

TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET

475 DeMott Lane, Somerset, NJ 08873-6704

MUNICIPAL BUILDING

PURCHASING AGENT

Cindy Belanger RPPO, QPA



PHONE: (732) 873-2500 ext. 6239

Email:

Cindy.Belanger@franklinnj.gov

NOTICE OF RFP

The Township of Franklin, County of Somerset is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Sealed RFP responses will be received by the Purchasing Agent on **November 26, 2019 at 11:00 A.M.** in the Purchasing Department, 475 DeMott Lane, Somerset, NJ 08873 at which time and place responses will be received for:

**FRANKLIN TOWNSHIP
2020 Professional Legal Services
Contract #: MC-FO-0008-20 – 3.1– 3.8**

- 3.1 LEGAL COUNSEL - BOND COUNSEL
- 3.2 LEGAL COUNSEL – TOWNSHIP ATTORNEY
- 3.3 MUNICIPAL PROSECUTOR
- 3.4 SPECIAL COUNSEL
- 3.5 TAX APPEAL COUNSEL
- 3.6 PUBLIC DEFENDER
- 3.7 ZONING BOARD OF ADJUSTMENT COUNSEL
- 3.8 PLANNING BOARD COUNSEL

Specifications and instructions may be obtained at the Purchasing Office or can be downloaded from the website www.franklintwpnj.org on or after November 7, 2019.

We are storing all responses electronically; therefore, submit all pages of the response on a CD or Flash drive in addition to the three printed copies along with one original.

* RFP Addenda will be issued on the website. Therefore, interested respondents are responsible for monitoring the website for the issuance of any addenda now through RFP opening date. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq (Contract Compliance and Equal Employment Opportunities in Public Contracts.); N.J.S.A. 52:25-24.2, Disclosure of Interests; N.J.S.A. 52:32-44, State Contractor Business Registration Program; and P.L. 2012, C.25 Disclosure of Investment Activities in Iran, all as amended and supplemented.

Cindy Belanger, QPA, RPPO

Date Posted to Web: November 7, 2019

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Township of Franklin is soliciting Qualification Statements from interested persons and/or firms for the provision of **Professional Services** as more particularly described herein. Through a Request for Qualifications process described herein, persons and/or firms interested in assisting the Township of Franklin with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFP. The Township of Franklin will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the Township of Franklin). The Township of Franklin intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Township of Franklin to provide the greatest benefit to the taxpayers of Franklin.

1.2. Procurement Process and Schedule.

The selection of a Respondent is not subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 et seq. However, the Township of Franklin has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFP and will be evaluated in accordance with the criteria set forth in Section 3 of this RFP, which will be applied in the same manner to each Qualification Statement received. Respondents agree to at all times abide by all requirements of New Jersey law, including, but not limited to the aforementioned “Pay to Play” laws, as well as any and all relevant Executive Orders and the New Jersey Election Law Enforcement Commission disclosure requirements.

Qualification Statements will be reviewed and evaluated by the Township of Franklin and its legal and/or financial advisors (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFP. Under no circumstances will a member of the review team review responses to an RFP for a job which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Township of Franklin will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFP (in the sole judgment of the Township) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Township of Franklin.

The RFP process commences with the issuance of this RFP. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Township of Franklin reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

1.3

Table 1

Schedule

Release of RFP	November 7, 2019
Proposal Due Date	November 26, 2019
Evaluation Completed	December 5, 2019
Township Action	January, 2020
Contract Execution and Project Initiation	January, 2020

1.4 Qualification Submission Information

Submission Date and Time:

DATE, November 26, 2019 at 11:00 AM

One (1) Original and three (3) copies/plus flash drive or CD of complete submission

The Township is storing all responses electronically; therefore, submit **all pages** of the response on a CD or flash drive in addition to the printed copies.

Clearly mark the submittal package with the title of this solicitation, the service and the name of the responding firm, addressed to the Purchasing Agent. The original proposal shall be marked to distinguish it from the copy.

Only those responses received prior to or on the submission date will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

All communications concerning this RFP or the RFP process shall be directed to the Township of Franklin’s Designated Contact Person, in writing.

Designated Contact Person:

Cindy Belanger, Purchasing Agent
Township of Franklin Municipal Building
475 DeMott Lane
Franklin, N.J. 08873

Subsequent to issuance of this RFP, the Township of Franklin (through the issuance of addenda to all firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this RFP in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Township of Franklin. RFP Addenda will be issued on the website. Therefore, interested respondents are responsible for monitoring the website for the issuance of any addenda from now through RFP opening. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement.

