

July 14, 2014

**RE: Burlington County  
Request for Qualifications ("RFQ")  
Survey Review Services 2014-2016**

Dear Professional:

As you know, Burlington County has a number of active programs necessitating survey review. The County is creating a pool of qualified professionals from which the County will draw for specific projects. The County, to create that pool, is soliciting qualifications from surveying firms interested in providing services for the County's various programs.

A full RFQ document package may be downloaded from the Burlington County website at <http://www.co.burlington.nj.us/Legal>. Should you be interested in making a submission to be placed in the County's pool of qualified professionals for work for the County, please follow the directions in the RFQ.

There are a number of changes from the prior RFQ process and professionals should familiarize themselves with those changes.

- 1. PLEASE NOTE THAT CATEGORIES HAVE CHANGED FROM BURLINGTON COUNTY'S PRIOR RFQ LIST. SUBMITTERS SHOULD FAMILIARIZE THEMSELVES WITH BURLINGTON COUNTY NEW LIST. SUBMISSIONS MADE WHICH DO NOT CORRELATE TO BURLINGTON COUNTY'S RFQ CATEGORY LISTING WILL NOT BE REVIEWED.**
- 2. Copies of the entire submission package must also be made at the time of submission of hard copy documents in TIFF format and USB drive.**
- 3. Any and all comments or questions must be made, in writing, before 1:00 PM on Friday, July 25, 2014. No documents or questions will be addressed after that date.**
- 4. The deadline for delivery of submissions, to the County, is 1:00 PM on Thursday, July 31, 2014. There will be no extensions granted.**

Please feel free to contact me if you have any questions about this matter.

Very truly yours,

KENDALL J. COLLINS  
BURLINGTON COUNTY SOLICITOR

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

Jeffrey N. Rabin  
Senior Assistant County Solicitor  
JRabin@co.burlington.nj.us

CVB/heh  
Enclosures

cc: Paul Drayton, County Administrator  
Kendall J. Collins, County Solicitor  
Carl V. Buck, III, Esq., Senior Assistant County Solicitor  
Nicholas Behmke, Director, Information Technology  
Mary Pat Robbie, Director Resource Conservation



# *Board of Chosen Freeholders Of The County of Burlington*

**2014-2016**

## **REQUEST FOR QUALIFICATIONS FOR POOL OF DULY QUALIFIED REVIEW SURVEYORS AND RELATED SERVICES**

**\*PLEASE SUBMIT 4 ORIGINAL PAPER COMPLETE SETS OF RFQ  
RESPONSES WITH 1 COMPLETE COPY ON CD/DVD IN "TIFF" FORMAT  
AND 1 COPY ON "USB FLASH DRIVE" IN PDF FORMAT**

**RFQ OPENING DATE: THURSDAY, JULY 31, 2014 AT 1:00 PM EST**

### **RETURN RESPONSES TO:**

Burlington County Solicitors Office  
Attn: Jeffrey N. Rabin  
49 Rancocas Road  
P.O. Box 6000  
Room 225  
Mount Holly, NJ 08060

Telephone Number: (609) 265-5289  
FAX Telephone Number: (609) 265-5933  
Burlington County Web Site: <http://www.co.burlington.nj.us>

### **IMPORTANT**

It is recommended that each response be hand delivered to the Solicitor's Office. The County assumes no responsibility for delays in any form of carrier, mail or delivery service causing the Request for Qualifications ("RFQ") to be received at the Solicitor's Office later than the above-referenced scheduled RFQ opening date. **Any response not in the possession of the Solicitor's Office by the specified time of RFQ opening will not be accepted and will be returned unopened. No exceptions or waivers will be granted.**

**RESPONSE TO 2014-2016 POOL OF DULY QUALIFIED  
REVIEW SURVEYORS DATE/LOCAL TIME:**

-----FOLD HERE - - -

FROM:

AFFIX  
STAMP  
HERE

**TO: BURLINGTON COUNTY SOLICITORS OFFICE  
49 RANCOCAS ROAD  
P O BOX 6000  
ROOM 225  
MOUNT HOLLY NJ 08060  
ATTN: RFQ REVIEW SURVEYOR  
RESPONSE DUE BY  
Date: 1:00 PM THURSDAY, JULY 31, 2014**

**REQUEST FOR QUALIFICATIONS ("RFQ")  
FOR REVIEW SURVEYING AND RELATED SERVICES FOR COUNTY OF  
BURLINGTON  
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**CHECK LIST**

**Your RFQ WILL NOT be considered complete unless all items listed below are included with your package.**

<u>TITLE</u>	<u>SECTION</u>	<u>RESPONDER CHECK OFF</u>
RFQ Form:	2.00 (signed & attached)	_____
Addenda certification # _____	3.05 (signed & attached)	_____
Statement from Insurance Broker:	1.02 & 4.08	_____
Statement of Ownership:	3.18 & 4.01 (attached)	_____
Hold Harmless/Indemnification:	3.21 & 4.02 (signed & attach)	_____
Non-Collusion Certification:	4.03 (signed & attached)	_____
Affirmative Action:	3.15 & 4.04 (attached)	_____
Affirmative Action Questionnaire:	4.05	_____
Statement of Qualification Questionnaire:	4.06	_____
State of New Jersey Business Registration Certificate:	3.25 & 4.07 (attached)	_____
Conflict of Interest Certification	4.09 (attached)	_____
Certification Concerning Submission	4.10 (attached)	_____
Reports Concerning Experience	4.11 (attached)	_____
Consultant RFQ Response Forms	4.12 (attached)	_____
Fee Schedule	4.13 (see 1.06(g))	_____
Authorized signatures on all forms (blue ink):		_____
Required number and format of responses to RFQ submitted:		_____
Reviewed by/ Date Reviewed:		_____

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

## COUNTY OF BURLINGTON, NEW JERSEY

### 1.00 GENERAL SPECIFICATIONS

#### 1.01 INTENT AND SCOPE OF SERVICES

The intent of this Request For Qualifications ("RFQ") is to create a pool of pre-qualified review surveyor and related firms with which the County will enter into open-ended contracts which may be amended to include specific projects requiring review of surveys and related services.

***NOTE: FIRMS APPROVED AND INCLUDED IN THIS POOL MAY BE UTILIZED BY ANY BURLINGTON COUNTY DEPARTMENT FOR SPECIFIC ASSIGNMENTS IN THE DISCIPLINE(S) COVERED BY THE RESPECTIVE OPEN-ENDED CONTRACT.***

Firms responding to this Request For Qualifications should have extensive experience, knowledge and requisite qualifications in various disciplines listed. Additional information required as described in the "MANDATORY CONSULTANT RFQ RESPONSE FORM" attached must be completed and returned with the Statement of Qualifications

This Request For Qualifications does not constitute a bid and is intended solely to obtain competitive Responses from which the County may choose a contractor(s) that best meet(s) the County's needs. It is the County's intent that no statutory, regulatory, or common law bidding requirement apply to this Request For Qualifications. The County intends to award contracts, for the detailed services pursuant to N.J.S.A. 40A:11-5(1)(a)(i).

