proposal for the Project if the question is answered.

\_\_\_\_\_  
PROPOSER (Signature)

\_\_\_\_\_  
PROPOSER (Print Name)



**EXHIBIT E:**

**AFFIDAVIT REGARDING LIST OF DEBARRED, SUSPENDED OR DISQUALIFIED CONTRACTORS**

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, of full age, being duly sworn according to law, on my oath, deposes and says:

I am \_\_\_\_\_ of the Firm of, \_\_\_\_\_ the Proposer submitting the Proposal for this Project. I affirm that I executed the said proposal on behalf of the Proposer with full authority to do so; that the Proposer is not at the time of the making of this RFP included on any List of Debarred, Suspended, or Disqualified Contractors, as maintained by the Treasurer of the State of New Jersey, or any other State or the Federal Government.

Name of Proposer: \_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_

(Signature of Authorized Representative)

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

(Seal) Notary Public of New Jersey/ Specify Other State

My Commission Expires \_\_\_\_\_ 20\_\_.

**THIS FORM SHALL BE COMPLETED, SIGNED, AND NOTARIZED**



**EXHIBIT F:**

**PROPOSER CERTIFICATION OF QUALIFICATIONS AND CREDENTIALS**

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, of full age, being duly sworn according to law, on my oath, deposes and says:

I am \_\_\_\_\_ of the Firm of the Proposer submitting the proposal for this Project and have been duly authorized by Proposer to execute this Certification on Proposer's behalf. I hereby certify that the Proposer possesses the qualifications and credentials to fully and completely perform all proposed contractual obligations and commitments outlined in the Request for Proposal.

Name of Proposer

By: \_\_\_\_\_  
\_\_\_\_\_

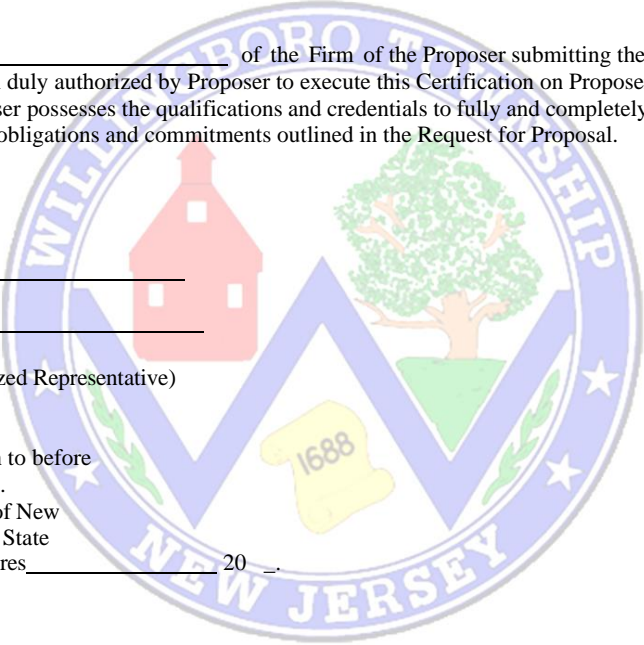
(Signature of Authorized Representative)

Subscribed and sworn to before me this \_\_\_ day of, 20.

(Seal) Notary Public of New

Jersey/ Specify Other State

My Commission Expires \_\_\_\_\_ 20 \_.



**THIS FORM SHALL BE COMPLETED, SIGNED, AND NOTARIZED**

**EXHIBIT G:**

**PROPOSER SIGNATURE FORM**

The undersigned duly authorized representative of Proposer, having examined the documents that are a part of this Request for Proposal, and having full knowledge of the conditions in which the products and services described herein will be performed, hereby represents that Proposer will fulfill all obligations set forth herein in accordance with the stated terms, conditions, specifications, and proposal criteria and that Proposer will furnish all required products and services and payments in strict conformity with these documents for the stated process as payment in full.

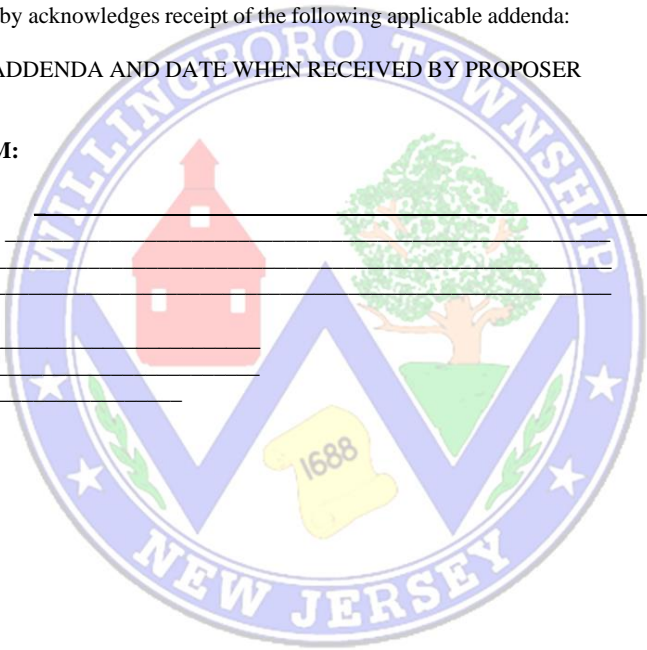
**ADDENDA FORM:**

The undersigned hereby acknowledges receipt of the following applicable addenda:

1. LIST OF ADDENDA AND DATE WHEN RECEIVED BY PROPOSER
2. OTHER

**SUBMITTING FIRM:**

Company Name \_\_\_\_\_  
Authorized Signature \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title \_\_\_\_\_  
Telephone \_\_\_\_\_



**Exhibit H:**



**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN  
FORM**

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

**RFP SOLICITATION # AND TITLE:**

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**VENDOR NAME:**

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

**CHECK THE APPROPRIATE BOX**

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

**OR**

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

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

\_\_\_\_\_

\_\_\_\_\_

Duration of Engagement  
Anticipated Cessation Date

\_\_\_\_\_

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

Signature

Date

Print Name and Title

DPP Rev. 12.13.2021

Thank you for your submission  
To the Township of Willingboro



Office of the Township Clerk  
Everett Falt, MPA, RMC, CMC