

**BURLINGTON COUNTY BOARD OF COUNTY COMMISSIONERS**

**COMPETITIVE CONTRACTING**

**REQUEST FOR PROPOSALS FOR PROFESSIONAL**

**ENGINEERING SERVICES FOR A WASTEWATER TREATMENT SYSTEM**

Prepared by: Burlington County Department of Solid Waste

Date: April 7, 2023

Proposal Due Date: May 5, 2023

BURLINGTON COUNTY BOARD OF COUNTY COMMISSIONERS  
COMPETITIVE CONTRACTING REQUEST FOR PROPOSALS FOR PROFESSIONAL  
ENGINEERING SERVICES FOR A WASTEWATER TREATMENT SYSTEM

**Section 1 - Proposal Instructions**

1.1. Forms and Conditions of Submissions

Submissions are not being accepted electronically, however the County is willing to email a pdf of this RFP document for the Proposer's use. Proposers are to comply with directions and complete and submit the forms required in this Request for Proposals ("RFP").

1.2. Submission Requirements

- A. Number of copies. Five (5) copies of the proposal and one (1) electronic copy are to be submitted to the address specified below. One (1) copy of the proposal documents must be clearly marked as the original and must contain the original signature forms, and other original documents. The remaining copies can be reproductions. Proposers shall number each set of documents in sequential order on the upper right corner of each cover.
- B. Envelope label. Proposals must be delivered in a sealed envelope bearing the name and address of the bidder and marked on the outside "Competitive Contracting Request for Proposals for Professional Engineering Services for a Wastewater Treatment System".
- C. Method. Proposals must be typed or handprinted and the forms signed in ink where indicated. All corrections made to the proposals must be initialed and dated.

1.3. Deadline for Submissions

Submissions must be received by 4:00 p.m. (local time) on Friday, May 5, 2023. The County reserves the right to extend the deadline for submission. In no case, however, is the County required to extend the deadline.

1.4. Address for Submissions

Proposals shall be submitted to the Director of the Department of Solid Waste at the following address:

Via US Postal Service:

Jerome Sheehan, Director  
Department of Solid Waste  
P.O. Box 429  
Columbus, NJ 08022

Via Courier:

Jerome Sheehan, Director  
Department of Solid Waste  
1200 Florence-Columbus Road  
Bordentown, NJ 08505

1.5. Opening of Submissions

Submissions will be publicly opened at 4:00 p.m. (local time) on Friday, May 5, 2023, in the conference room in the Solid Waste suite of offices. At this time the Director of the Department of Solid Waste will announce the name of each vendor and the price of their respective proposal.

1.6. County Contact

The County contact for this RFP is: Jerome Sheehan, Director  
Burlington County Department of Solid Waste  
P.O. Box 429  
Columbus, NJ 08022

Telephone: 609-499-1001 x273  
Email: [jsheehan@co.burlington.nj.us](mailto:jsheehan@co.burlington.nj.us)

1.7. Procurement Schedule

The following identifies anticipated major activities and dates in the procurement process up to the receipt of Proposals:

Issuance of Request for Proposals:	April 7, 2023
Deadline for Receipt of Questions:	April 13, 2023
Submission of Intent to Submit Proposal:	April 13, 2023
Responses to Inquiries:	April 17, 2023
Opening of Submissions:	May 5, 2023

1.8. Questions

All questions concerning this RFP shall be directed to Mr. Sheehan (see information in Sections 1.4 and 1.6 above) in writing via mail to the above address or by email to [jsheehan@co.burlington.nj.us](mailto:jsheehan@co.burlington.nj.us). Responses will be distributed by Mr. Sheehan and will be deemed as official responses. Any responses from other parties will not be considered valid responses.

1.9. Intent to Submit Proposal

Each Proposer is required to execute an Intent to Submit Proposal Form to provide the County with contact information should it be necessary to issue addenda or amendments to the RFP. The Intent to Submit Proposal Form must be submitted by the date established in the Procurement Schedule in Section 1.7 above.

1.10. Addenda or Amendments to this RFP

During the period provided for the preparation of Proposals, the County may issue addenda or amendments to this RFP. These addenda will be numbered consecutively and will be distributed to each Proposer. These addenda will be issued by, or on behalf of, the County and will constitute a part of the RFP. Each Proposer is required to acknowledge receipt of all addenda at the time of submission of the Proposals by

submitting an executed Acknowledgment of Receipt of Addenda Form. This acknowledgment shall govern not only additions which may be bound in and attached to the RFP, but also all addenda which may be distributed prior to the date established for submission of the Proposals. All responses to this RFP are prepared with full consideration of the addenda issued prior to the Proposal submittal date.

