

**Borough of Hightstown  
County of Mercer  
State of New Jersey**



**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES TO PERFORM A  
REDEVELOPMENT AREA CIRCULATION STUDY**

**Proposals are Due No Later than  
11:00 A.M. on Tuesday, October 27, 2020  
at the Hightstown Borough Municipal Offices  
156 Bank Street  
Hightstown, New Jersey 08520**

**BOROUGH OF HIGHTSTOWN  
MERCER COUNTY, NEW JERSEY**

**NOTICE OF REQUEST FOR PROPOSALS**

Notice is hereby given that the Borough of Hightstown is requesting proposals be submitted by interested consultants to perform the “Borough of Hightstown Redevelopment Area Circulation Study”.

Proposals for the project must be submitted in a sealed package and must include the following:

- Completed “Bid/Proposal Checklist” furnished in the project’s RFP;
- Consultant’s qualifications;
- Two (2) (one original and one USB thumb drive) Technical Proposal based on the project’s RFP; and
- **One (1) separately sealed envelope containing two (2) (one original and one USB thumb drive) cost proposal**, identifying as such, and bearing the project name and the name and address of the respondent.

Proposal packages shall bear the project name, and the name and address of the respondent on the outside and must be addressed to the Borough Administrator, Borough of Hightstown, 156 Bank Street, Hightstown, NJ 08520 by **no later than 11:00 a.m., prevailing time, on October 27, 2020**, at which time the proposals, exclusive of the separately sealed cost proposal, will be opened and read in public.

Interested consultants are invited to download the “Request for Proposals” at <http://www.HightstownBorough.com> Interested consultants are informed that the contract, if awarded, is subject to all pertinent federal, state and local laws, rules and regulations.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.2, et seq., and as such, contractors are exempt from the limitations on making political contributions under that law. Further, for that reason, as well as because of a language in the New Jersey’s Annual Appropriations Act, refusal to disclose campaign contributions otherwise required by N.J.S.A. 19:44A-20.2 et seq. and 19:44A-20.25 et seq., will not adversely affect your consideration for award. Respondents to this “Notice of Requests for Proposals” are also required to comply with N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27) (Equal Employment Opportunity), N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Borough of Hightstown in accordance with state law.

Debra L. Sopronyi, RMC/CMC, QPA  
Borough Administrator/Clerk/QPA

**BOROUGH OF HIGHTSTOWN  
REQUEST FOR PROFESSIONAL PROPOSAL  
FOR REDEVELOPMENT AREA CIRCULATION PLAN**

**Date Issued:** October 8, 2020

**Return Date & Time:** Tuesday, October 27, 2020 no later than 11am

**Return To:** Debra Sopronyi, Borough Administrator/Clerk, QPA  
Borough of Hightstown  
156 Bank St  
Hightstown, NJ 08520

**REQUEST FOR PROPOSAL FROM INDIVIDUALS AND/OR FIRMS  
INTERESTED IN PROVIDING A REDEVELOPMENT AREA CIRCULATION PLAN  
FOR THE BOROUGH OF HIGHTSTOWN**

The Borough of Hightstown Planning Board is seeking proposals from individuals and/or firms interested in providing **a Redevelopment Area Circulation Plan for Borough of Hightstown.**

The Borough of Hightstown has received funds from the Transportation and Community Development Initiative (TCDI) of the Delaware Valley Regional Planning Commission (DVRPC) to conduct a Redevelopment Area Circulation Study in order to identify circulation issues that will likely arise as a result of planned redevelopment and prepare recommendations to address these issues.

The Redevelopment Area Circulation Study will encompass the streets and intersections adjacent to all three phases of the redevelopment area, as well as existing on-street parking and parking lots, the main arteries into downtown and neighborhood streets that could be impacted by downtown congestion if used as short cuts. This includes the newly designated Downtown Gateway Zone along State Route 33 to the east and south, County Route 539/North Main and South Main Streets. The new zone was intended to help boost economic activity in Hightstown and the Redevelopment Area Circulation Study should produce recommendations to optimize and facilitate that opportunity.

