

**Burlington Township Board of Education**

**Request for Proposals**

**Professional Services and  
Extraordinary Unspecifiable Service  
for various annual Services**

**December 1, 2015**

**10:00 A.M.**

**NOTICE OF SOLICITATION - REQUESTS FOR PROPOSALS****Professional Services and Extra-ordinary Unspecifiable Services**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Burlington Township Board of Education, located at the **Hopkins Building, 700 Jacksonville Road, Burlington, New Jersey 08016**, is seeking RFP's for professional services to be in compliance with the accountability regulations to be provided to the Board of Education as listed below for the period **February 1, 2016 to January 31, 2017, except as noted:**

**Professional Services Sought:**

1. **Board of Education Solicitor**
2. **Board of Education Special Education Solicitor**
3. **Board of Education Financing Solicitor**
4. **Board of Education Auditor (7/1/16-6/30/17)**
5. **School Physician**

**Extraordinary Unspecifiable Services Sought:**

6. **Board of Education Property, Casualty and Insurance Consultant**
7. **Board of Education Health Insurance Consultant**
8. **Labor Consultant**
9. **Construction Manager of Record**
10. **Construction Manager Anticipated Referendum Work**

Requests for qualifications are on file at the Qualified Purchasing Agent's office at the **Hopkins Building, 700 Jacksonville Road, Burlington, New Jersey 08016** and may also be downloaded from the Board of Education's website at the following address: <http://www.burltwpsch.org/index.php?id=1356>

The Response to the RFP must be labelled with the **type of the services** as well as the date of the RFP opening and time and the Board must receive all RFP's not later than **December 1, 2015 by 10:00 a.m.** at the **Board of Education** office located at the **Hopkins Building, 700 Jacksonville Road, Burlington, New Jersey 08016**. All questions concerning this notice should be addressed to the **Qualified Purchasing Agent, Mrs. Mary Ann Bell, at 609-387-3955, ext. 2055, or preferably via email at [mbell@burltwpsch.org](mailto:mbell@burltwpsch.org)**.

All statements of qualifications for professional service contracts and extraordinary unspecifiable services contracts shall include at a minimum the following information.

1. All required forms as per Appendix A
2. Names of individuals who will perform required tasks as well as the listing of their licenses.
  - A. Identify the person who will be primarily responsible for the services required by the Board of Education and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Burlington Township Board of Education.
  - B. Identify persons who will serve as back up to the primary person including resumes of all parties. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Burlington Township Board of Education including all cost of services provided. staffing and a description of your familiarity with the services required by the Burlington Township Board of Education including all cost of services provided.

### **INTRODUCTION**

The School Business Administrator will represent the Board in the administration of this contract.

The Burlington Township Board of Education (hereinafter “Board”) is seeking proposals from qualified parties (hereinafter “Respondent”) for the review/audit of Special Education practices, in the Burlington Township School District (hereinafter “District”).

Qualifications will be evaluated on the basis of anticipated service, resources, past engagements and documented performance. Successful respondents will demonstrate the ability to fulfill the requirements of the contract, meet specifications, attain the objectives of the District and, all other factors being equal, provide the best value in terms of meeting the District’s mission and cost objectives. Aside from those specific items mentioned in this RFP, the District will not dictate the structure of any plan nor any specific methodology. These will be left to the discretion of the respondent.

The term “Bidder”, “submitter”, “respondent”, “vendor” and “contractor” may be intermingled throughout this specification. They are one and the same.

### **GENERAL RESPONDENT RESPONSIBILITIES**

- 1) Respondent must meet all standards of local, State and federal requirements.
- 2) Bidder must provide evidence of knowledge in the area
- 3) An evaluation of each acceptable proposal will be completed by the District.
- 4) Solicitations shall be in conformance with the applicable requirements of the New Jersey Public School Contracts Law (N.J.S.A. 18A:18A-1 et. seq.).
- 5) The Respondent must provide a NJ Business Registration.

### **GENERAL PROVISIONS**

#### **PROPOSAL FORMAT**

Because of the unique nature of the services being requested, the respondent is asked to prepare the proposal and provide at a minimum the following sections. The respondent is encouraged to provide additional information it believes will help the Board understand the respondent’s capabilities to provide the review/audit.