#### 1.11. Defective Submissions

Incomplete proposals or proposals that do not conform to the requirements of this RFP may be rejected. Solicitation for services pursuant to this RFP does not obligate the County to award a contract, nor is the County liable for any costs incurred by any person in the preparation and submittal of proposals for the subject work.

#### 1.12. No Relief for Proposer's Mistake

The County is not liable for compensating the firm submitting a proposal because the firm misunderstood or misinterpreted the scope of services or the standard terms, conditions and requirements.

#### 1.13. County Reservation of Rights

The County reserves the right to reject all submissions and the right to extend the deadline for submissions.

### **Section 2 - Description of Need**

#### 2.1. Introduction & Background

The Burlington County Resource Recovery Complex is a 522-acre tract in Florence and Mansfield Townships, New Jersey. The Complex is the site of all solid waste processing and disposal activities undertaken by the County pursuant to directives of the New Jersey Solid Waste Management Act. Solid waste generated within the County's forty municipalities is accepted at this facility for processing and disposal.

The Complex contains numerous facilities including a scalehouse, maintenance garage, convenience center, two municipal solid waste landfills, wastewater treatment facility, stormwater sedimentation and detention basins, a methane treatment facility, bulky materials recycling center, household hazardous waste facility, research and demonstration greenhouse and a co-composting facility.

The wastewater generated at the Complex is comprised of five main sources, leachate from a closed 54-acre landfill (Landfill No. 1), leachate from a 74-acre active landfill (Landfill No. 2), stormwater that comes into contact with two - one-acre biofilters at the Co-composting Facility, sanitary wastewater from on-site facilities and filter backwash from the potable water supply well. Wastewater from the various on-site facilities is collected via a network of pipes and conveyed to the wastewater storage tanks at the wastewater treatment facility.

Until March 1997, the County operated an on-site wastewater treatment facility under New Jersey Pollutant Discharge Elimination System (NJPDES) Discharge to Surface Water (DSW) Permit NJ0055395. Wastewater treatment consisted of a physical-chemical system for metals removal, biological treatment with powdered activated carbon added, clarification, chlorine disinfection and dechlorination with sulfur dioxide. Operation of the on-site treatment plant ceased in 1997 due to the variability of wastewater quality and quantity and the fact that it was economically more feasible to transport wastewater off-site for disposal.

With increases in hauling and offsite disposal fees plus improvements in wastewater treatment technology and the economics of such, the County has recently concluded that it would like to resume onsite wastewater treatment and disposal. Engineering services for the design and construction of a wastewater treatment system for the Burlington County Resource Recovery Complex are being sought through this solicitation.

## 2.2. Definitions

Committee: "Committee" means the Proposal Selection Committee.

Complex: "Complex" means the Burlington County Resource Recovery Complex.

Contractor: "Contractor" means the Proposer selected for contract award.

County: "County" means the County of Burlington/the Burlington County Board of County Commissioners.

Project: "Project" means the design, bid and construction of a wastewater treatment system.

Proposer: "Proposer" means a responsible vendor who provides services or products as required by this RFP and who meets all the requirements stipulated in this RFP.

RFP: "RFP" means this Request for Proposals and its terms.

Vendor: See "Proposer" above.

## 2.3. Description of Services

The proposer shall provide engineering and technical assistance to the County necessary for the design, bid, construction and start-up of a wastewater treatment system capable of treating 130,000 gallons per day of wastewater from the Burlington County Resource Recovery Complex. This includes the following tasks:

### 2.3.1. Design

- a) evaluate existing wastewater data including chemical analysis and discharge volumes.
- b) provide assessment of existing tanks and equipment for reuse.

- c) review treatment system technologies and provide an analysis and recommendation for selection.
- d) provide a conceptual design plan of the proposed wastewater treatment system.
- e) prepare and submit an application for Treatment Works Approval.

#### 2.3.2. Bid

- a) develop plans and specifications to be used for bidding the project and provide a construction cost estimate.
- b) assist the County throughout the bid process including but not limited to advertising bids, responding to questions during the bid process, attendance at pre-bid and bid opening meetings, review of bids for conformance with specifications and Engineer's cost estimate, preparation of a recommendation of award.
- c) prepare and distribute contract documents.