Section 1.5. Conditions Applicable to RFP.

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

- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
- The Township reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.
- The Township reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFP, or a Qualification Statement that is not responsive to the requirements of this RFP.
- The Township reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.
- All Qualification Statements shall become the property of the Township and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Township (in the exercise of its sole discretion) in accordance with law.
- The Township may request Respondents to send representatives to the Township for interviews.
- Any and all Qualification Statements not received by the time/date stated in RFP will be rejected.
- Neither the Township, nor their respective staffs, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

Section 1.6. Rights of Township of Franklin.

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

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFP.
- To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
- To waive any technical non-conformance with the terms of this RFP.

- To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
- To conduct investigations of any or all of the Respondents, as the Township deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the Township may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Township shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

1.5 Addenda or Amendments to RFP.

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

1.6 Cost of Qualification Statement Preparation.

Each Qualification Statement and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Township, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFP.

1.7 [Reserved]

1.8. “Pay to Play” – Notice of Disclosure Requirement – P.L. 2005, Chapter 271, Section 3 Reporting (N.J.S.A. 19:44A – 20.27)

- (1) Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC. The instructions and form are available on the ELEC website.
- (2) Annual Disclosures require submission by March 30th of each year covering contracts and contributions for the prior calendar year.
- (3) At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC’s website at www.elec.state.nj.us.
- (4) If you have any questions please contact ELEC at:
1-888-313-ELEC (3532) (toll free in NJ) or 609-292-8700

1.9 Insurance and Indemnification

If it becomes necessary for the professional, either as principal or by agent or employee, to enter upon the premises or property of the owner the professional hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered and be his/her sole responsibility.

The professional further covenants and agrees to indemnify and save harmless the owner from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and loss incurred for or by reason of the violation of any owner regulation, ordinance or the laws of the State, or the United States while said work is in progress.

The professional shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided.

A. Insurance Requirements:

Worker's Compensation and Employer's Liability Insurance

This insurance shall be maintained in full force during the life of this contract by the professional covering all employees engaged in performance of this contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6. Minimum Employer's Liability \$1,000,000.00.

General Liability Insurance

This insurance shall have limits of not less than \$1,000,000.00 any one person and \$1,000,000.00 any one accident for bodily injury and \$1,000,000.00 aggregate for property damage, and shall be maintained in force during the life of the contract.

Automobile Liability Insurance

This insurance covering professional for claims arising from owned, hired and non-owned vehicles with limits of not less than \$1,000,000.00 any one person and \$1,000,000.00 any one accident for bodily injury and \$1,000,000.00 each accident for property damage, shall be maintained in force during the life of this contract by the professional.

B. Certificates of the Required Insurance

Certificates shall be submitted along with the contract as evidence covering the above insurances in the amounts set forth above. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey.

The professional shall provide the Township with a Certificate of Insurance naming the Township as additional insured, evidencing the existence of required insurance prior to the commission of work. Said insurance must include coverage for complete operations, contractual insurance and independent professional or subcontractor insurance, where and if applicable.

Self-insured professionals shall submit an affidavit attesting to their self-insured coverage and shall name the owner as an additional insured.

Franklin Township will not accept Mutual Limitation of Liability terms.

C. Indemnification

Successful respondent shall indemnify and hold harmless the owner from all claims, suits or actions and damages or costs of every name and description to which the owner may be subjected or put by reason of injury to the person or property of another, or the property of the owner, resulting from negligent acts or omissions on the part of the respondent, the respondent's agents, servants or subcontractors in the delivery of goods and services, or in the performance of the work under the contract.

Professional Liability, (Errors & Omissions) Insurance Policy

Coverage in the amount of \$1,000,000.00/occurrence, \$1,000,000.00 aggregate and assurance that each such policy for each staff member remains full and in effect while providing services.

1.10 **Proof of Licensure**

Proof of licensure for providing Professional Services in the State of New Jersey, for either the firm or the person responsible for the work, shall be provided as required.

1.11 **Disclosure of Investment Activities in Iran**

P.L. 2012, c.25 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.

SECTION 2

GLOSSARY

The following definitions shall apply to and are used in this Request for Proposal:

"Township" - refers to the Township of Franklin.

"Qualification Statement" - refers to the complete responses to this RFP submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the Township) have satisfied the qualification criteria set forth in this RFP.

"RFP" - refers to this Request for Proposal including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested firm(s) that submit a Qualification Statement.