1. Background information of principal person conducting the services
2. Proposal Cost Sheet
3. All required documents
  - a. Stockholder Disclosure Form
  - b. Affirmative Action Certificate
  - c. Non-collusion certificate
  - d. NJ Business Registration Certificate
  - e. IRS W4 Form
  - f. Iran Investments Disclosure Form
4. Other information as deemed necessary by respondent

*AWARDING OF CONTRACT*

All proposals will remain firm for a period extending 90 days from the indicated submission date for proposals.

Burlington Township Board of Education reserves the right to reject any and all proposals submitted. The contract will be awarded to the respondent whose proposal is deemed in the best interest of the Burlington Township Board of Education.

*SPECIFIC REQUIREMENTS*

All services are detailed below:

## **Board of Education Solicitor**

### **Scope of Services:**

Specialized services required – The selected professional (solicitor) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested. Monthly public board meetings are usually scheduled for the fourth Wednesday of each month. Attendance is required.

### **Minimum Qualifications**

1. The firm shall have at least ten (10) years experience in representing public entities.
2. The firm shall designate one professional within the firm who will be assigned to represent the interest of the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
3. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's operations.
4. Must provide hourly cost of services.

Term of Service: **February 1, 2016 to January 31, 2017**

Any questions regarding this Request for Proposals should be directed to **Mrs. Mary Ann Bell, Qualified Purchasing Agent of the Burlington Township Board of Education.**

All submissions must be labelled with the services as well as the date of the RFP opening and time and must be received at the **School District's Business Office by December 1, 2015 by 10:00 a.m.** at which time they will be publicly opened.

## **Board of Education Special Education Solicitor**

### **Scope of Services:**

Specialized services required – The selected professional (Special Education Solicitor) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested. Monthly public board meetings are usually scheduled for the fourth Wednesday of each month. Attendance may be required.

### **Minimum Qualifications**

1. Solicitor's firm shall have two or more licensed professionals on staff whose major focus and work has been and remains providing professional service to and advising public school districts in special education issues.
2. The firm shall have at least ten (10) years experience in representing public school districts in the areas of special education.
3. The firm shall designate one professional within the firm who will be assigned to represent the interest of the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
4. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's operations.
5. Must provide hourly cost of services.

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### **Board of Education Financing/Special Projects Solicitor**

#### **Scope of Services:**

Specialized services required – The selected professional (Financing/Special Projects Solicitor) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested.

#### **Minimum Qualifications**

1. Solicitor's firm shall have two or more licensed professionals on staff whose major focus and work has been and remains providing professional service to and advising public school districts in financing issues.
2. The firm shall have at least ten (10) years experience in representing public school districts in the areas of financing.
3. The firm shall designate one professional within the firm who will be assigned to represent the interest of the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
4. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's operations.
5. Must provide hourly cost of services.

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## **Auditor**

### **Scope of Services**

The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Burlington Township Board of Education. Applicant should demonstrate knowledge of Board of Education auditing laws and regulations, and experience in providing advice to Boards of Education on records compliance issues. Any experience or knowledge of matters that directly affect the Burlington Township of Education should be addressed.

### **Minimum Requirements**

1. The firm must employ a minimum of two (2) certified public accountant who been licensed in that capacity for a period of not less then seven (7) years prior to the date of appointment.
2. The firm must employ a minimum of two (2) registered school board accountants licensed and qualified in that capacity for a minimum of two (2) years each prior to the appointment.
3. Must have a minimum of ten (10) years' experience in providing auditing services to boards of education with the State of New Jersey.
4. Must maintain a current principal office with the State of New Jersey.
5. Must describe any special services available to school board clients.
6. Must list all past and present school board clients.
7. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

**Term: July 1, 2016 to June 30, 2017**

Any questions regarding this Request for Proposals should be directed to **Mrs. Mary Ann Bell, Qualified Purchasing Agent, of the Burlington Township Board of Education.**

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## **Property, Casualty, and Workman's Compensation Insurance Consultant**

### **Scope of Services**

The Board of Education desires to appoint an insurance consultant to act in the interest of the Burlington Township Board of Education. Applicant should demonstrate knowledge of Board of Education insurance laws and regulations, and experience in providing advice to Boards of Education on compliance issues. Any experience or knowledge of matters that directly affect the Burlington Township of Education should be addressed.