The Redevelopment Area Circulation Study will include a round-about feasibility assessment and concept design centered at the intersection of Franklin and Main Streets (State Route 33 and County Route 639) and must include the interaction of a potential round-about on other signaled intersections existing and those proposed as part of the Traffic Impact Study prepared by Maser Consulting, P.A. as part of the redevelopment plan presented to the Borough by the redeveloper, PRC Hightstown.

The Redevelopment Area Circulation Study should include recommendations for adjusting signals and crosswalks to facilitate safe pedestrian circulation in the area. This study should align recommendations with and compliment the Hightstown Mobility Plan, currently in development under a New Jersey Department of Transportation Technical Assistance Program, which focuses on creating a network of bicycle and pedestrian routes in Hightstown. It should also align recommendations with and compliment the recently completed Mercer County Bike Plan and Mercer County Trails Plan. All recommendations for infrastructure should be fully ADA-accessible and address issues related to dated infrastructure.

The purpose of the Redevelopment Area Circulation Study is to review the study area prior to the implementation of the redevelopment plan in order to identify issues that can be addressed as part of the redevelopment plan or as a compliment to it through the course of regular Borough infrastructure projects and additional municipal improvement projects. The Borough of Hightstown completed its most recent Master Plan Reexamination in 2014. A Circulation Element was part of the Master Plan and the proposed Redevelopment Area Circulation Study will supplement the existing Element. By developing the new study and adopting it as part of the Master Plan, the Borough will be better prepared to anticipate and address circulation issues arising from the planned redevelopment efforts as well as increase its economic opportunities and capitalize on its unique position of having multiple NJ Transit bus stops, lake frontage, direct access to a major state highway (N.J.S.H. 33) and being adjacent to U.S. Route 130 and less than three quarters of a mile from Exit 8 of the NJ Turnpike (Interstate 95).

The Borough of Hightstown Planning Board will select one individual and/or firm to provide said services for the Borough. The selected individual and/or firm shall be based upon a fair and open process, pursuant to N.J.S.A. 19:44A-20.4, et. seq. In order to have a proposal considered by the Borough an interested individual/firm must provide evidence that they satisfy the minimum requirements for this position, as set forth in Section II of this document and that they otherwise comply with the proposal requirements set forth in the specifications on the Borough of Hightstown's web site ([www.hightstownborough.com](http://www.hightstownborough.com)).

## **SECTION I Scope of Services**

The Consultant will perform the following tasks:

1. Analyze existing planning documents relevant to the study area, including the Borough Master Plan Re-examination 2014, the Route 33 Corridor Study (adopted into the Master Plan 2013), Hightstown Mobility Plan, Mercer County Bike Plan, Mercer County Trails Plan, and the Hightstown Greenway map, and identify points of alignment for the Redevelopment Area Circulation Study.
2. Analyze existing zoning, including the Downtown Core and Downtown Gateway Zones, and identify ways improved circulation can enhance the economic development potential of these areas. This should include an economic analysis and projections for downtown economic development from these zones.
3. Analyze the Redevelopment Plan, including the Traffic Impact Study, and identify circulation constraints and opportunities for improvements arising from current and projected traffic volumes and circulation patterns.
4. Conduct a round-about feasibility assessment and concept design centered at the intersection of Franklin and Main Streets (State Route 33 and County Route 539) and assess the interaction of a potential round-about on other signaled intersections existing and those proposed (Existing: Main Street and Stockton, Franklin and Maxwell. Proposed: Bank Street and North Main Street, Academy and Stockton Streets). Make a recommendation to consider this solution or pursue other options.
5. Develop recommendations for intersection designs for all intersections in the study area that include signal timing and design, crosswalks, lighting and bike facilities, leveraging the NJ Department of Transportation Complete Streets Design Guide. List: N. Main & Banks, Franklin & Main, Main & Stockton, Main/Mercer & Rogers, Academy & Stockton, Rogers & Stockton.
6. Make recommendations for improving traffic flow and circulation within the study area that will compliment and ensure safety for pedestrians and bicyclists in accordance with the Borough Complete Streets Policy and the Hightstown Mobility Plan.
7. Make recommendations for improving sidewalk circulation in the study area, including design, lighting, street furniture, outdoor dining facilities and trees.
8. Make recommendations for improving driveways in the area, including traffic flow into and out of parking lots, interaction of traffic with pedestrians and bicyclists and design of existing municipal parking lots on Stockton Street and Main Street.
9. Make additional recommendations for the study area to further Hightstown's goal to implement Complete Streets infrastructure for all users (for example, bike boxes, traffic calming measures, flashing cross signals, high visibility crosswalks, etc.).
10. Provide electronic and hardcopy displays of plan proposals and drafts for public display and to facilitate input from the community in both in-person and virtual events.
11. Prepare materials, presentations and reports to be used at the meetings described below.