SECTION 3

SCOPE OF SERVICES

The minimum threshold criteria that will be utilized for evaluation of the responses shall be as follows:

3.1 LEGAL COUNSEL - BOND COUNSEL. The Township requires legal services for the representation of the Township in issuing bonds and financings. The following minimum threshold criteria shall be met:

- a) Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- b) Representation of municipalities in the field of public finance with experience representing municipalities before the New Jersey Local Finance Board for a minimum of five (5) years; and
- c) Nationally recognized as a bond counsel and appear in the Bond Buyers Municipal Marketplace Directory.

The Township anticipates award of a contract to one Provider. Cost proposals will not be required with the response.

3.2 LEGAL COUNSEL – TOWNSHIP ATTORNEY. The Township requires general legal counsel for all of its operations. The duties include representation of the Township in all of its operations, including but not limited to, general administrative preparation and review of contracts and resolutions, the preparation and review of ordinances, preparation and/or review of procurement documents, and such other assistance as may be requested by the Township from time to time. The following minimum threshold criteria shall be met:

- a) Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- b) Experience in the field of municipal government law and related matters representing governmental entities;
- c) Representation and experience with municipal entities in a community with demographics similar to the Township of Franklin for a minimum of five (5) years;
- d) Have a multi-disciplinary law practice in the area of civil matters for a minimum of five (5) years; and
- e) Must list past and present public entities represented as Municipal attorney and any related issues;
- f) Must provide a detailed description of the company's qualifications and experience, including resumes of personnel who will be assigned to provide services to the Township of Franklin.

The Township anticipates award of a contract to one attorney/firm. A schedule of rates for the Services shall be submitted with the response.

3.3 MUNICIPAL PROSECUTOR. The Township of Franklin desires to appoint a Township Prosecutor, by way of contract, for the Township of Franklin Municipal Court for a one -year term expiring December 31, 2020. The Prosecutor shall be responsible for the conduct of prosecutions and appeals involving crimes and offenses cognizable by the Municipal Court of the Township of Franklin

except such crimes as may be the duty of the County Prosecutor or Attorney General to prosecute. The Prosecutor shall also prosecute violations of ordinances of the Township and complaints of any department under state law. Applicants must have at least five (5) years of demonstrated experience as a Prosecutor. Any experience or knowledge of matters that directly affect the Township of Franklin should be addressed. The following minimum threshold criteria shall be met:

- a) Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- b) Must have sufficient support staff to provide all services requested by the Township, including but not limited to, preparation of all legal documents necessary and incidental thereto;
- c) Must provide a detailed description of the company's qualifications and experience, including resumes of personnel who will be assigned to provide services to the Township of Franklin.

The Township anticipates award of a contract to one attorney/firm. The Prosecutor shall be paid an annual amount as set by the Township.

If another is selected as Municipal Prosecutor are you willing to be an alternate (Yes or No) __

3.4 SPECIAL COUNSEL. The Township may require the services of special legal counsel for certain legal matters as may be requested by the Township from time to time. The following minimum threshold criteria shall be met:

- a) Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- b) Experience in the field of municipal government law and related matters representing governmental entities;
- c) Representation and experience with municipal entities in a community with demographics similar to the Township of Franklin for a minimum of five (5) years;
- d) Have a multi-disciplinary law practice in the area of civil matters for a minimum of five (5) years; and
- e) Must list past and present public entities represented as Municipal Attorney or Special Counsel and any related issues;
- f) Must provide a detailed description of the company's qualifications and experience, including resumes of personnel who will be assigned to provide services to the Township of Franklin.

The Township anticipates award of a contract to one attorney/firm. A schedule of rates for the Services shall be submitted with the response.

3.5 TAX APPEAL COUNSEL. The Township requires a tax appeal counsel for all of its tax appeal matters. The duties include representation of the Township in all Municipal County Tax Appeal hearings and Tax Court regarding any tax matters relative to the Township of Franklin and such other assistance regarding tax issues as may be requested by the Township from time to time. The following minimum threshold criteria shall be met:

- a) Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- b) Experience in the field of municipal government law and related matters representing governmental entities regarding tax issues;
- c) Representation and experience with municipal entities in a community with demographics similar to the Township of Franklin for a minimum of five (5) years;
- d) Have a multi-disciplinary law practice in the area of tax matters for a minimum of five (5) years; and

- e) Must list past and present public entities represented as tax appeal attorney and any related issues;
- f) Must provide a detailed description of the company's qualifications and experience, including resumes of personnel who will be assigned to provide tax appeal services to the Township of Franklin.