#### 2.3.3. Construction

- a) review shop drawings and conduct a preconstruction meeting, coordinate on-site field meetings and regular progress meetings with the selected Contractor and County representatives.
- b) provide construction engineering administration and oversight including but not limited to responses to requests for information, field questions and review and approval of applications for payment from the Contractor.

#### 2.3.4. Construction Oversight

- a) provide engineering construction oversight and inspection services and assist through project start-up for two (2) years beyond construction closeout.
- b) provide engineering oversight during start-up including but not limited to interactions with the treatment system manufacturer, regular inspections and review of operations including sampling of treatment system influent and effluent.

#### 2.4. Performance Standards

All services are to be provided in accordance with federal and New Jersey law and regulations as well as all applicable professional and industry standards of practice.

## 2.5. Term of Contract

The term of the contract between the County and the selected vendor shall commence on the date that the contractor has received the contract signed by the County and end two (2) years beyond substantial completion of the construction project.

## 2.6. Minimum Standards

The following are the conditions to eligibility to submit a proposal to provide the services described in this RFP:

- a) Be registered to do business in New Jersey.
- b) Have at least one New Jersey-licensed professional engineer who has at least two (2) years of consecutive experience with design, bid and construction oversight of a wastewater treatment system.
- c) Have an office within fifty (50) miles of the Burlington County Resource Recovery Complex.
- d) Proposer and Proposer's employees performing services described in this RFP are legal residents of the United States.
- e) Proposer is not on the State's debarred contractor or vendor list.

## 2.7. Supplemental Information & Requirements

The County reserves the right to request additional information or issue additional requirements throughout the selection process.

## 2.8. Rejection of All Proposals

The County reserves the right to accept or reject any and all proposals and to waive any immaterial defects or informality in any proposal if it is in the best interest of the County to do so. The determination of a material defect shall be a matter within the sole discretion of the County.

## **Section 3 - Proposal Content**

### 3.1. Company Experience

Describe any project, location and contact information, performed by Proposer during the past five years for the following categories:

- Design of wastewater treatment systems.
- Bid of wastewater treatment systems.
- Construction and construction oversight of wastewater treatment systems.

- Start-up of wastewater treatment systems.

### 3.2. Personnel Experience

Name the project manager, project engineer(s) and other support personnel who will be assigned to the project to provide services under this contract. Provide the qualifications and experience of each person, highlighting experience that is particularly suited to this project.

### 3.3. Project Approach

Proposals shall include a detailed description of the Proposer's planned approach towards the project which demonstrates the ability to complete project tasks and objectives. Include a timeline for completion of tasks.

### 3.4. Cost Proposal

Provide a cost proposal which reflects the tasks required to be completed. The Proposer shall include a lump sum cost per task, which shall include overhead and profit. A total cost including all four task categories shall be included.

Please provide a copy of the hourly rates to be charged for calendar years 2023, 2024 and 2025.

### 3.5. Proposal Forms

The following forms shall be submitted with Proposals:

- a) Intent to Submit Proposal
- b) Acknowledgment of Receipt of Addenda
- c) Qualifications Statement
- d) Ownership Disclosure
- e) Non-Collusion Certification
- f) Equal Employment Opportunity Questionnaire
- g) Disclosure of Investment Activity in Iran
- h) Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
- i) Certification of Non-Debarment
- j) Deviations Form
- k) Certification Concerning Proposal

### 3.6. Proposal Documents

The following documents shall be submitted with Proposals:

- a) New Jersey Business Registration
- b) Political Contributions Disclosure
- c) W-9: Taxpayer ID Number and Certification
- d) Statement of Insurance Coverage



## Section 4 - Proposal Review & Evaluation Criteria

### 4.1. Evaluation and Scoring Process

A proposal selection committee (“Committee”) will evaluate each proposal submitted and make a recommendation to the Board of County Commissioners. Responsive Proposers will be evaluated and scored by the standards specified in Section 4.2 by the Committee on the basis of their written submissions to the RFP. The Responsive Proposers will be ranked on the basis of such scores, and the highest-ranking Proposer will be determined and notified upon satisfactory completion of all requirements.