### **Minimum Requirements**

1. The professional will be expected to be available to provide advice to the Board of Education during non-business hours.
2. Ability to meet all minimum qualifications.
3. Overall knowledge and familiarity with the operations of the School District.
4. Experience of the firm in providing similar services to other public bodies, with special emphasis on experience with New Jersey Public School Districts.
5. Qualifications and experience of the professional.
6. Qualifications and experience of at least two (2) other members of the firm.
7. The proposal must list all New Jersey Public Schools Districts that they are currently representing in a consultant capacity.
8. The firm must currently act as an insurance consultant for at least three (3) public boards of education in the State of New Jersey.
9. The professional will be responsible for facilitating staff risk management meetings on a once per month basis.

Term of Service: **February 1, 2016 to January 31, 2017**

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## **Board of Education Health Insurance Consultant**

### **Scope of Services**

The Board of Education desires to appoint a firm to provide health insurance brokerage services to the board. Applicants should demonstrate knowledge and experience with the respect to all aspects of health insurance brokerage services required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

### **Minimum Qualifications**

1. Must be licensed to provide health insurance brokerage services in the State of New Jersey.
2. The professional will be expected to be available to provide advice to the Board of Education during non-business hours.
3. Must have been in business a minimum of ten (10) years.
4. Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
5. Must be currently servicing a minimum of 2,500 public school clients.
6. Must have an insurance professional with at least twenty (20) years of school board collective bargaining experience.
7. Must list a minimum of five (5) current school board clients.

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## **School/Team Physician**

### **Scope of Services**

Specialized service required – The selected professional (physician) must have knowledge of medical treatment of students, district employees and a special interest in sports medicine. Time will be permitted to the district for student physicals, consultation, advice and comments to district administrators and personnel. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

### **Minimum Qualifications**

1. Must be licensed physician in the State of New Jersey.
2. Must have experience in providing services to boards of education.
3. Must provide assistance with AIDS education.
4. Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
5. Must provide insight and advice regarding medical issues of students and staff.
6. Must conduct student physicals for all high school sports participants.
7. Must list work with school solicitor on medical/legal concerns.
8. Must advise district SAC and administration on issues related to student drug use.
9. Must coordinate activities and provide training to athletic trainers.
10. Must possess strong background in sports medicine.
11. Must review nursing service plan annually.
12. Must administer Hepatitis B immunizations to “at risk” employees.
13. Must be (or designated professional physician) in attendance at all varsity home football games.
14. Must update standing orders at the beginning of the school year.
15. Must have five (5) years experience as a School/Team physician in a public school district areas.
16. Must certify weight data for all high school wrestlers.
17. Must provide cost of services.

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## **Board of Education Labor Consultant**

### **Scope of Services:**

Extraordinary Unspecifiable Specialized services required – The selected professional (Labor Consultant) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested.

### **Minimum Qualifications**

1. Firm shall have one or more licensed professionals on staff whose major focus and work has been and remains providing professional service to and advising public school districts in negotiating issues.
2. The firm shall have at least ten (10) years experience in representing public school districts in the areas of labor consulting.
3. The firm shall designate one professional within the firm who will be assigned to represent the interest of the School District. This individual shall have sufficient knowledge of negotiating practices and human resources laws and practices.
4. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's contracts with collective bargaining units.
5. Must provide hourly cost of services.

Term of Service: **February 1, 2016 to January 31, 2017**

Any questions regarding this Request for Proposals should be directed to **Mrs. Mary Ann Bell, Qualified Purchasing Agent of the Burlington Township Board of Education.**

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## **Board of Education Construction Manager of Record**

### **Scope of Services:**

Extraordinary Unspecifiable Specialized services required - Construction Manager of Record.

The Board of Education desires to appoint a firm to provide part time project / construction management services as consultants on a limited basis. The firm selected may need to prepare the design, contract documents and oversee small to medium projects from inception to owner acceptance. The project/ construction management firm must have personnel available on a full time basis as needed. Applicants should demonstrate knowledge and experience with respect to all aspects of project/construction management required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

### **Minimum Qualifications**

1. Must have a minimum of ten (10) years experience in providing consulting services regarding educational projects to boards of education.
2. Must be experienced in obtaining permits/approvals from state, county and local regulatory agencies.
3. Must maintain a principal office location in close proximity to the Board of Education so as to respond to emergent matters promptly.
4. Must list past and present school boards served as construction management.
5. Must provide hourly billing rates for employees possibly assigned.
6. Must be certified to provide architectural services in the State of New Jersey.