The Township anticipates award of a contract to one attorney/firm. A schedule of rates for the Services shall be submitted with the response.

3.6 PUBLIC DEFENDER. The Township of Franklin requires legal services of Public Defender to represent, except in case of temporary unavailability or conflict of interest, any defendant charged with an offense in the Franklin Municipal Court who is an indigent defendant entitled to representation pursuant to P.L. 1997, c. 256 (N.J.S.A 2B:24-1 et seq). Public Defender shall appear before the Franklin Township Municipal Court on behalf of defendants as assigned by the Municipal Court and on any other matters as directed by the Municipal Court. The following minimum threshold criteria shall be met:

- a) Licensed to practice law in the State of New Jersey for a minimum of five (5) years;
- b) Must have sufficient support staff to provide all services in a timely fashion as requested by the Township, including but not limited to preparation of all legal documents necessary and incidental thereto;
- c) Must provide a detailed description of the attorney's qualifications and experience, including their experience with the position of public defender similar to those described above;
- d) Must have experience related to representation of clients in Municipal Court in New Jersey and criminal law practice.

The Township anticipates award of a contract to one attorney/firm. The Public Defender shall be paid an annual amount as set by the Township.

3.7 ZONING BOARD OF ADJUSTMENT COUNSEL. The Township of Franklin is soliciting proposals from interested attorneys to provide legal services to the Township's Zoning Board of Adjustment. The Township intends to award to the attorneys, who, in the sole judgment of the Township, (i) possesses the professional and administrative capabilities to provide the proposed services, and (ii) agree to provide the proposed services based on the terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of Franklin. It is the intention to award to one attorney.

Firms and/or persons responding to this RFP shall be able to demonstrate that they will have the continuing capabilities to perform these services, including, but not limited to:

- a) Expertise to provide legal services to the Board as their attorney.
- b) Attorney in good standing and licensed to practice in the State of New Jersey
- c) Knowledge and experience with the rules, regulations and process of the appropriate New Jersey statutes as related to Land Use
- d) Knowledge and experience in Roberts Rules of Order and conducting a public meeting
- e) Demonstrable experience in the representation of public bodies, including but not limited to, municipalities, State of New Jersey, or instrumentalities of the state.
- f) Five years experience representing a land use board of representing applicants before land use boards.

The Zoning Board of Adjustment generally meets on the 1st and 3rd Thursdays of each month for regular meetings starting at 7:30 p.m. The attorney shall be available from the start to the end of all meetings.

The Zoning Board of Adjustment will review proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be awarded a contract, based on price and other factors. The successful respondent will be notified of the award of contract upon a favorable decision by the Zoning Board of Adjustment.

3.8 PLANNING BOARD COUNSEL. The Township of Franklin is soliciting proposals from interested attorneys to provide legal services to the Planning Board. The Township intends to award to the attorneys, who, in the sole judgment of the Township, (i) possesses the professional and administrative capabilities to provide the proposed services, and (ii) agree to provide the proposed services based on the terms and conditions determined by the Township to provide the greatest benefit to the taxpayers of Franklin. It is the intention to award to one attorney.

Firms and/or persons responding to this RFP shall be able to demonstrate that they will have the continuing capabilities to perform these services, including, but not limited to:

- a) Expertise to provide legal services to the Board as their attorney.
- b) Attorney in good standing and licensed to practice in the State of New Jersey
- c) Knowledge and experience with the rules, regulations and process of the appropriate New Jersey statutes as related to Land Use
- d) Knowledge and experience in Roberts Rules of Order and conducting a public meeting
- e) Demonstrable experience in the representation of public bodies, including but not limited to, municipalities, State of New Jersey, or instrumentalities of the state.
- f) Five years experience representing a land use board of representing applicants before land use boards.

The Planning Board generally meets on the 1st and 3rd Wednesdays of each month for regular meetings starting at 7:30 p.m. The attorney shall be available from the start to the end of all meetings.

The Planning Board will review proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be awarded a contract, based on price and other factors. The successful respondent will be notified of the award of contract upon a favorable decision by the Planning Board.

SECTION 4

SUBMISSION REQUIREMENTS

4.1 Submission of Qualification Statement.

Respondents are requested to submit a Qualification Statement. The Qualification Statement must contain all requirements of the RFP and the following information.