The members of the Committee will evaluate each Responsive Proposer’s Proposal and may confer with each other regarding the content of the submissions before scoring, but each Committee member will independently score each Proposal in all of the evaluation categories described, in accordance with the evaluation criteria described herein. Proposals will be evaluated in the following categories:

- Technical Criteria
- Management Criteria
- Cost Criteria

Each Committee Member will evaluate the Proposal, assigning a raw score for each category on a scale of 0 to 10 as follows:

- Outstanding (9-10): depth and quality of response offers significant advantages.
- Superior (7-8): exceeds RFP’s requirements with no deficiencies.
- Sufficient (5-6): meets RFP requirements but with no significant deficiencies.
- Minimal (3-4): meets RFP’s requirements but contains some significant deficiencies.
- Marginal (1-2): comprehends intent of RFP but contains many significant deficiencies.
- Unsatisfactory (0): requirements not addressed, and lack of detail precludes adequate evaluation.

Weighting factors will then be applied to each of the Committee Member’s raw scores for each category to arrive at a total weighted score as follows:

RFP Evaluation Criteria	Weighting Factor (Applied to Raw Score)	Maximum Available Points for Criteria
Technical Criteria	4	40
Management Criteria	3	30
Cost Criteria	3	30
<b>Total Points Available</b>		<b>100</b>

For each Proposal, the individual category awarded by a particular Committee Member will be added together to calculate a score out of 100. All scores awarded by the Committee Members to a particular Proposal will be added together and averaged to arrive at a Final Technical Proposal Score for each Proposer.

#### 4.2. Criteria for Evaluation

Listed below are the criteria that will be utilized in evaluating proposals responsive to this RFP. See Section 3 for the information to be provided to address these criteria.

##### 4.2.1. Technical Criteria

- a) Demonstrate a clear understanding of the scope of work and related objectives.
- b) Provide a complete and responsive proposal.
- c) Document past performance of proposed methodology.
- d) Demonstrate sound engineering principles.

##### 4.2.2. Management Criteria

- a) Provision of a project management plan.
- b) Provision of a project timeline.
- c) Document a record of timely delivery and on-time, on-budget and contract compliance performance.
- d) Document industry experience.
- e) Demonstrate professional integrity.
- f) Document the availability of personnel, facilities and equipment.
- g) Document the qualifications and experience of personnel.
- h) Provide documentation of status as a woman, disadvantaged, small and/or minority owned business, if applicable.

##### 4.2.3. Cost Criteria

- a) Cost compared to other proposals.
- b) Provision of adequate explanation of charges and fees.
- c) Assurance of performance through bonds, warranties, or guarantees.
- d) Quality control/quality assurance program.

#### 4.3. Evaluation and Recommendation Report

Final scoring and results shall be compiled by the proposal selection committee in an Evaluation and Recommendation Report to the Board of County Commissioners. This report shall be available to the public at least forty-eight (48) hours prior to award of the contract or when made available to the governing body, whichever is sooner.

### **Section 5 - Standard Terms, Conditions, and Requirements**

#### 5.1. Vendor and County Ethics

The County and persons who/that provide services to it are governed by the Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq., and ethics policies adopted by the County. In particular, Proposers are put on notice that the Commissioners and County employees, as well as members of their immediate family and business organizations in which they have an interest, are prohibited from soliciting or accepting gifts, favors, loans, services, promise of future employment or other thing of value from any person or entity which has a contract with the County or the Commissioner or County employee has reason to believe that the person or entity may be awarded a contract with the County.

In addition, Commissioners and County employees are prohibited from accepting compensation, honoraria and gifts from any person or entity other than the County in consideration of an appearance, speech, or article unless the appearance, speech or article is wholly unrelated to the Commissioner's or employee's service with Burlington County.

#### 5.2. Statement of Ownership Disclosure

The Proposer must submit a completed Ownership Disclosure Form - pursuant to N.J.S.A. 52:25-24.2. No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the proposal, or accompanying the proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth 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.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholder holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a proposer with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the U.S. Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the U.S. Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2 et seq. which refer to corporations and partnerships apply to limited partnerships, limited liability partnerships, and Subchapter S. corporations.

The Ownership Disclosure Form shall be completed and signed. Failure of the proposer to submit the required form is cause for automatic rejection of the proposal.

### 5.3. Non-Collusion

The signature of the Proposer's authorized agent on the Non-Collusion Certification shall constitute a certification by the Proposer that its Proposal has not been prepared in collusion with any other Proposer and that the prices, discounts, terms, and conditions thereof have not been directly or indirectly communicated by or on behalf of the Proposer to any person other than the County of Burlington. Proposer certifies that the contents or specifics of this submission/proposal to the County will not be communicated to any person prior to the official opening of proposals submitted to the County.