#### SCOPE OF SERVICES

a. For Farmlands Program work, the Survey Review firm must provide proof it is on the SADC approved list of surveyors, and have prepared and/or reviewed not less than ten (10) completed surveys to the State of New Jersey or a County or municipality of the State of New Jersey in connection with a farmland preservation easement or fee simple purchase by the client within the last five years; and

b. For Open Space Preservation Program work, the Survey review firm must provide proof it is prequalified with the State of New Jersey, Division of Treasury's Department of Property Management and construction (DPMC) on behalf of the Green Acres Program, and that it has reviewed not less than ten (10) completed surveys to the State of New Jersey Green Acres Program or a county or municipality of the State of New Jersey, for submission to the Green Acres Program in connection with a conservation easement or fee simple purchase by the client within the last five years; and

c. Have access to all equipment needed to perform the services described in the Performance Specifications included with this RFQ; and

- d. Not be on the State's debarred contractor list; and
- e. Be registered to do business in New Jersey and have an active New Jersey Business Registration Certification; and
- f. Provide not less than three (3) "Report Concerning Experience with Survey Review Firm" forms completed by difference clients containing favorable reports of the Firm's work, and;
- g. Satisfy the insurance requirements specified in the contract enclosed with this RFQ.

The successful firm(s) shall comply will all applicable federal, state and local statutes, rules and regulations.

The scope of services for which responses to this RFQ are being requested are:

1. Green Acres Survey Review
2. State Agricultural Review Committee Survey Reviewer in compliance with Performance Specifications/Scope of Work for Surveyor Services (Revised June 26, 2013) Exhibit "A".
3. General Survey Review

**\*\*\*Pages 4 and 5 are intentionally left blank\*\*\***



**\*\*\*Pages 4 and 5 are intentionally left blank\*\*\***

**\*\*\*Pages 4 and 5 are intentionally left blank\*\*\***

## **1.02 INSURANCE REQUIREMENTS (THE COUNTY RECOMMENDS YOU SEND THIS SECTION TO YOUR INSURANCE BROKER)\*\***

Prior to commencing work under any amendment to the initial open-ended contract for a specific project, the proposed professional services provider shall furnish the County with a certificate of insurance as evidence that it has procured the insurance coverage required herein. This coverage must be provided by a carrier approved by the County and rated appropriately through AM Best Firms must give the County a thirty (30) day notice of cancellation, non-renewal or change in insurance coverage. **Proof of existing coverage at the required levels of insurance or a certification from firm's insurance broker stating that firm can obtain this coverage is a necessary requisite of a proper response to RFQ.**

A professional service provider selected to be qualified to be placed in the pool shall provide and maintain at least the following minimum limits of insurance coverage during the period of the open-ended contract, or any amendment thereto, resulting from this Request For Qualifications:

- a. Statutory Worker's Compensation and Employer's Liability Insurance; and
- b. Commercial General Liability coverage, including Products Completed Operations coverage for Personal Injury and Property Damage Liability of not less than one million dollars (\$1,000,000) for each occurrence and two million (\$2,000,000) annual aggregate; and \*\*
- c. Comprehensive Automobile Bodily Injury and Property Damage Liability coverage of not less than \$1,000,000 combined single limit; and
- d. Professional Liability/Errors and Omissions insurance coverage of not less than \$1,000,000 each wrongful act, \$2,000,000 aggregate. \*\*

Prior to the effective date of the open-ended contract, or amendment thereto, professional service provider shall provide a Certificate of Insurance as verification of the existence of said insurance policies. Approval of the coverage and the Certificate by the Insurance and Risk Management Division is a precedent to the taking effect of this Agreement. The Certificate should be issued to:

Burlington County Board of Chosen Freeholders  
Attn: Insurance and Risk Management Division  
49 Rancocas Road, P O Box 6000  
Mt. Holly, NJ 08060-6000

***\*\*Prospective Firm should recognize that Commercial General Liability and Professional Liability limits FLOOR values are listed. For projects/contracts requiring more responsibility, risk or greater sophistication an increased level of coverage will be necessary. These amounts will be determined by Burlington County Risk Management on a case by case basis.***

Each Certificate of Insurance shall contain a statement that the policy applies to all operations of the project which are undertaken by the insured during the performance of this contract. In addition, each Certificate of Insurance shall contain the following information or statements:

- 1 Name and address of insured.
2. A statement that the Board of Chosen Freeholders of the County of Burlington is an Additional Insured under Commercial General Liability.
3. The number and description of each policy in force on the date of the Certificate.
4. The expiration date of each policy shown as well as the amount of coverage for each policy.
5. The name and number of this contract as shown on the cover of this package.
6. A statement showing the method of cancellation If cancellation may be effected by the giving of notice to the insured and the Board of Chosen Freeholders of the County of Burlington by the insurer, the policy and Certificate must provide that cancellation shall not be effective until ten (10) days after receipt of such notice by the said Board of Chosen Freeholders.

During the term of any contract, it shall be the responsibility of the Responder to provide the County with additional Certificates of Insurance in compliance with the above showing current coverage when any insurance policy for the above-listed coverage expires.

### **1.03 COUNTY REPRESENTATIVE**

The County Representative is as follows:

Jeffrey N. Rabin  
Senior Assistant Solicitor  
49 Rancocas Road, P.O. Box 6000  
Mount Holly, New Jersey 08060  
Telephone Number (609) 265-5289  
email: [jrabin@co.burlington.nj.us](mailto:jrabin@co.burlington.nj.us)

This person is designated as the County Representative for this RFQ and will be the point of contact for contractual and payment issues after execution of any contract. The Solicitor's Office is responsible for all contract administration matters.

### **1.04 ELIGIBILITY OF RESPONDER**

To be deemed qualified for inclusion in the pool of professional services providers for Burlington County projects, a Responder must submit proofs demonstrating that it meets the minimum necessary professional qualifications, has all necessary licenses or certifications and has submitted the "Consultant RFQ Response Form Mandatory Information" (Form 4.13) for each discipline for which they seek to be qualified.

### **1.05 RFQ EVALUATION PROCESS AND RANKING METHODOLOGY**

Consistent with applicable County policy, a RFQ Review Committee shall be established which shall consist of representatives from the appropriate Department(s). The RFQ Review Committee shall evaluate each submission based upon the criteria set forth below. Responders must satisfy the following qualification criteria to be selected as a member of the pool:

A. Provide the name and address of the firm and the corporate officer authorized to execute contracts on the firm's behalf. Briefly describe your firm's history, ownership and organizational structure. Proof of licenses to do business in the State of New Jersey as set forth in this RFQ must be provided. Provide a statement by the corporate office with the requisite knowledge and authority that your firm is not currently legally barred or in violation of any federal, state or local regulations that would impact on the firm's ability to provide services as designated in this RFQ.

B. Provide proof they meet the minimum necessary professional qualifications, licenses and/or certifications for each discipline in which they seek to be qualified.

C. A proven record of experience, including references, in providing the type of services required, including experience related to government projects involving the type of services for which the Responder seeks to be qualified and included in the pool.

D. Provide evidence of the qualifications and experience of key team members who will be actively involved in the work, including resumes for each.