1. A statement that your firm is interested in performing the work described in this RFP.
2. The address of the office in which the work will be performed.
3. The name and title of the individuals who will be assigned to the project(s).
4. Documented past performance, qualifications and experience.
5. Description of ability to provide the services in a timely and cost-effective manner.
6. Degree of expertise concerning the service at issue.
7. Familiarity with the services and requirements
8. Letter of Qualifications (Appendix A)
9. Letter of Intent (Appendix B)

Resumes of key personnel must be submitted and must highlight education, professional credentials, and work performance on projects similar to that described in this RFP.

Qualification Statements will be reviewed and evaluated by Franklin Township.

One proposal package is acceptable as long as the category boxes that apply to that proposal are checked (ref Proposal Cost Form/Signature Page). This means that the qualifications and resumes can be combined into one package with the administrative forms under a single Proposal Cost Form/Signature Page with the appropriate categories checked. This is considered the proposal package and three printed copies along with one original and a PDF of the package on a CD or flash drive shall be submitted.

SECTION 5

EVALUATION

The Township's objective in soliciting Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost-effective services to the citizens of Franklin. The Township will consider Qualification Statements only from firms or organizations that, in the Township's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Township in the manner described in this RFP.

Qualification Statements will be evaluated by the Township on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Township and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Township; and
4. Other factors demonstrated to be in the best interest of the Township.

**FRANKLIN TOWNSHIP, COUNTY OF SOMERSET
RFP DOCUMENT CHECKLIST**

Required With Response	Read, Signed & Submitted Respondent's Initial
A. FAILURE TO SUBMIT ANY OF THESE ITEMS IS <u>MANDATORY</u> CAUSE FOR REJECTION OF RFP	
<input checked="" type="checkbox"/> Statement of Ownership Disclosure	
<input checked="" type="checkbox"/> Non-Collusion Affidavit	
<input checked="" type="checkbox"/> Required Evidence EEO/Affirmative Action Regulations Certificate or Questionnaire	
<input checked="" type="checkbox"/> License(s) or Certification(s) Required by the Specifications	
<input checked="" type="checkbox"/> Acknowledgement of Receipt of Addenda (To be Completed if Addenda are Issued)	
<input checked="" type="checkbox"/> Three (3) references for similar projects	
<input checked="" type="checkbox"/> Qualification Statement	
<input checked="" type="checkbox"/> Fee Schedule	
<input checked="" type="checkbox"/> Key Personnel Information	
<input checked="" type="checkbox"/> Disclosure of Activities in Iran	
<input type="checkbox"/> Other:	
B. MANDATORY ITEM(S), REQUIRED NO LATER THAN TIME PERIOD INDICATED	
<input checked="" type="checkbox"/> New Jersey Business Registration Certificate – Respondent must possess a certificate at time of RFP due date.	
<input checked="" type="checkbox"/> Letter of Qualification & Letter of Intent	
<input checked="" type="checkbox"/> CD or flash drive with PDF of RFP along with Printed Copies	
<input checked="" type="checkbox"/> Certificates of the Required Insurance naming Township Additionally Insured Due at time a contract is awarded	
<input checked="" type="checkbox"/> Evidence of Medical Malpractice or Professional Liability Insurance supply certificate prior to processing a purchase order	
C. READ ONLY	
<input checked="" type="checkbox"/> Americans With Disability Act of 1990 Language	

This checklist is provided for respondent's use in assuring compliance with required documentation; however, it does not necessarily include all specifications requirements and does not relieve the respondent of the need to read and comply with the specifications.

Name of Respondent: _____ Date: _____

By Authorized Representative:

Signature: _____

Print Name & Title: _____

**TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET
PROPOSAL COST FORM /SIGNATURE PAGE**

**2020 Professional Legal Services
 Contract #: MC-FO-0008-20 – 3.1– 3.8**

TO THE TOWNSHIP OF FRANKLIN:

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services as required in RFP.

Indicate by checking below the legal service(s) that you are submitting a proposal.