Meeting participation:

1. Present a detailed outline of the firms approach to this project to the Hightstown Planning Board at a regularly scheduled public meeting.

2. During the project development phase, participate in monthly meetings to discuss and develop the plan with a subcommittee of the Planning Board, which will consist of the selected consultant, a code official, a Planning Board member and a representative of the Borough Council. The Board member and the Councilperson may be the same individual.
3. Present a draft study and concept plan to the Hightstown Planning Board at a regularly scheduled public meeting with a follow-up presentation the next month that will incorporate feedback from the initial presentation into the documents.
4. Present a final version of the study and plan to the Hightstown Planning Board for adoption as a part of the Borough Master Plan at a regularly scheduled public meeting.

**Proposed Schedule (All dates are on or about):**

Project development phase:

- December 2, 2020 Kick off meeting with project team
- December 14, 2020 Planning Board presentation detailing outline of approach to project
- January 13, 2021 Meeting #2 - analysis of existing documents and plan field work
- February 13, 2021 Meeting #3 - review field work and plan community outreach
- March 13, 2021 Meeting #4 - community outreach and input gathering
- April 13, 2021 Meeting #5 - review recommendations
- May 13, 2021 Meeting #6 - finalize draft plan for presentation to Planning Board

Plan review and adoption phase:

- June 14, 2021 Planning Board presentation of draft study and concept plan
- August 9, 2021 Planning Board presentation of revised plan based on feedback
- September 13, 2021 Present final plan to Planning Board for adoption as part of Master Plan

Project Deliverable:

Present a final version of the study and plan to the Hightstown Planning Board for adoption as a part of the Borough Master Plan at a regularly scheduled public meeting.

Resources available to leverage by project consultant:

- Master Plan Reexamination 2014
- Route 33 Corridor study
- Hightstown Redevelopment Plan and Traffic Impact Study

- Recently revised zoning ordinance creating the Downtown Gateway zone
- Mobility Plan (expected completion by year end 2020)
- Mercer County Bike and Trails Plans
- Hightstown Roger C. Cook Greenway map

## **SECTION II Minimum Qualifications and Response Requirements**

In order for an individual/firm to be considered by the Planning Board, interested parties submitting proposals in response to this solicitation must meet the following:

### **A. Minimum Qualifications:**

1. The individual/firm conducting the work will provide all relevant Professional Services including but not limited to traffic, engineering, real estate marketing and others that may be necessary to fulfill the services required to prepare the Redevelopment Area Circulation Study; and
2. The individual/firm has sufficient staff and/or resources to satisfy the scope of services described in this proposal; and
3. The individual/firm is in good standing within the State of New Jersey.