E. Provide proof as to the Responder's approach to cost control and scheduling/phasing, including the ability to provide services in a timely manner.

F. Provide a standardized schedule of fees for each type of professional service for which the responder seeks to be qualified, setting forth the job title and hourly rate of payment of each type of employee envisioned to perform such services.

G. Provide the location of offices, describe your firm's regional, statewide and local service capabilities and identify the office(s) out of which the key team members set forth in D above work.

H. The quality of the RFQ, including the completeness and quality of the Submission.

The RFQ Review Committee shall submit a report to the Board of Chosen Freeholders making recommendation as to those responders deemed qualified to be members of the pool. Final determination as to which responders shall be included in the pool shall be in the discretion of the Freeholder Board and the Board shall adopt a Resolution establishing the pool of qualified firms for County projects. Each pool member shall be required to execute an open-ended contract for a nominal consideration amount (payment against which shall be made only if work is actually performed) as a necessary prerequisite to being eligible to receive assignments/ amendments to the open-ended contract for specific project.

## **1.06 RFQ RESPONSE REQUIREMENTS**

Responders shall submit four 4 original paper complete sets of RFQ responses with 1 complete copy on CD/DVD in "TIFF" format and 1 copy on "USB flash drive" in PDF format of the Response, INCLUSIVE OF ALL REQUIRED INFORMATION to the Burlington County Solicitor's Office, via mail or hand delivery to: 49 Rancocas Road, P.O. Box 6000, Room 225, Mount Holly, New Jersey 08060. Responses must be received on or before the scheduled RFQ Opening date and time of **Thursday, July 31, 2014 at 1:00 PM.**

**\*\*A complete RFQ submission must include a "Consultant RFQ Response Form".**

Hard copy responses must contain a manual signature, in blue ink, of an authorized representative of the Responder. RFQs must be typed or printed in blue or black ink

The company name must appear on each page of the RFQ. Each page of the RFQ must be sequentially numbered RFQs not including standardized fee schedules and hourly rates will be considered non-responsive and shall be rejected

The content and sequence of each RFQ must comply with the following format, including and identifying the following:

1. Cover Letter. The Cover Letter shall include a brief general statement of interest, availability, and commitment to perform services, qualifications for selection; and signature of an authorized officer of the firm having legal authority to do so.
2. Statement of Qualifications. Attach completed Form 4.06.
3. Conflict of Interest Certification. Attach completed Form 4.09.
4. Table of Contents. The Table of Contents shall identify the contents of the RFQ in the following order:
  - A. Firm Information and Representations. Provide the name and address of the firm and the corporate officer authorized to execute contracts on the firm's behalf. Briefly describe your firm's history, ownership and organizational structure. Proof of firm's licenses to do business in the State of New Jersey as set forth in this RFQ must be provided. Provide a statement by the corporate office with the requisite knowledge and authority that your firm is not currently legally barred or in violation of any federal, state or local regulations that would impact on the firm's ability to provide services as designated in this RFQ..
  - B. Designated Areas for Which Responder Desires to be Qualified
  - C. Experience: Provide proof of a proven record of experience in providing services in the designated areas for which responder desires to be qualified, including experience related to government projects. Include references.
  - D. Project Team. Provide a description of your project team, listing the firm names, individuals involved and the role they will perform.. Attach necessary professional qualifications, licenses and/or certifications for each

discipline in which Responder seeks to be qualified Describe their experience in the fields for which the Responder desires to be qualified.

E. Facilities. Provide the location of offices, describe your firm's regional, statewide and local service capabilities and identify the office(s) out of which the key team members set forth in D above work.

F. Scheduling/Cost Control. Describe your firm's method of keeping the projects on schedule and maintaining project costs within budget. Describe your firm's approach to project phasing and how projects in different phases of work would be controlled and tracked Include proofs regarding the ability to complete projects in a timely manner.

G. Schedule of Fees/Rates. Provide a standardized schedule of fees for each type of professional service for which the Responder seeks to be qualified, setting forth the job title and hourly rate for each type of employee envisioned to perform such services.

H. Consultant RFQ Response Form Mandatory Information.  
Attached completed forms.

I. Other Required Forms. Attach all other forms required pursuant to the terms of this RFQ, including those specifically set forth in Section 4.01 through 4.05, 4.07, 4.08, 4.12 and 4.13. A failure to attach all required forms shall be a basis for rejection of the response to the RFQ.

The organization of the body of the response to the RFQ shall be consistent with the Table of Contents.

## **1.07 PERIOD FOR QUALIFIED POOL**

The period for the qualified pool created by virtue of this RFQ shall be July 1, 2014 to December 31, 2016. The County reserves the right to request additional responses for qualified professionals to supplement the pool in accordance with its own policies and relevant New Jersey law, in its sole discretion.



**2.00 RESPONSE TO RFQ FORM**

**COUNTY OF BURLINGTON, NEW JERSEY  
FOR YEARLY POOL OF DULY QUALIFIED REVIEW SURVEYORS  
2014-2016**

\_\_\_\_\_, 2014

Board of Chosen Freeholders  
County of Burlington  
49 Rancocas Road  
Mount Holly, New Jersey 08060-6000

**RE: RFQ REVIEW SURVEYOR SERVICES: 2014-2016**

Freeholders:

The undersigned hereby undertakes and promises to furnish a Statement of Qualifications and other items as appropriate and required by the RFQ containing instructions as specifications dated July 14, 2014, including all written amendments and changes thereto, which are incorporated herein by reference and made a part of this response to RFQ.

By signature below we accept all terms and conditions of the specifications set forth in the RFQ We understand and agree that the information submitted in our response to the RFQ will be the sole information considered in determining the whether we are qualified to be included in any pool of professionals to be eligible to be utilized by the County for specified projects We also agree that the terms and conditions of the RFQ and our response thereto shall become a part of the signed contract upon award

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

\_\_\_\_\_  
(Business Name)

\_\_\_\_\_  
(Type or Print Full Name)

\_\_\_\_\_  
(Title)

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

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Fax)

**RESPONSE TO 2014-2016 POOL OF DULY QUALIFIED REVIEW SURVEYORS DATE/LOCAL  
TIME:**

-----FOLD HERE-----

\_\_\_\_\_  
| AFFIX  
| STAMP  
| HERE

**TO: BURLINGTON COUNTY SOLICITORS OFFICE  
49 RANCOCAS ROAD  
P O BOX 6000  
ROOM 225  
MOUNT HOLLY NJ 08060  
ATTN: RFQ REVIEW SURVEYORS RESPONSE DUE BY  
DATE: THURSDAY, JULY 31, 2014 AT 1:00 PM**

### 3.00 RFQ PROCESS AND OTHER REQUIREMENTS

#### 3.01 DEFINITIONS

**Responder:** The word Responder as cited in this RFQ is defined as any responsible vendor who provides services or products as required and who meets all the requirements stipulated in the RFQ.