**Please
 Check**

<input type="checkbox"/>	3.1	LEGAL COUNSEL - BOND COUNSEL
<input type="checkbox"/>	3.2	LEGAL COUNSEL – TOWNSHIP ATTORNEY
<input type="checkbox"/>	3.3	MUNICIPAL PROSECUTOR
<input type="checkbox"/>	3.4	SPECIAL COUNSEL
<input type="checkbox"/>	3.5	TAX APPEAL COUNSEL
<input type="checkbox"/>	3.6	PUBLIC DEFENDER
<input type="checkbox"/>	3.7	ZONING BOARD OF ADJUSTMENT COUNSEL
<input type="checkbox"/>	3.8	PLANNING BOARD COUNSEL

The undersigned is a _____
 (Corporation)
 (Partnership) under the laws of the State of _____ having its
 (Individual)

Principal office at _____

 Company

 Federal I.D. # or Last 4 digits of Social Security #

 Address

 Signature of Authorized Agent

 Type or Print Name

 Title of Authorized Agent

 Date

 Telephone Number

 Email Address

 Fax Number

TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (**COMPLETE THE LIST BELOW IN THIS SECTION**)

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (**SKIP TO PART IV**)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<Contracting Unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **< Contracting Unit >** to notify the **< Contracting Unit >** 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, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **< Township of Franklin >** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET
NON-COLLUSION AFFIDAVIT**

State of _____
County of _____

ss:

I, _____ of the City of _____

in the County of _____ and State of _____ of full age, being
duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(Title or position) (Name of firm)

the bidder making this Proposal for the above named project, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Township of Franklin, County of Somerset relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide employees or bona fide established commercial or selling agencies maintained by _____.
(name of contractor)

(N.J.S.A. 52:34-15)

Subscribed and sworn to

before me this _____ day

of _____, _____.

Signature

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____.

**TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET
EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful bidders/respondents are required to submit evidence of appropriate affirmative action compliance to the Township and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the Township files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Township, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Township and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally-approved or sanctioned EEO/AA program? Yes No
If yes, please submit a photostatic copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Township as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes No
If yes, please submit a photostatic copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the Township. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted township employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at ww.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors 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 **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

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

The Contractor and the Owner, do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. 5121 01 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

New Jersey Business Registration Requirements

Pursuant to N.J.S.A. 52:32-44, Franklin Township, Somerset County, New Jersey (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s). Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate **within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.**


All businesses MUST provide a copy of their Business Registration Certificate (BRC) for their registration to be complete. Below are samples of a BRC Certificate. The Taxpayer Name on the BRC must be the same as the name on the Vendor Registration and the W9 form.

Non-profit Organizations must provide proof of 501(c)(3) exemption instead of the BRC.

Online BRC Look-up: https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Information on BRC Requirements: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE P.O. BOX 292 TRENTON, N.J. 08646-0292
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:	<i>John S. Tully</i> Acting Director	
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	

 STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
20041014112823533	

TOWNSHIP OF FRANKLIN, COUNTY OF SOMERSET

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

ADDENDUM NUMBER	DATE	ACKNOWLEDGE RECEIPT (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

FORM NOT REQUIRED IF NO ADDENDA ISSUED

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number: MC-FO-0008

Respondent: _____

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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 person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to submit a response/renew:

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. 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: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide, 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.

NAME: _____ Relationship to Respondent _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date: _____

Respondent/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 Franklin 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 Franklin Township, Somerset County, New Jersey and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print) _____ Signature: _____

Title _____ Date: _____

REFERENCES FORM

Reference # 1

Name of Client	
Address of Client	
Contact Person's Name	
Contact Person's Title	
Telephone Number	
Email	
Dates worked	

Reference # 2

Name of Client	
Address of Client	
Contact Person's Name	
Contact Person's Title	
Telephone Number	
Email	
Dates worked	

Reference # 3

Name of Client	
Address of Client	
Contact Person's Name	
Contact Person's Title	
Telephone Number	
Email	
Dates worked	

APPENDIX A
LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead and submitted with response. No modifications may be made to this letter)

[insert date]

Township of Franklin, Somerset County
Township of Franklin Municipal Building
475 DeMott Lane
Franklin, N.J. 08873

To Township of Franklin:

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFP) issued by the Township of Franklin ("Township"), dated _____, in connection with the Township's need for _____.

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

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

(Signature of Chief

Executive Officer)

(Typed Name and Title)

(Type Name of Firm)

Dated: _____

APPENDIX B

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead and submitted with response. No modifications may be made to this letter)

[insert date]

Township of Franklin, Somerset County
Township of Franklin Municipal Building
475 DeMott Lane
Franklin, N.J. 08873

To Township of Franklin

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFP), issued by the Township of Franklin ("Township"), dated _____ in connection with the Township's need for _____

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.

2. (Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFP and to adhere to the Township's procurement schedule.

3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any Qualification Statement prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.

4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein

mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Township. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. (Name of Respondent) acknowledges and agrees that the Township may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Township shall have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

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

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

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Type Name of Firm)

Dated: _____