### **Construction Phase Services (if needed)**

1. Conduct and publish minutes of bi-weekly Construction Job Meetings as required by the project.
2. Assist the contractors in obtaining additional details or information for proper execution of work.
3. Conduct on-site observations of the work in progress as a basis for determining that the project is proceeding in accordance with the Owner's interests.
4. Act as collaborator with the visiting inspectors to represent the Owner's interest.
5. Review the contractor's suggestions with the Architect and Owner.
6. Deliver to Owner a complete set of "as built" at the completion of the project.
7. Conduct final inspection and remediate the "punch list."
8. Provide reasonable assistance in resolution of all disputes between parties.
9. Review applications for payment with contractors and the architect, if any.

### **Additional Items Required in Proposal Submittal**

1. Proposals should include copies of licenses of team members to be assigned.
2. NJDBC and NJSDA certifications are required and should be included.

Term of Service: **February 1, 2016 to January 31, 2017**

Any questions regarding this Request for Proposals should be directed to **Mrs. Mary Ann Bell, Qualified Purchasing Agent, Township Board of Education.**

All submissions must be labelled with the services as well as the date of the RFP opening and time and must be received at the **School District's Administrative Office by December 1, 2015 by 10:00 a.m.** at which time they will be publicly opened.

## **Board of Education Construction Manager for Pre-Referendum Work**

### **Scope of Services:**

Extraordinary Unspecifiable Specialized services required - Construction Manager for anticipated Referendum work.

The Board of Education desires to appoint a firm to provide part time project/construction management services as consultants on a limited basis. The firm selected will need to assist the Qualified Purchasing Agent in reviewing the potential projects for consideration by voters in a potential future referendum. Scope of work may be found at:

[UNDERSTANDING THE PROPOSED PROJECTS](https://docs.google.com/document/d/1oadkWH24JPjwzawlES_2fj_B5Q1JGfu2S8Y7JUUm4bE/edit),

[https://docs.google.com/document/d/1oadkWH24JPjwzawlES\\_2fj\\_B5Q1JGfu2S8Y7JUUm4bE/edit](https://docs.google.com/document/d/1oadkWH24JPjwzawlES_2fj_B5Q1JGfu2S8Y7JUUm4bE/edit).

Applicants should demonstrate knowledge and experience with respect to all aspects of project/construction management required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

Submittals should be based on hourly costs and/or costs per project.

### **Scope of Services**

The Construction Management Firm (CMF) shall act as the Board's representative/agent during the execution of the projects under the referendum. Due to the small scale of the referendum, the Construction Management Firm must be able to sign and seal architectural drawings as needed for the referendum projects.

Minimum services requested:

#### **Pre-Construction Phase –**

- A. Develop contract documents/specifications/drawings for the projects.
- B. Participate in design development meetings with the School District and orchestrate the project scope or work leading to final construction documentation.
- C. Advise Owner of recommended changes to contract documents/ general conditions, specifications, and drawings prior to bid/award phase.
- D. Development of master summary schedule, milestones, and phasing plans in conjunction with the Owner.
- E. Provide advice and guidance regarding bid strategy, bid packaging, etc.
- F. Develop a competent bidder and subcontractor list.
- G. Manage prebid conference.
- H. Manage bid opening and conduct an evaluation of bids received and suitability of lowest responsible bidder or bidders.
- I. Recommend bid award.
- J. Prepare weekly and monthly progress reports to the Owner indicating progress and potential problems.
- K. Coordinate all construction departments to help ensure that the project scope is being incorporated into the final documents.
- L. Develop the construction progress cost estimates.
- M. Contact and encourage bid participation from area Contractors.