**County:** The word County as cited in this RFQ is defined as the Burlington County Board of Chosen Freeholders

**County Office Building:** The administrative offices are located at and legal notices are to be served at:

County Office Building  
49 Rancocas Road  
P O Box 6000; Room 225  
Mount Holly, New Jersey 08060-6000  
Attn: Solicitor's Office

#### 3.02 RFQ INSTRUCTIONS

A. The required number of 4 originals, TIFF disc & “USB flash drive” of the RFQ shall be enclosed in a sealed envelope and delivered via hand delivery, Mail and/or courier to:

Burlington County Solicitors Office  
Jeffrey N. Rabin, Senior Assistant Solicitor  
49 Rancocas Road  
PO Box 6000; Room 225  
Mount Holly, NJ 08060-6000

The FRONT of envelope plainly marked with name and address of Responder and complete RFQ title and RFQ number as shown on the cover of this package (**see example below**). The required number of original copies of **Official RFQ forms (section 2.00) MUST BE USED** when submitting RFQ.

EXAMPLE:

**2014-2016 POOL OF DULY QUALIFIED REVIEW SURVEYORS RELATED SERVICES  
FOR BURLINGTON COUNTY  
DUE: THURSDAY, JULY 31, 2014 AT 1:00 PM**

B. Burlington County will not be responsible for any expenses incurred by any Responder in preparing or submitting a response. All Responses shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request For Qualifications, Emphasis should be on completeness and clarity of content. Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response to the RFQ are not desired Unless specifically requested in the RFQ, elaborate art work, corporate brochures, lengthy narratives, expensive paper, specialized binding, and other extraneous presentation materials are not necessary. Responses should ideally be forwarded in white 3-ring binders between 1" and 3" wide.

C. Responses shall be signed in blue ink by the individual or authorized principal of the responding party The terms and conditions set forth in the responses shall be valid for the period of 2014-2016.

D. All responses to this RFQ, with the exception of proprietary information, shall be open to public disclosure subsequent to the formal creation of the pool by resolution. Each Responder must clearly designate in its RFQ response any information which it deems to be proprietary. It is the County's experience that the vast majority of RFQ responses contain no proprietary information. Therefore, any such designation must be limited in scope and reasonably based.

E. The County of Burlington reserves the right to reject any and all responses received by reason of this RFQ, or to negotiate separately in any manner necessary to serve the best interests of Burlington County. Firms whose responses are not accepted may or may not be notified in writing.

### **3.03 NO RFQ RESPONSE SUBMITTED**

If a potential responder decides NOT to submit a response to the RFQ, the form attached to the inside cover of this RFQ shall be returned with appropriate information blocks filled If the RFQ form is not returned indicating you are not submitting a response, your name may be removed from mailing lists for any future RFQs.

### **3.04 WITHDRAWAL OF RFQ RESPONSE**

A written request for the withdrawal of a already submitted response to the RFQ, or any part thereof, may be granted if the request is received by the County prior to the specified time of RFQ opening.

### **3.05 ADDENDA TO RFQ**

Any interpretations of these RFQ specifications and any supplemental instructions will be in the form of a written Addendum which will be posted on the County's website and forwarded by Certified Mail not later than seven (7) working days prior to the date fixed for the RFQ opening to all prospective Responders on record which have received an RFQ packet. Failure of any Responder to receive an Addendum shall not relieve the Responder from any obligation submitted under its response to the RFQ. All duly issued Addenda must be signed and returned with the response to the RFQ.

### **3.06 NO ORAL INSTRUCTIONS**

Every question or request for interpretation pertaining to the RFQ shall be made in writing delivered to the County Representative designated in Section 1.03 of this RFQ on or before July 25, 2014 at 1:00 PM. The response to such questions or requests shall be in the form of written Addenda, which will be posted on the County's website not later than seven (7) calendar days prior to the RFQ opening date. Failure of any Responder to receive any such addenda shall not relieve any Responder from any obligation under its response to the RFQ.

No other means of communication shall constitute a formal or official response or statement by the County. All Addenda duly issued are incorporated into the specifications of this RFQ.

### **3.07 NO ADDITIONAL CHARGES**

All services, equipment, personnel and material which is necessary in order to provide the services as described in this RFQ and any Addenda thereto shall be included in the Schedule of Fees and Rates submitted with the response to the RFQ and any additional charges not included shall not be permitted.

### **3.08 REJECTION OF RFQ RESPONSE**

The County reserves the right to accept or reject any and all responses to RFQs and to waive any immaterial defects or informality in any RFQ responses or should it be in the best interest of the County to do so. The determination of a material defect shall be a made in the sole discretion of the County.

### **3.09 RFQ OPENING**

At the date and time of the RFQ receipt, Thursday, July 31, 2014 at 1:00 PM, all responses shall be recorded as received.

### **3.10. LATE RESPONSES TO RFQ NOT ACCEPTED**

**A RESPONSE TO THE RFQ RECEIVED AFTER THE DESIGNATED DATE AND TIME FOR RFQ OPENING WILL NOT BE ACCEPTED OR CONSIDERED.** The County will not be responsible for late postal delivery service nor will postmark dates be considered in honoring RFQs. The County will not be responsible for any RFQs misdirected in delivery by any person or delivery service.

### **3.11 COMMUNICATIONS AFTER THE RFQ OPENING ARE PROHIBITED**

After the RFQ opening, communications by a Responder or any representative thereof attempting to discuss the substance of the RFQ, responses to the RFQ, the consideration/review of the responses by County officials or the selection of a qualified pool with any official, employee or representative of the County of Burlington are expressly prohibited

### **3.12 PAYMENT**

A member of the pool which is awarded an amendment to the initial open ended contract for a specific project shall be paid in accordance with the applicable Schedule of Fees and Rates upon receipt of invoice and a properly executed voucher referencing an appropriate purchase order.

All invoices and vouchers must be submitted to the billing address as shown on each purchase order, Invoices must match the purchase order and have full description of services or supplies.

Purchase order number must be on all invoices.

A County voucher must be completed, signed and attached to all invoices. Payment cannot be made without properly executed voucher.

Forward invoice and voucher with original signature (only original ink signatures; rubber stamped signatures not acceptable) to the County department shown as "bill to" on the purchase order.

Payments are authorized at the Board of Chosen Freeholders meetings on the second (2nd) and fourth (4th) Wednesday of each month.

Invoices with Vouchers must be processed through the "bill to department" and Accounts Payable/Finance Department no later than the Wednesday prior to the scheduled Board Meetings.

Follow-up for invoice payment must start with contacting the County department listed as "bill to" on the purchase order (telephone number of department appears in same area).

Additional voucher pads are available upon request from the "bill to" department, the Division of Purchase and the County of Burlington Web Site at:

<http://co.burlington.nj.us/departments/legal>

### **3.13 COUNTY TAX EXEMPT STATUS**

The County of Burlington is exempt from all taxes including Federal Excise Tax, Transportation Taxes, and State Sales or Use Tax.

### **3.14 UNLAWFUL DISCRIMINATION PROHIBITED**

A responder ("contractor") which is deemed qualified and placed into a pool shall be prohibited from discrimination in the hiring of persons who are qualified and available to perform work to which the contract relates by reason of race, religion, sex, national origin, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality in accordance with State of New Jersey Law.