### **B. Minimum Requirements for Vendor Responses:**

1. Interested parties wishing to provide a proposal in response to this solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and within the time constraint set forth on page 1 of this document;
2. Proposals should be prepared simply and economically, providing a straight forward concise description of the individuals/firms capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.
3. The full name of the proposer, the principal place of business and, if different, the place where the services will be provided;
4. Name of the key contact person;
5. A description of the business organization (i.e., sole proprietorship, corporation, partnership, joint venture, etc.) of each firm, its ownership and organizational structure;
6. The number of years the organization has been in business under the present name, and the number of years the business organization has been under the current management;

7. Proposer must meet the qualifications as listed in Section II, A. 1-3 above;
8. A description of services that will be provided to the Borough, in addition to those set forth in Section I; along with a proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product;
9. The names, qualifications, professional certifications held, titles, experience and training of all persons who would be assigned to provide the services;
10. A statement that neither the firm nor any individuals assigned to this project have ever been prohibited from working with public entities in the State of New Jersey;
11. A description of any particular area(s) of expertise the proposer or proposer's staff may possess that has not been included in the response provided above;
12. A proposed budget based on the above outline of tasks, products and schedules for the full term of the agreement. Proposers shall submit a cost proposal which would include any proposed retainer, the services to be provided for the retainer, whether it is a performance based agreement with billing attributable to each task, if services will be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rate(s). By submission of a qualification statement, proposer acknowledges and agrees to adhere to the fee schedule to be set by the Planning Board at the time of awarding any contract for the subject services **The Cost Proposal shall be in a separately sealed envelope containing two (2) copies of the** (one original and one USB thumb drive) **cost proposal**, identifying as such, and bearing the project name and the name and address of the respondent;
13. A list and description of like projects performed;
14. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years;
15. Confirmation of any appropriate federal and state licenses to perform activities;
16. Executed Disclosure Statement (form provided);
17. Executed Non-Collusion Affidavit (form provided);
18. Executed Affirmative Action Compliance Notice (form provided);
19. Executed Owner's Disclosure Statement (form provided);
20. Executed Hold Harmless Agreement (form provided);
21. Executed Americans with Disabilities Act of 1990 Language (form provided);

22. Executed Vendor's Information (form provided);
23. Executed Proposer's Affidavit (form provided);
24. Executed Disclosure of Investment Activities in Iran (form provided);
25. Proposer's New Jersey Business Registration Certificate;
26. The applicant shall provide the Borough with an original paper copy and a USB drive of its proposal.

### **SECTION III            Basis of Award of Professional Services Contract**

The Borough of Hightstown Borough Council shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Borough. The final determination will be based upon the most advantageous price and other factors to the Borough. The specific basis of award will include:

A. Documented evidence that the firm fulfills all of the Minimum Qualifications as listed in Section II, paragraph A., and all of the information required under paragraph B are provided for review and consideration. Number your responses using the sequential order listed in paragraphs A and B of Section II.

B. Technical Criteria:

1. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
2. Does the proposal document the necessary experience and reputation in the field to successfully provide the services; and
3. Does the proposal document the relevance and extent of qualifications, experience, reputation and training of personnel to be assigned;
4. Does the proposal display the proposer's knowledge of the Borough as well as the subject matter to be addressed under this engagement;
5. Relevance and extent of similar engagements performed;
6. Is the proposal complete and responsive to the specific requirements?
7. Has successful past performance of the firm and its principals been documented?

C. Management Criteria:

1. How well does the proposed scheduling timelines meet the Borough's needs?
2. Does the firm document a record of reliability of timely delivery of deliverables?
3. Does the firm document Municipal/State experience?
4. Does the firm document its availability to attend all scheduled/required public and special meetings?
5. To what extent does the firm rely on in-house resources vs. contracted services?
6. Is there the availability of in-house and contract resources documented?

7. Documentation of experience in performing similar work by assigned employees? Demonstrating previous experience providing services to municipal entities will carry additional weight.
8. Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
9. Does the vendor demonstrate cultural sensitivity in hiring and training staff?

D. Cost Criteria:

1. Relative Cost – How does the cost compare to other similarly scored proposals?
2. Full Explanation – Is the price and its component charges, fees, etc., adequately explained and documented?
3. Does the proposal include quality control and assurance programs?

All awards are and shall be subject to the availability of funds for the professional services in the Temporary and/or Final Budgets.