The Non-Collusion Certification Form shall be completed and signed.

### 5.4. Equal Employment Opportunity

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 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. et seq.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, 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:

- a) Letter of Federal Affirmative Action Plan Approval

- b) Certificate of Employee Information Report
- c) Employee Information Report Form AA-302 (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 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 N.J.A.C.17:27-1.1 et seq.

The Equal Employment Opportunity Questionnaire shall be completed and signed.

#### 5.5. Disclosure of Investment Activities in Iran

- a) In accordance with P.L. 2012, c.25 (N.J.S.A. 52:32-55 et seq.), any person or entity that submits a proposal or otherwise proposes to enter into or renew a contract is required to certify, at the time the proposal is submitted or the contract is renewed, that the person or entity is not identified on the list of persons or entities determined by the N.J. Department of the Treasury to be engaged in investment activities in Iran as described in subsection f. of section 2 of the act. The certification required shall be executed on behalf of the applicable person or entity by an authorized officer or representative of the person or entity.
- b) If the local contracting unit determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran pursuant to section 4 of P.L. 2012, C.25 (N.J.S.A. 52:32-58 et seq.), the local contracting unit shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L. 2012, c.25 (N.J.S.A. 52:32-59 et seq.). The local contracting unit may also report to the municipal attorney or county counsel, as appropriate, the name of that person, together with its information as to the false certification, and the municipal attorney or county counsel, as appropriate, may determine to bring such civil action against the person to collect such penalty.

The Disclosure of Investment Activities in Iran Form shall be completed and signed.

#### 5.6. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

As part of the response submission to this RFP, the Proposer is requested to submit a Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Form, pursuant to P.L. 2022, c.3. This form is requested as a convenience at the time of submission of RFP responses, in order to increase the likelihood that the Proposer selected as awardee as a result of the RFP evaluation and scoring process will be able to comply with the statutory requirements. A Proposer's failure to submit the

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Form with its Proposal will not result in disqualification of the Firm from further participation in the procurement; however, this form shall be submitted before the time of contract award.

Any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract with the County must complete a Certification which states that the person or entity is not engaged in prohibited activities in Russia or Belarus as such term is defined in P.L. 2022, c.3, section 1.e, except as permitted by federal law.

#### 5.7. Certification of Non-Debarment

As part of the response submission to the RFP, the Proposer is requested to submit a Certification of Non-Debarment Form, pursuant to N.J.S.A. 52:32-44.1. This form is requested as a convenience at the time of submission of RFP responses, in order to increase the likelihood that the Proposer selected as awardee as a result of the RFP evaluation and scoring process will be able to comply with the statutory requirements. A Proposer's failure to submit the Certification of Non-Debarment Form with its Proposal will not result in disqualification of the Firm from further participation in the procurement; however, this form shall be submitted before the time of contract award.

Pursuant to N.J.S.A. 52:32-44.1, prior to awarding any contract for public work, a person shall provide written certification to the contracting agency that neither the person nor the person's affiliates are debarred at the federal level from contracting with a federal government agency. The contracting agency will not make, negotiate, or award a contract for public work to any person that does not provide such written certification as required by this subsection.

#### 5.8. New Jersey Business Registration Requirements

A Business Registration Certificate issued by the Division of Revenue in the New Jersey Department of the Treasury to the Proposer shall be submitted with the proposal.

Pursuant to N.J.S.A. 52:32-44, the County 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 Proposer shall provide the County 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 County prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- a) 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.
- b) the contractor shall maintain and submit to the County a list of subcontractors and their addresses that may be updated from time to time.
- c) 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 <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the County 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 the County.

Interested Firms may obtain New Jersey Business Registration assistance by going on-line to <http://www.state.nj.us/treasury/revenue/gettingregistered.shtml> or by calling the New Jersey Department of Treasury at (609) 292-9292.

#### 5.9. Form W-9: Request for Taxpayer Identification Number and Certification

Form W-9: Request for Taxpayer Identification Number and Certification shall be submitted with the proposal.

#### 5.10. Insurance Requirements

The Proposer selected to provide the services described in this RFP are required to maintain the following policies of insurance during the term of the contract:

- a) Not less than the minimum Workers' Compensation and Employer's Liability insurance required by New Jersey law.
- b) Commercial General Liability including Products/Completed Operations liability coverage for Personal Injury and Property Damage of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) annual aggregate.