**Construction Phase –**

- A. Serve as project's primary point of contact throughout construction phase.
- B. Coordinate construction, testing, and inspection activities with operations of the School District.
- C. Participate in scheduled weekly project meetings between Contractors and Owner.
- D. Attend emergency meetings called by Owner in response to site problems.
- E. Provide appropriate notification to the Owner when work is not done in accordance with contract drawings.
- F. Provide a review and recommendation for all change orders submitted by a Contractor.
- G. Maintain minutes for project and emergency meetings to document action items assigned and any project decisions made.
- H. Maintain onsite records of documentation, minutes, shop drawings, inspections, tests, correspondence, etc.
- I. Prepare a daily construction report and provide a monthly report to the Board of Education, including an executive summary, progress report, financial report of project, discussion on schedule, project photos, change orders, and other critical issues.
- J. Provide a review and recommendation on certified payment applications submitted by Contractors, and ensure the proper tracking as required by the owner by funding source
- K. Track Contractors' compliance with master project construction schedule and participate in monthly updates, conduct onsite observation of work in progress as a basis for determining the conformance of the work, materials, and equipment with the contract documents.
- L. Review and monitor the Contractors' construction schedule and deficiencies on an ongoing and consistent basis.
- M. Consult with the Owner whenever the work should be rejected, halted, or specially tested.
- N. Maintain a Request for Information (RFI) Log and monitor the RFI's for prompt response.
- O. Maintain a Change Order Log, review and investigate the change orders with the Contractors to confirm the need, fairness, and accuracy and to advise the Owner of the validity of the change order request.
- P. Act as a liaison with Owner and sub-code officials and their inspection staff to verify compliance of Contractor work with all application building codes and standards.
- Q. Communicate the results of all inspections conducted by Officials Having Jurisdiction (OHJ) to the Owner.
- R. Keep a daily activity report recording time of the job, a summary of actions, and/or activities performed and/or observed while on the project along with specific observations and weather conditions.
- S. Maintain, with assistance of Contractor, a properly documented set of asbuilt drawings on site for incorporation into the final set of permanent drawings prepared by Architect.
- T. Assist Owner with coordination of Owner provided items, equipment, and installation into the appropriate construction phasing.
- U. Maintain communication with the local township construction code officials on behalf of the Owner.
- V. Perform aggressive quality assurance (QA) in cooperation with the Owner and Contractors as the project progresses.
- W. Provide the Owner with digital photograph documentation of the project and/or conditions as required.
- X. Prepare and review with Owner a punch list of items at project completion, prior to the

acceptance of the work.

**Project Closeout/ Post Construction Phase –**

- A. Coordinate completion of punchlist items to the satisfaction of Owner, including recommendations for acceptability.
- B. Receive closeout documents and owner's manuals from Contractors pertaining to the project for transfer to the Owner at completion.
- C. Assist the Contractors in obtaining the Certificate of Occupancy.
- D. Review and provide recommendation to Owner regarding final payments and release of retainage amounts.
- E. Assist Owner in evaluation and inspection of building systems involved in the project prior to the expiration of warranties to determine acceptability.
- F. Assist Owner in resolution of construction related problems and with required warranty repairs.

**Minimum Qualifications**

- 1. Must have a minimum of ten (10) years experience in providing consulting services regarding educational projects to boards of education.
- 2. Must be experienced in obtaining permits/approvals from state, county and local regulatory agencies.
- 3. Must maintain a principal office location in close proximity to the Board of Education so as to respond to emergent matters promptly.
- 4. Must list past and present school boards served as construction management.
- 5. Must provide hourly billing rates for employees possibly assigned.
- 6. Must be certified to provide architectural services in the State of New Jersey.

**Construction Phase Services (if needed)**

- 1. Conduct and publish minutes of biweekly Construction Job Meetings as required by the project.
- 2. Assist the contractors in obtaining additional details or information for proper execution of work.
- 3. Conduct onsite observations of the work in progress as a basis for determining that the project is proceeding in accordance with the Owner's interests.
- 4. Act as collaborator with the visiting inspectors to represent the Owner's interest.
- 5. Review the contractor's suggestions with the Architect and Owner.
- 6. Deliver to Owner a complete set of "as builds" at the completion of the project.
- 7. Conduct final inspection and remediate the "punch list."
- 8. Provide reasonable assistance in resolution of all disputes between parties.
- 9. Review applications for payment with contractors and the architect, if any.

**Additional Items Required in Proposal Submittal**

- 1. Proposals should include copies of licenses of team members to be assigned.
- 2. NJDBC and NJSDA certifications are required and should be included.
- 3. NJ Business Registration Certificate is required and should be included.