**REQUEST FOR PROPOSAL CHECKLIST**

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL. PLEASE INITIAL BELOW, INDICATING THAT YOUR PROPOSAL INCLUDES THE ITEMIZED DOCUMENTS. A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS MAY BE REJECTED.**

ITEM	INITIALS
Executed Disclosure Statement (form provided)	
Executed Non-Collusion Affidavit (form provided)	
Executed Affirmative Action Compliance Notice (form provided)	
Executed Owner’s Disclosure Statement (form provided)	
Executed Hold Harmless Agreement (form provided)	
Executed Americans with Disabilities Act of 1990 Language (form provided)	
Executed Vendor’s Information (form provided)	
Executed Proposer’s Affidavit (form provided)	
Executed Disclosure of Investment Activities in Iran (form provided)	
New Jersey Business Registration Certificate	
One (1) Original Paper and one (1) USB Drive of completed package.	

**THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.**

Person, Firm or Corporation submitting Proposal: \_\_\_\_\_

Authorized Agent Name and Title: \_\_\_\_\_

Authorized Signature and Date: \_\_\_\_\_

**DISCLOSURE STATEMENT**

The attention of prospective proposer is drawn to the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits a Borough of Hightstown Officer or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his/her duties in the public interest.

In furtherance thereof, every proposer must disclose below, being a Borough of Hightstown Officer or employee or whether an immediate family member is a Borough of Hightstown Officer or employee. If the proposer is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the proposer or a member of the proposer's immediate family, or anyone having an interest in the proposer's business organization including their immediate family members, an officer or employee of the Borough of Hightstown?

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

S\ \_\_\_\_\_

\* President, Vice President or Signature of  
Authorized Representative

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

If yes, provide the name of the individual and identify the position held, below, and notify in writing, prior to the proposal opening date, to the Borough Administrator, Borough of Hightstown, 156 Bank St, Hightstown, New Jersey 08520. (Kindly attach a copy of the correspondence to this form).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: All terms used herein are to be construed in accordance with their meaning under the Local Government Ethics Law, cited above.

**\* FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.**

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**NON-COLLUSION AFFIDAVIT**

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

I am \_\_\_\_\_, of the firm of \_\_\_\_\_ the  
(Title) (Company Name)

proposer making this Proposal for the above named project, and that I executed the said Proposal with full authority to do so; that said proposer has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive action 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 State of New Jersey, County of Mercer, Borough of Hightstown, 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 fully 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 \_\_\_\_\_.  
(Company Name)

S/ \_\_\_\_\_  
\* President, Vice President or  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**\* FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.**

**AFFIRMATIVE ACTION REQUIREMENTS**

BIDDERS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27

**REQUIRED AFFIRMATIVE ACTION EVIDENCE**

PROCUREMENT & SERVICE CONTRACT (which are not subject to a Federally approved or sanctioned affirmative action program). All successful vendors must submit within ten calendar (10) days of the notice of intent to award (Memorandum of Agreement) or the signing of the contract, whichever is sooner, one of the following:

1. A PHOTO COPY OF THEIR FEDERAL LETTER OF AFFIRMATIVE ACTION PLAN APPROVAL.  
OR
2. A PHOTO COPY OF THEIR CERTIFICATE OF EMPLOYEE INFORMATION REPORT.  
OR
3. A COMPLETED AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302). FORM IS INCLUDED IN THIS PACKAGE, LAST PAGE.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

THE AFFIRMATIVE ACTION AFFIDAVIT FOR VENDORS HAVING LESS THAN FIFTY (50) EMPLOYEES IS NO LONGER ACCEPTABLE.

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. 17:27-1 et. seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her proposal shall be rejected as non-responsive if said vendor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et. seq.

COMPANY NAME: \_\_\_\_\_

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 county employment goals established in accordance with N.J.A.C. 17:27-5.2.

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

STATEMENT OF INDIVIDUAL(S) OWNING 10% OR MORE OF  
STOCK OR INTEREST IN THE BIDDER'S BUSINESS ENTITY

In accordance with N.J.S.A. 52:25-24.2 et seq., no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, there is submitted to the Borough, a statement setting forth the names and addresses of all stockholders who own ten percent (10%) or more of the stock, of any class or all individual partners who own a ten percent (10%) or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder and individual partner, exceeding the ten percent (10%) ownership criteria established in this act has been listed.