### **3.15 AFFIRMATIVE ACTION REQUIREMENTS**

In connection with the initial open ended contract or any amendment thereto for a specific project, a responder ("contractor") which is deemed qualified and placed into a pool shall be required to comply with the requirements of N.J.S A 10:5-31 et seq. and N.J A.C.17:27 as well as the terms and conditions in the "Affirmative Action Instructions" info in Section 4.04 herein.

### **3.16 AMERICANS WITH DISABILITIES ACT**

In connection with the initial open ended contract or any amendment thereto for a specific project, a responder ("contractor") which is deemed qualified and placed into a pool shall be required to execute the following:

### Equal Opportunity For Individuals With Disabilities

The **CONTRACTOR** and the **COUNTY** do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U S C S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the **COUNTY** pursuant to this contract, the **CONTRACTOR** agrees that the performance shall be in strict compliance with the Act. In the event that the **CONTRACTOR**, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the **CONTRACTOR** shall defend the **COUNTY** in any action or administrative proceeding commenced pursuant to this Act. The **CONTRACTOR** shall indemnify, protect, and save harmless the **COUNTY**, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind of nature arising out of or claim to arise out of the alleged violation. The **CONTRACTOR** shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the **COUNTY'S** grievance procedure, the **CONTRACTOR** agrees to abide by any decision of the **COUNTY** which is rendered pursuant to said grievance procedure.

If any action or administrative proceeding results in an award of damages against the **COUNTY** or if the **COUNTY** incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the **CONTRACTOR** shall satisfy and discharge the same at its own expense. The **COUNTY** shall, as soon as possible after a claim has been made against it, give written notice thereof to the **CONTRACTOR** along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the **COUNTY** or any of its agents, servants, and employees, the **COUNTY** shall expeditiously forward or have forwarded to the **CONTRACTOR** every demand, complaint, notice, summons, pleading, or other process received by the **COUNTY** or its representatives.

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

It is further agreed and understood that the **COUNTY** assumes no obligation to indemnify or save harmless the **CONTRACTOR**, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the **CONTRACTOR** expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the **CONTRACTOR'S** obligations assumed in this Agreement, nor shall they be construed to relieve the **CONTRACTOR** from any liability, nor preclude the **COUNTY** from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.



### **3.17 NO ASSIGNMENT OR SUBCONTRACTING**

A responder who is selected for inclusion in a qualified pool shall not assign, transfer, convey, subcontract or otherwise dispose of the initial open ended contract or any amendment thereto for a specific project, without the prior written approval of the County.

### **3.18 STATEMENT OF OWNERSHIP**

In accordance with N.J.S.A. 52:25-24.2, every corporation and/or partnership submitting a RFQ shall, prior to the receipt of the RFQ by the Purchasing Agent for the Board of Chosen Freeholders of the County of Burlington, or accompanying said RFQ, submit a statement setting forth the names and addresses of all stockholders in the corporation or partners in the partnership, who own ten (10%) percent or more of its stock, of any class, or of all individual partners in the partnership who own a ten (10%) percent or greater interest therein, as the case may be. See section 4.01. If one or more such stockholder or partner is, itself a corporation or partnership, the stockholders holding 10% or more of that corporations' stock, or the individual partners owning ten percent 10% or greater interest in that partnership, as the case may be, shall also be listed This disclosure shall be continued until the names and addresses of every non-corporate stockholder, and individual partner exceeding the 10% ownership criteria established by this notice have been listed. **If no stockholder owns more than ten (10%) percent, note by stating "None"**.

### **3.19 INTERPRETATION OF RFQ**

The County's interpretation of the meaning and intent of the RFQ shall be final and conclusive. In case of any discrepancy between any provisions of this RFQ, the provision with the more specific language takes precedence over any provision with general language, and a provision that is more stringent takes precedence over the one that is less stringent.

### **3.20 CONTRACT AWARD FOR SPECIFIC PROJECTS**

Once the pool of qualified professionals for the respective disciplines has been established and associated open ended contracts have been executed, when a specific project arises requiring professional services, a request for proposal (RFP) for the specific project will be forwarded by the County to professional service provider(s) for the specific discipline. The firm(s) receiving an RFP shall respond to the County as to whether it can meet all requirements as set forth If the firm can meet all the contract requirements and the parties reaching a mutual agreement, an amendment to the initial open ended contract for the specific project contract will be forwarded to the firm for execution.

### **3.21 HOLD HARMLESS/INDEMNIFICATION**

A Responder who is selected for inclusion in a qualified pool which enters into an open ended contract or amendment thereto for a specific project shall indemnify and hold harmless the Board of Chosen Freeholders of the County of Burlington, its officers, employees, agents and servants from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses including attorneys fees, incurred or suffered on account of property damage or loss and/or personal injury, including loss of life, of any person, agency, corporation or governmental entity which shall arise out of the course of or in consequence to any acts or omissions of the **RESPONDER/ CONTRACTOR**, its employees, agents, servants or subcontractors in the performance of the work to be reimbursed pursuant to its Contract or the failure of the **RESPONDER/CONTRACTOR**, its employees, agents, servants or subcontractors to comply with any term or condition of these specifications The **RESPONDER/CONTRACTOR** further agrees that this indemnification by the **RESPONDER/CONTRACTOR** shall continue after completion of the **CONTRACT** for all claims, demands, suits, actions, recoveries, judgments, costs and expenses including attorneys fees resulting from acts or omissions the **RESPONDER/CONTRACTOR**, its employees, agents, servants or subcontractors which occur prior to the completion of the **CONTRACT**

### **3.22 ROYALTIES AND PATENTS**

A responder who is selected for inclusion in a qualified pool shall pay all royalties and license fees and shall defend all suits or claims for infringements of any patent, copyright or other intellectual property rights and shall save the County harmless from loss on account thereof.

### **3.23 DELIVERY COSTS & F.O.B.**

All delivery costs shall be included in the Schedule of Fees/Rates section of the response to the RFQ Delivery shall include all costs associated with offloading of any product. **F.O.B. The County of Burlington. Freight Paid.**

### **3.24 GOVERNING LAW, VENUE AND FUNDING**

This RFQ and any open ended contract or amendment thereto shall be governed by and construed in accordance with the laws of the State of New Jersey, including the Local Public Contracts Law of the State of New Jersey (N.J.S.A. 40A:11-et seq. and New Jersey Local Public Contracts Law Rules N.J.A.C. 5:34-1 et seq.).

All actions at law or in equity regarding any claims or disputes relating to this RFQ or any contract resulting from this RFQ shall be brought in the Superior Court of New Jersey, Burlington County Vicinage.

All Contracts are subject to the availability and appropriation of funds annually.

The County of Burlington shall not purchase, lease, rent or take consignment goods and/or services produced under conditions involving the payment of poverty wages, violations of workplace regulations and suppression of worker rights. Each Responder, by submitting a RFQ, agrees they will comply with all Federal, State and County laws concerning the above.

### **3.25 STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**

P 2004, c.57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for or entering into a contract with a public contracting agency.