- c) Comprehensive Automobile Liability insurance of not less than one million dollars (\$1,000,000) combined single limit.
- d) Professional Liability insurance in the amount of one million dollars (\$1,000,000) for each wrongful act/two million dollars (\$2,000,000) aggregate.

The Proposer must secure a statement from their insurance broker stating that they will, upon successful award of this proposal to their client, supply the proposer with insurance in the limits as required by this proposal. The statement shall be included with the proposal.

#### 5.11. Deviations

If the Proposer proposes to deviate from any requirements specified in this RFP, it shall reference the applicable section and state how the Proposer intends to deviate from it. Note: The County is not required to accept or approve any proposal that includes one or more deviations. The Deviations Form must be completed and signed.

#### 5.12. Certification Concerning Proposal

The signature of the Proposer's authorized agent on the Certification Regarding Proposal shall constitute a certification by Proposer that:

- a) The information provided in the Proposer's submission is full, complete and truthful.
- b) The Proposer has reviewed all of the specifications, terms and conditions, forms and all other documents contained in the RFP including addenda, if any.
- c) The Proposer has the experience, knowledge, expertise and ability to provide the described services;
- d) The Proposer commits to provide the services as described in this RFP at the prices quoted in its Proposal.
- e) If the Proposer proposes any deviation from the requirements of this RFP Proposer has included a description of the proposed deviation(s) on the Deviations Form.

The Certification Concerning Proposal Form must be completed and signed.

## PROPOSAL FORMS

**INTENT TO SUBMIT PROPOSAL**

**BURLINGTON COUNTY BOARD OF COUNTY COMMISSIONERS  
COMPETITIVE CONTRACTING REQUEST FOR PROPOSALS FOR  
PROFESSIONAL ENGINEERING SERVICES FOR A WASTEWATER TREATMENT SYSTEM**

Please review the Request for Proposal (RFP) and furnish the information requested below. This form must be returned to the County Contact listed in Section 1.6 of the RFP by **April 13, 2023**.

Your expression of intent is not binding but will provide the County with the required information should it be necessary to distribute addenda to the RFP.

Choose one of the following options:

**Do intend to submit a proposal.**

Please provide the following contact information:

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

CONTACT NAME \_\_\_\_\_

CONTACT TITLE \_\_\_\_\_

CONTACT EMAIL ADDRESS \_\_\_\_\_

**Do not intend to submit a proposal.**

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

DATE \_\_\_\_\_, 20\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

**BURLINGTON COUNTY BOARD OF COUNTY COMMISSIONERS  
COMPETITIVE CONTRACTING REQUEST FOR PROPOSALS FOR  
PROFESSIONAL ENGINEERING SERVICES FOR A WASTEWATER TREATMENT SYSTEM**

The undersigned Proposer hereby acknowledges receipt of the Request for Proposals for Professional Engineering Services for a Wastewater Treatment System dated April 7, 2023, and Addenda

Numbers \_\_\_\_\_, inclusive.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

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

DATE \_\_\_\_\_, 20\_\_





# OWNERSHIP DISCLOSURE FORM

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

TITLE OF PROPOSAL: \_\_\_\_\_

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

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

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. The vendor is a <b>Non-Profit Entity</b> ; and therefore, no disclosure is necessary.  | YES                      | NO                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The vendor is a <b>Sole Proprietor</b> ; and therefore, no other disclosure is necessary.<br>A Sole Proprietor is a person who owns an unincorporated business by himself or her-self.<br>A limited liability company with a single member is not a Sole Proprietor. |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The vendor is a <b>corporation, partnership, or limited liability company</b> .  |                          |                          |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 3, you must disclose the following: **(a)** the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; **(b)** all individual partners in the partnership who own a 10% or greater interest therein; or, **(c)** all members in the limited liability company who own a 10% or greater interest therein.\*

NAME		
ADDRESS		
CITY	STATE	ZIP

NAME		
ADDRESS		
CITY	STATE	ZIP

NAME		
ADDRESS		
CITY	STATE	ZIP

NAME		
ADDRESS		
CITY	STATE	ZIP

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

If you answered **YES** to Question 4, you must disclose the following: **(a)** the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; **(b)** all individual partners in the partnership who own a 10% or greater interest therein; or, **(c)** all members in the limited liability company who own a 10% or greater interest therein. The disclosure(s) shall be continued until the names and addresses of every non-corporate stockholder, individual partner, and/or member a 10% or greater interest has been identified.\*