Legal Name of Bidder	Date
Street Address	City
Telephone #	Fax #
City	State
Fax #	e-mail address
State	Zip Code

**CHECK TYPE OF BUSINESS ENTITY:**

	Date	Where	
	Incorporated	Incorporated	
Corporation	_____	_____	Limited Partnership _____
Limited Liability Corporation	_____	_____	Limited Liability Partnership _____
Subchapter S Corporation	_____	_____	Sole Proprietorship _____
Partnership	_____		

Listed below are the names and address of all stockholders or individuals who own ten (10) percent or more of its stock of any class(es), or who own ten (10) percent or greater interest therein.

Name	Address
Name	Address
Name	Address

If more space is required, continue listing on a separate page and include with bid submittal.

\*\*\*\*\*  
\*\*\*\*\*

**If** no stockholder or partner owns ten percent (10%) or more of the business submitting the bid, please sign and date this form. I certify that no stockholder or partner owns ten percent (10%) or more of the business submitting this bid:

S/ \_\_\_\_\_ Date \_\_\_\_\_  
 President, Vice President or Signature of Authorized Representative

\*\*\*\*\*

**FAILURE TO COMPLETE THIS FORM OR SIGN THE ABOVE STATEMENT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.**





**VENDOR INFORMATION**

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, expedite future payments, and in accord with I.R.S. regulations, the following information must be provided with this proposal.

Name of Business: \_\_\_\_\_  
(Print)

Name of Contact Person: \_\_\_\_\_  
(Print)

Correspondence Address (including zip code):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchase Order Address (including zip code):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment Address (including zip code):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number (including area code): (    )

Fax Number (including area code): (    )

E-Mail Address:

Employer I.D. # or S.S. #:

**FAILURE TO PROVIDE ALL OF THE ABOVE INFORMATION MAY RESULT IN REJECTION OF THIS BID.**

**BIDDER'S AFFIDAVIT**

**THIS AFFIDAVIT IS PART OF THE PROPOSAL**

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_ ,  
(Print Name)

certify that I am the \_\_\_\_\_  
(Title)

of the business entity submitting this bid/proposal; that I have completed and signed all of the required documents; that I am duly authorized to sign the bid/proposal on behalf of the business entity; and that all of the declarations and statements contained in the bid/proposal document are true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of Bidder)

\_\_\_\_\_  
(Date)

**NOTARY:**

Subscribed and sworn to before me

at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
(Notary Public)

Commission Expires: \_\_\_\_\_

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## DISCLOSURE OF INVESTMENT ACTIVITES IN IRAN

### THIS DISCLOSURE IS PART OF THE PROPOSAL

N.J.S.A. 52:32-55 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Bidders must indicate if they comply with the law by certifying the form. Pursuant to N.J.S.A. 40A:11-2.1 the owner is required to notify the New Jersey Attorney General if it determines a false certification has been submitted.

Bidder Name (Print):

#### Part 1: Certification

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf). Bidders must review this list prior to completing the below certification. Failure to complete the certification may render a bidder's 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 or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

#### **CHECK THE APPROPRIATE BOX:**

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

**OR**

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

## Part 2 – Additional Information

**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 on additional sheets provided by you.

## Part 3: Certification

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

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

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(Name of bidder)

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(Address)

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(City, State, Zip)

## **DOCUMENT OWNERSHIP**

This document was prepared by the Borough of Hightstown (owner) and is provided solely to any vendor who has shown an interest in obtaining a copy of said document in order to participate in the proposal process. This document is not to be reproduced for distribution to other vendors regardless whether the vendor intends to charge, or not to charge, for said copy. Copies of this document are made available from the owner and there is no other agent authorized to distribute same.

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose any part or total of the interim or final work products, or make available to third parties, without the prior written consent of the owner.