All Responders must submit a copy of their State of New Jersey Business Registration Certificate with each RFQ submission.

The law does not cover contracts with non-profit organizations and other government agencies.. Proof of non-profit status must be submitted with RFQ.

Submittal of the required Business Registration Certificate is mandatory. Failure to submit the required Business Registration Certificate shall result in the response to the RFQ being rejected. This fatal defect cannot be waived or cured. See NJ SA 40A:11-23 2(f).

The State Division of Revenue issues Business Registration Certificates There is no cost to file, and renewal is unnecessary, though changes to information must be submitted.

Information on how a business can obtain a certificate on the Internet at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) or by phone at (609) 292-1730.

The New Jersey Division of Taxation has issued "Instructions for Contracting Agencies and Business Organizations Covered by P.L. 2004, c. 57"

The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor. Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates N.J.S.A. 52:32-44(g)(3)J shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P 2001, c. 134 (N.J.S.A. 52:32-44 et. al.) or subsection e or f of section 92 of P.L. 1977, c. 110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

**The Responder must submit a copy of the business registration certificate or proof of non-profit status with the submission of each response to the RFQ.**

**4.00 REQUIRED CONTRACT FORMS---ATTACHED NEXT PAGE(S).**

Board of Chosen Freeholders  
County of Burlington  
New Jersey



Department of: RESOURCE CONSERVATION

MARY PAT ROBBIE  
*Director of Resource Conservation*

Phone: (856) 642-3850  
Fax: (609) 726-7333

*Physical Address:*  
624 Pemberton Browns Mills Rd  
Pemberton, New Jersey 08068

*Mailing Address:*  
P.O. Box 6000  
Mount Holly, New Jersey 08060

FARMLAND PRESERVATION PROGRAM  
PERFORMANCE SPECIFICATIONS / SCOPE OF WORK  
FOR SURVEYOR SERVICES

(Revised June 26, 2013)

**I. PURPOSE**

Farmland preservation surveys are critical to four aspects of the County's Farmland Preservation Program (FPP).

- A. The survey will establish the outbounds (including metes and bounds description) of the subject lands owned in fee by the FPP applicant;
- B. The survey will establish the outbounds (including metes and bounds description) of that portion of the property that will be subject to the Farmland Preservation Program deed of easement restrictions.
- C. The survey is integral to the County's application for State cost-share funding grants for preserved farms.
- D. The success of the County's easement compliance monitoring and enforcement programs depends on accurate, detailed farm surveys.

The purpose of these specifications is to ensure that farmland surveys satisfy the requirements of these four program components.



## II. SURVEY REVIEWER

The County employs a Survey Reviewer to coordinate and review farmland surveys. The Survey Reviewer monitors the submission and quality of farmland surveys and serves as the primary contact for farmland surveyors.

## II. PROCEDURES

The final products of the survey process shall be one survey plat that identifies (1) the outbounds of the subject farm property (fee ownership) and (2) the boundaries of the area subject to the FPP easement. A metes and bounds description of both the property outbounds and the easement area are required.

The County, the Survey Reviewer and the surveyor will follow the following procedures to obtain surveys for this program:

1. The County Department of Resource Conservation (DRC) will distribute a bid packet to surveyors, including a Request for Proposal (RFP) and a tax map and deed(s) for the subject property.
2. The surveyor will submit a bid for the survey(s) to the County DRC.
3. The County DRC will issue a Notice to Proceed to the successful surveyor, and will send additional information for the farm survey, including topographic data, information about future proposed drainage and road rights-of-way, the title commitment, and any surveys of adjoining deed-restricted farms.
4. The surveyor shall contact the landowner to schedule a “walk-through” on the property prior to, or at the time of, survey pins being set in order to insure receipt of the landowner’s input on the property and easement boundaries. The surveyor shall notify the DRC of the date and time of the scheduled on-site meeting.
5. When setting survey pins, the surveyor shall also affix a marker of some kind (flagged stakes, or spray paint, for example) in the field so that the DRC staff and landowners can locate the set pins and surveyed courses during a subsequent field inspection.
6. The surveyor will submit **one copy of the** preliminary survey package [see Deliverables section] to the Survey Reviewer and 1 electronic PDF of their submission to the DRC by the deadline date specified in the Notice to Proceed.
7. The Survey Reviewer will review the preliminary survey for compliance with the Scope of Work (SOW). If the preliminary survey is not entirely compliant with the SOW, the Survey Reviewer will notify the surveyor of any discrepancies and request a revised preliminary survey. **Preliminary surveys should be reviewed within 10 business days.**

8. If a revised preliminary survey is required, the surveyor will submit the revised preliminary survey package [see Deliverables section] to the Survey Reviewer within ten business days of receipt of the written comments.
9. Once the Survey Reviewer has found a preliminary survey compliant with the SOW, the survey reviewer will **notify the surveyor. The surveyor should then forward two copies of preliminary survey package to the DRC contact person and he/she will forward copies to County Staff and other parties involved in the transaction for review. The reviewers will forward their comments to the DRC contact person, who will distribute all comments at one time to the surveyor and the Survey Reviewer.** The County DRC will request a final survey that incorporates all requested changes.
10. The surveyor will submit the final survey package [see Deliverables section] to the Survey Reviewer on or before the requested deadline. **The surveyor should copy the DRC on the letter of transmittal to the Survey Reviewer.**
11. If the final survey package is incomplete or in any way incorrect, the Survey Reviewer will immediately contact the surveyor to address the inadequacy. **Corrections must be made within 24 hours. When the final survey is compliant with the SOW, the Survey Reviewer will notify the surveyor. The surveyor should then send the final package to the DRC contact person.**

#### IV. PAYMENT

Requests for payment should be sent directly to the County DRC, *not to the Survey Reviewer or the County Legal Department.*

The following items must be submitted before payment can be processed:

1. A signed contract;
  2. An invoice for the work completed on company letterhead; and
  3. A signed County voucher for the amount indicated on the invoice.
- 60% of payment will be processed for payment after the preliminary survey is accepted by the Survey Reviewer and forwarded to the County for review.
  - The final 40% of payment will be processed for payment after the Final Survey package is submitted by the surveyor and accepted by the County DRC.

#### V. PENALTIES

The following penalties shall be assessed when applicable:

1. Lateness – Charges of \$150/day shall be assessed on surveys that are submitted after their deadline, including preliminary, revised preliminary, and final surveys, and on incomplete survey packages. Extensions of time will be granted only for good cause and for extraordinary circumstances. Deadline extensions must be issued by the Department of Resource Conservation or by the survey reviewer in writing.

2. Omissions – A \$150 charge shall be assessed for EACH element of the SOW that is omitted from the preliminary survey package.
3. Failure to Correct Errors – A \$150 charge shall be assessed for EACH correction requested by the County’s survey reviewer that is not made in a subsequent version of the survey package.