NAME		
ADDRESS		
CITY	STATE	ZIP

NAME		
ADDRESS		
CITY	STATE	ZIP

NAME		
ADDRESS		
CITY	STATE	ZIP

NAME		
ADDRESS		
CITY	STATE	ZIP

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

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

\* Attach additional sheets if necessary

**NON-COLLUSION CERTIFICATION**

**BURLINGTON COUNTY BOARD OF COUNTY COMMISSIONERS  
COMPETITIVE CONTRACTING REQUEST FOR PROPOSALS FOR  
PROFESSIONAL ENGINEERING SERVICES FOR A WASTEWATER TREATMENT SYSTEM**

The undersigned proposer hereby specifically certifies that, to the best of its knowledge and belief, the annexed proposal for this project has not been prepared in collusion with any other proposer or like item or service and that the prices, discounts, terms, and conditions thereof have not been directly or indirectly communicated by or on behalf of said proposer to any such person other than the recipient of such proposal and will not be communicated to any such person prior to the official opening of said proposal.

Proposer fully understands that no premiums, rebates or gratuities are permitted either with, prior to, or after signing of contract. Any such violation will result in cancellation and the removal from proposal list.

Undersigned proposer further certifies that it has the necessary authority to sign this stipulation stating it has not entered into any agreement or otherwise taken any action in restraint of free competitive proposing in connection with this project.

This certification may be treated for all purposes as a sworn statement made under the oath as equivalent affirmation, and that, any statements made herein are untrue the proposer may be subject to the provisions of N.J.S.A. 2C:28 -1 et seq. through N.J.S.A. 2C:28 - 3 et seq. inclusive, and relevant sequential sections, and if applicable, 18 U.S.C. 1001, et seq.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

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

DATE \_\_\_\_\_, 20\_\_

**EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE**

**BURLINGTON COUNTY BOARD OF COUNTY COMMISSIONERS  
COMPETITIVE CONTRACTING REQUEST FOR PROPOSALS FOR  
PROFESSIONAL ENGINEERING SERVICES FOR A WASTEWATER TREATMENT SYSTEM**

Complete questionnaire in the event that you or your firm is awarded a contract. The necessary forms (AA302) will be sent by the County prior to award. This form should be submitted with your proposal.

1. Our company has a Federal or State of New Jersey Affirmative Action Plan approval.

YES

NO

- a) If yes, include a photocopy of said approval with the proposal. Acceptable approvals are a current letter (not more than one (1) year from date) from the United States Department of Labor or a State of New Jersey Certificate of Employee Information Report.
- b) If no, and you become Successful Proposer, an Employee Information Report (Form AA302) will be provided and must be submitted within seven (7) days after receipt of the notification of intent to award the contract.

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

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

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

DATE \_\_\_\_\_, 20\_\_





# DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

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

**TITLE OF PROPOSAL:** \_\_\_\_\_

**PROPOSER NAME:** \_\_\_\_\_

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

### CHECK THE APPROPRIATE BOX

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

**OR**

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

**Entity Engaged in Investment Activities** \_\_\_\_\_  
**Relationship to Proposer** \_\_\_\_\_  
**Description of Activities** \_\_\_\_\_  
**Duration of Engagement** \_\_\_\_\_  
**Anticipated Cessation Date** \_\_\_\_\_

*Attach Additional Sheets If Necessary*

### CERTIFICATION

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN  
RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3**

**TITLE OF PROPOSAL:** \_\_\_\_\_

**PROPOSER NAME:** \_\_\_\_\_

**CHECK THE APPROPRIATE BOX**

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in P.L.2022, c.3,<sup>1</sup> section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

**OR**

I, the undersigned, am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Proposal being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Proposal is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Description of Prohibited Activity**

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

*Attach Additional Sheets If Necessary*

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90th day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

\_\_\_\_\_  
Vendor Name

<sup>1</sup>Engaged in prohibited activities in Russia or Belarus” means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

**CERTIFICATION OF NON-DEBARMENT  
FOR FEDERAL GOVERNMENT CONTRACTS**

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

**This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.**

<b>PART I: VENDOR INFORMATION</b>	
Individual or Organization Name	
Physical Address of Individual or Organization	
Unique Entity ID (if applicable)	
CAGE/NCAGE Code (if applicable)	
<b>Check the box that represents the type of business organization:</b>	

- Sole Proprietorship (skip Parts III and IV)   
  Non-Profit Corporation (skip Parts III and IV)  
 For-Profit Corporation (any type)   
  Limited Liability Company (LLC)   
  Partnership  
 Limited Partnership                     
  Limited Liability Partnership (LLP)  
 Other (be specific): \_\_\_\_\_