## **FORMS**

**BURLINGTON TOWNSHIP SCHOOLS**DISCLOSURE STATEMENT

ALL CORPORATE OR PARTNERSHIP BIDDERS SHALL COMPLETE THIS FORM WHICH IS IN ACCORDANCE WITH P.L. 1977 CH. 33 (N.J.S.A. 52:25-24.2)

List of shareholders or partners with 10% or more of the stock or interest in said corporation or partnership (all corporate partners or shareholders owning 10% or more of the stock must disclose their shareholders as above provided).

<u>Shareholder or Partner</u>	<u>% Interest</u>	<u>Address</u>
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( ) No stockholder or partner of the corporation or partnership holds 10% or more ownership.

( ) Bidder is a corporation: EIN: \_\_\_\_\_

( ) Bidder is a partnership: EIN: \_\_\_\_\_

( ) Bidder is a sole proprietorship: EIN/SSN: \_\_\_\_\_

I hereby certify that the information given above is true and correct as of \_\_\_\_\_.  
(Date of Bid)

\_\_\_\_\_  
Title & Signature of Authorized Representative

If there are any questions concerning this form or its completion, refer to Statute (PL 1977, CH. 33) N.J.S.A. 52:25-24.2

**This document must be provided.**

**BURLINGTON TOWNSHIP SCHOOLS**

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

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

- (a) The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. 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, sex, affectional or sexual orientation. 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;
- (b) 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, sex, affectional or sexual orientation;
- (c) 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.
- (d) 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 and the Americans with Disabilities Act.
- (e) 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 the 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.
- (f) 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, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- (g) 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.

**This document must be provided.**

**AFFIRMATIVE ACTION (Cont.)**

- (h) 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, sex, affectional or sexual orientation, 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.
- (i) 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 (NJAC 17:27).

All successful vendors shall submit within 7 days of the notice of intent to award the contract or the signing of the contract one of the following:

1. Evidence of a federally approved Affirmative Action Plan;
2. A certificate of Employee Information Report Approval; or
3. A completed Employee Information Report (Form AA302). This form is available upon request from the Business Office of the Board of Education.

**This document must be provided.**

## **BURLINGTON TOWNSHIP SCHOOLS**

### **AFFIRMATIVE ACTION QUESTIONNAIRE**

1. Our company has a federal Affirmative Action Plan approval.

\_\_\_\_\_ YES      \_\_\_\_\_ NO

- A. If yes, a photostatic copy of said approval shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

\_\_\_\_\_ YES      \_\_\_\_\_ NO

- A. If yes, a copy of the New Jersey State Certificate shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office Department of Treasury, CN 209, Trenton, NJ 08625. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**This document must be provided.**

**BURLINGTON TOWNSHIP SCHOOLS**

**FORM OF NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY, COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_

of \_\_\_\_\_, in the County of \_\_\_\_\_,  
(city, town, borough)

State of \_\_\_\_\_, of full age, being duly sworn

according to law on my oath depose and say that:

I \_\_\_\_\_ am \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ firm  
of \_\_\_\_\_

the bidder making the Proposal for the Service Contracting of Custodial Services Contracts, and that I executed the paid Proposal with full authority to do so, 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 bid and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey 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 established commercial or selling agencies maintained by

\_\_\_\_\_  
(Name of Contractor)

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

\_\_\_\_\_  
Signature

Subscribed and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
(Seal Notary Public of New Jersey)

My commission expires \_\_\_\_\_, 19\_\_\_\_

**This document must be provided.**

## **BURLINGTON TOWNSHIP SCHOOLS**

### **DISCLOSURE OF INVESTMENTS IN IRAN**

In accordance with Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's 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 Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule of contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER SPACE:

- ☐ I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed below nor any of the entity's parents, subsidiaries, or affiliates is listed on the NJ 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 below, or I am an officer or representative of the entity listed below and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification.

OR

- ☐ I am unable to certify as above because I or the bidding entity 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, fines and /or sanctions will be assessed as provided by law.

**BURLINGTON TOWNSHIP SCHOOLS****DISCLOSURE OF INVESTMENTS IN IRAN****PART 2**

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

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

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

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
Signature

Subscribed and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
(Seal Notary Public of New Jersey)

My commission expires \_\_\_\_\_, 19\_\_\_\_