## VI. SURVEYOR RESPONSIBILITIES

### A. General Responsibilities

1. Cost Proposals – The surveyor is responsible for preparing accurate proposals to cover all projected costs associated with the completion of work in accordance with the RFP, these specifications, and the surveyor’s contract. A surveyor’s failure to adequately project costs will not be accepted as justification for “additional work” payment requests.
2. Research – The surveyor is responsible for obtaining all documents and information needed to provide a survey plat which is correct and which complies with these specifications and standards. If any discrepancies are found or judgment calls need to be made in order to render the survey plat, the surveyor is to notify the County survey reviewer immediately.
3. Landowner Notification – The surveyor is responsible for notifying, in writing, the owner of the subject property (or other person named by the County) of the surveyor’s intention to access the property for the purpose of surveying it at least five business days prior to the scheduled visit. The surveyor is also responsible for securing permission from the owner of the property adjacent to the subject if access is needed.

The surveyor is not authorized to release any survey to the landowner (or landowner’s attorney, contact person, etc.) The County provides a copy of the preliminary survey to the landowner when appropriate. Any requests for surveys should be directed to the County Department of Resource Conservation.

4. Compliance with Laws and Regulations – The surveyor is responsible for complying with all laws and regulations, including the “Underground Facility Protection Act”, and procuring permits with regard to disturbance of wetlands. All survey work shall be performed in accordance with New Jersey laws and regulations pertaining to land surveying: N.J.S.A. 45:8 et seq., N.J.A.C. 13:40-1.1 et seq., and any other laws or regulations pertaining to this professional activity as may be amended or newly enacted.
5. Adherence to Standards – All requirements of accuracy and standards, including adjustments and methodology for the accomplishment of a stated accuracy, shall be in strict adherence to the most recent edition of *Classifications, Standards of Accuracy and General Specifications of Geodetic Control Surveys*, U.S. Department of



- Commerce, N.O.A.A., N.O.S. Rockville, Maryland. Coordinated positions, bearings, and distances, including the methodology for their establishment, shall meet or exceed the published standards for Third Order, Class I accuracy, regardless of whether a surveying method (traversing, triangulation, or trilateration) or Global Positioning System (GPS) is used.
6. Response to Inquiries – The surveyor is required to respond to any questions regarding the survey from the County, any provider of monies used to fund the purchase of the easement (the SADC or others), or the County’s title insurance agent.
  7. Cost Estimate for Additional Work – If additional work, hearings, or other services related to the survey that are beyond the scope of these specifications become needed, the surveyor agrees to provide a written cost estimate and schedule to the County. The cost estimate shall be based on the rates in effect at the time of the surveyor’s bid in response to the original RFP.
  8. **Reference Documents** – **The surveyor must provide copies of all deeds, reference maps and/or surveys, and other pertinent documents utilized to prepare the survey that were not included in the title report.**

***B. Field Procedures and Crew Responsibilities***

1. Responsibility for Crews – The surveyor shall be responsible for the work of all survey crews. The crews shall cause as little inconvenience as possible to property owners when conducting the field survey.
2. Traverse Lines – Whenever possible, random traverse lines shall be run within the property being surveyed rather than on the lands of an adjoiner. If traverse lines are run on the lands of an adjoiner, no clearing of lines shall be conducted without the prior written consent of the property owner. Copies of the consent shall be forwarded to the County.
3. Minimum Impact – Painting and flagging evidence shall be kept to a minimum. Large trees shall not be cut to clear line without the prior written consent of the property owner. Copies of the consent shall be forwarded to the County. Brushing-out of lines shall be kept to a minimum.
4. Setting Monuments – Corner markers that are found in the field to be within a radius of 1.5 feet of the true corner calculated by the surveyor, shall be presumed to mark the corner and no new corner marker shall be set. Unless a monument is already in place, the surveyor shall set a rebar and cap at the limits of the easement where the limits adjoin lands not being restricted by the easement and at the Point of Beginning. If at the time of the survey the corners are found to be inaccessible, they shall be offset on line as near to the corner as may be practical and stamped “offset” on the cap. If any marker or monument will be set in an area that is in agricultural production, contact the County before setting the monument  
  
Caps shall be labeled “Burl Co Farm Easement”, identify the surveyor and, if possible, include the month and year set.

## VII. THE SURVEY PLAT

### A. *General Plat Requirements*

1. Defining the Easement – The survey shall follow the border of the area that will be subjected to the easement – e.g., the survey shall follow within any identified future potential road rights-of-way. The survey shall NOT describe the property’s boundary lines followed by deductions of the acreage for areas that will not be subject to the easement.
2. Number and Size of Plans – Unless otherwise directed by the County, a farmland premises consisting of either one tax lot or multiple contiguous tax lots shall be shown on a single plan. Noncontiguous lots in common ownership may be combined in a single plan only if detail and clarity of information are not sacrificed at the reduced scale of the plan. Clarity of information shall determine the actual size of the plat, but the surveyor shall use standard sizes in accordance with the “Map Filing Law.”
3. Closure – Surveys shall close mathematically and all property lines of the surveyed parcel must form closed polygons: all sides must be defined by mathematical survey expressions (with angular units being degrees, minutes, and whole seconds of arc and horizontal distances, vertical elevations, radii of curves, lengths of arc, and New Jersey Plane Grid Coordinate values of Northing and Easting stated in feet to three decimal places).
4. Course Definition – All straight line courses shall be defined by bearings and distances. Curves shall be defined by radius, arc length, chord bearing, and chord length.
5. Conflicting Deed and Survey Courses – If the surveyor finds that the deed and the survey courses conflict, the surveyor should determine which is the correct course. The survey should show only the correct course.
6. Basis of Bearings – The New Jersey State Plane Grid Coordinate System (North American Datum 1983) shall be used. The surveyor is required to use a minimum of three (3) GPS reference control points for the NJ State Plan Coordinate tie, list control monuments used to establish horizontal control. The “grid factor” shall be applied to survey distances stated in feet to two decimal places. North American Datum (NAD) 1927 may be projected/converted to NAD 1983 using the Federal “CORPCON”, or better, software.
7. Format of Area Figures – All areas reported in the survey are to be stated in acres, rounded to the nearest thousandth (0.000) of an acre. If the parcel being surveyed is bounded by a waterway or riparian interest claim, the final easement acreage shall be rounded to the nearest tenth (0.0) of an acre. Areas reported that are less than one acre should also be reported in square feet.

8. Subdivision in Process - If the landowner has or is preparing to subdivide any new lots, the surveyor will confirm the new lot numbers with the tax assessor. **The lot to be subdivided shall be shown and labeled as a “proposed subdivision” on the preliminary survey. A separate written description is not necessary.** The final survey shall show the block and lot numbers and the deed book and page numbers for the subdivided lot.
9. No Available Deed – Deeds of adjoining may be used to establish the property lines when no deed is available for the parcel being surveyed, or the parcel may be surveyed as “in possession.” These surveys shall be labeled as “Surveyed without the benefit of a deed” and/or “Surveyed as in possession.”
10. **Show State Plane grid coordinates along with the coordinates as projected to the ground. If possible, coordinates should be shown on the longest lines.**

***B. Required Plat Elements***

1. Title Block – The title block on the survey plat shall read: “Survey of Farmland Preservation Easement.” It shall include the landowner’s name, and the township, block, and lot of the property. It shall also include the date of any revision of the survey, including revisions of the preliminary survey(s) requested by the County.
2. Legend of Acquisition – In addition to the surveyor’s standard title block, all plats shall contain the following:

<u>Legend of Acquisition</u>	
Property of:	_____
Owner’s Address:	_____
Property Address:	_____
Block: _____	Lot: _____
Municipality: _____	County: _____

Please note that the property address should be listed, even if it is the same as the owner’s address.