<b>PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization</b>			
<p>I hereby certify that the <b>individual or organization listed above in Part I</b> is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the County of Burlington is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the County of Burlington to notify the County of Burlington 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 County of Burlington, permitting the County of Burlington to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):		Title:	
Signature:		Date:	

**PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization**

**Section A (Check the Box that applies)**

<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
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<b>Name of Individual or Organization</b>	
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<b>Physical Address</b>	
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**OR**

<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
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**Section B (Skip if no Business entity is listed in Section A above)**

<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization’s parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization’s parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization’s parent entity, as the case may be.
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<b>Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity</b>	
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<b>Physical Address</b>	
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**OR**

<input type="checkbox"/>	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.
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**Section C – Part III Certification**

I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the **Organization listed above in Part I** or, if applicable, owns greater than 50 percent of a parent entity of the County of Burlington. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the County of Burlington is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the County of Burlington to notify the County of Burlington 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 County of Burlington, permitting the County of Burlington to declare any contract(s) resulting from this certification void and unenforceable.

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

**Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities**

**Section A**



Below is the name and address of the corporation(s) in which the **Organization listed in Part I** owns more than 50 percent of voting stock, or of the partnership(s) in which the **Organization listed in Part I** owns more than 50 percent interest therein, or of the limited liability company or companies in which the **Organization listed above in Part I** owns more than 50 percent interest therein, as the case may be.

Name of Business Entity	Physical Address

\*\*Add additional sheets if necessary\*\*

**OR**



The **Organization listed above in Part I** does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.

<b>Section B (skip if no business entities are listed in Section A of Part IV)</b>			
<input type="checkbox"/>	Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).		
<b>Name of Business Entity Controlled by Entity Listed in Section A of Part IV</b>		<b>Physical Address</b>	
**Add additional Sheets if necessary**			
<b>OR</b>			
<input type="checkbox"/>	No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.		
<b>Section C – Part IV Certification</b>			
<p>I hereby certify that the <b>Organization listed above in Part I</b> does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the County of Burlington is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by the County of Burlington to notify the County of Burlington 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 County of Burlington, permitting the County of Burlington to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):		Title:	
Signature:		Date:	

**DEVIATIONS FORM**

**BURLINGTON COUNTY BOARD OF COUNTY COMMISSIONERS  
COMPETITIVE CONTRACTING REQUEST FOR PROPOSALS FOR  
PROFESSIONAL ENGINEERING SERVICES FOR A WASTEWATER TREATMENT SYSTEM**

If Proposer is not proposing any deviations check here [  ]

If Proposer proposes to deviate in any respect from any of the terms, conditions or requirements of this RFP, Proposer is to report them below. The Proposer should reference the section of the RFP and clearly explain the proposed deviation. The County is not obligated to approve any submission that includes proposed deviations.

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**CERTIFICATION CONCERNING PROPOSAL**

**BURLINGTON COUNTY BOARD OF COUNTY COMMISSIONERS  
COMPETITIVE CONTRACTING REQUEST FOR PROPOSALS FOR  
PROFESSIONAL ENGINEERING SERVICES FOR A WASTEWATER TREATMENT SYSTEM**

The signature of the Proposer's authorized agent on this form attests that:

1. The information provided in the Proposer's submission is full, complete and truthful.
2. The Proposer acknowledges that the County may, by means it deems appropriate, determine the truth and accuracy of the information provided with this submission.
3. The Proposer has reviewed all of the specifications, terms and conditions, forms and all other documents contained in the RFP including addenda, if any.
4. The Proposer has the experience, knowledge, expertise and ability to provide the described services.
5. The Proposer commits to provide the services as described in this RFP at the prices quoted in its Proposal.
6. If the Proposer proposes any deviation from the requirements of this RFP Proposer has included a description of the proposed deviation(s) on the Deviations Form.

The signature of Proposer's agent on this form shall constitute a signature for all certifications made by Proposer in this RFP.

The Proposer recognizes that all information submitted with this submission is for the purpose of inducing the County to award a contract to the Proposer.

The Proposer understands and agrees that the submission and all supporting documentation shall become the property of the County and may be subject to review by the public.

The Proposer authorizes the County to contact any entity or person named in the submission for the purpose of verifying the information provided by the Proposer.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

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

DATE \_\_\_\_\_, 20\_\_\_\_