3. Graphic Legend – All symbols, lines, and type faces used on the plat must be described in the graphic legend. Examples of symbols and lines that must be identified include, but are not limited to, those used to denote the property boundary line, the farmland easement boundary line, any other easement line, the center line of the road, pavement, streams, and fences.
4. Area Summary – All plats shall have an Area Summary, as illustrated below.

Area Summary

Total Area Block X Lot 1: \_\_\_\_\_  
(To existing road rights-of-way)

Minus Exclusion for Potential Future Road ROW  
    Road X: \_\_\_\_\_  
    Road Y: \_\_\_\_\_

Minus Exclusion for Potential Future Drainage Improvements:  
\_\_\_\_\_

Minus Excepted Area: \_\_\_\_\_  
(If multiple excepted areas, list as "Exception A", "Exception B", cont.)

Minus Area of Overlap, Gore, and/or Clouded Title Area: \_\_\_\_\_  
Net Farmland Preservation Easement Area Block X Lot 1: \_\_\_\_\_

Total Area Block X Lot 2: \_\_\_\_\_  
(To existing road rights-of-way)

Minus Exclusion for Potential Future Road ROW  
    Road X: \_\_\_\_\_  
    Road Y: \_\_\_\_\_

Minus Exclusion for Potential Future Drainage Improvements:  
\_\_\_\_\_

Minus Excepted Area: \_\_\_\_\_  
(If multiple excepted areas, list as "Exception A", "Exception B", cont.)

Minus Area of Overlap, Gore, and/or Clouded Title Area: \_\_\_\_\_  
Net Farmland Preservation Easement Area Block X Lot 2: \_\_\_\_\_

NET FARMLAND PRESERVATION EASEMENT AREA:

\_\_\_\_\_ (Includes Permanent Bodies of Water)

Total Area Excluded for Potential Future ROW: \_\_\_\_\_

Total Area Excluded for Potential Future Drainage Improvements: \_\_\_\_\_

Area of Permanent Bodies of Water  
    Lot 1: \_\_\_\_\_  
    Lot 2: \_\_\_\_\_

Total Area of Permanent Bodies of Water: \_\_\_\_\_

Area of Permanent Bodies of Water on the Easement Boundary:  
\_\_\_\_\_

5. Certification – All plats shall contain the following certification. Any additions to this certification must be cleared by the County. If the State Agriculture Development Committee revises its required language for surveyor certification language the County reserves the right to amend the certification language referenced below. The County will provide the amended language to firms prior to requesting cost proposals for a specific project.

<u><i>CERTIFICATION OF SURVEYOR</i></u>	
<i>TO: BURLINGTON COUNTY BOARD OF CHOSEN FREEHOLDERS BURLINGTON COUNTY AGRICULTURE DEVELOPMENT BOARD NEW JERSEY STATE AGRICULTURE DEVELOPMENT COMMITTEE NEW JERSEY STATE TRANSFER OF DEVELOPMENT RIGHTS BANK TITLE INSURANCE COMPANY: [FROM TITLE INSURANCE COMMITMENT] TITLE INSURANCE AGENCY: [FROM TITLE INSURANCE COMMITMENT] DATE OF FIELD WORK: [DATE] TITLE COMMITMENT DATE: [DATE]; COMMITMENT NO.: [#] I HEREBY CERTIFY THAT THIS PLAN, SURVEY, AND CORRESPONDING METES AND BOUNDS DECSRIPTION ARE BASED ON AN ACTUAL LAND SURVEY CONDUCTED UNDER MY IMMEDIATE SUPERVISION AND THAT THIS SURVEY MEETS OR EXCEEDS THE RELATIVE POSITIONAL ACCURACY STANDARDS AS ADOPTED BY ALTA AND NSPS IN EFFECT ON THE DATE OF THIS CERTIFICATION. I FURTHER DECLARE TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF THAT:</i>	
<i>(A)</i>	<i>THIS PLAN, SURVEY AND CORRESPONDING METES AND BOUNDS DESCRIPTION ARE A CORRECT AND ACCURATE REPRESENTATION OF CONDITIONS EXISTING ON THE SITE AS OF THE ABOVE-STATED DATE, SUBJECT TO SUCH NOTES AS MAY APPEAR HEREON</i>
<i>(B)</i>	<i>THIS PLAN WAS PREPARED FOR AND COMPLIES WITH BURLINGTON COUNTY'S SURVEYORS SCOPE OF WORK.</i>
<i>[SIGNATURE]</i> _____	
<i>[NAME OF SURVEYOR]</i>	<i>[DATE]</i>
<i>N.J. LAND SURVEYOR LICENSE NO. [#]</i>	

6. Aerial Information Block – An “Aerial Information” block, shown below, shall be placed on the plat whenever aerial data has been used.

<i>SAMPLE AERIAL INFORMATION BLOCK:</i>	
<u>Aerial Information</u>	
Taken By:	[ <i>Organization</i> ]
Reference:	[ <i>File number or identification</i> ]
Date of Flight:	[ <i>Date</i> ]
Scale:	[ <i>Stated as ratio, 1:xxxx</i> ]

Aerial photographs or planimetric maps or manuscripts, when used to locate physical features on the survey plat, shall be controlled, conforming to National Map Accuracy Standards, and be current to within two (2) years of the date of the survey plat, unless this time restriction is modified by the County. If Digital Aerial Orthophotography is obtained from NJDEP, this requirement is modified to allow the most recent photography available, even if older than two years, provided that the features must be field verified. Aerial information does not replace field verification. When physical features are located by field measurements, a note stating this should be included on the plat. The surveyor may obtain topographic maps from the Burlington County Land Development Office, (856) 642-3800, for use as reference material. Use of such maps shall be subject to rules and regulations promulgated by that office.

7. Detail – A detail of the stamping or casting of each type of cap, disk, shiner, etc. used on marked corners shall be drawn on the survey plat.

Caps shall be labeled “Burl Co Farm Easemt”, identify the surveyor and, if possible, include the month and year set.

8. Location Map – A location map shall be provided in the upper right corner of the plat, indicating the site. A portion of a U.S.G.S. Quadrangle 1”=2,000’ is preferred and, if used, the name of the quad is to be stated. The location map’s scale and north arrow shall be shown, and the map shall be oriented so that the north arrow points to the top of the plat.

### ***C. Detail on Survey***

In addition to the requirements of the State Board of Professional Engineers and Land Surveyors and those specified elsewhere in this document, the surveyor must show and label the following items on the plat:

1. Boundary of the farmland preservation easement. The easement boundary shall be a dark, solid line.

2. Property boundary. The line used for the property boundary should be different than the line used for the boundary of the farmland preservation easement.
3. Point of Beginning. The point of beginning used in the metes and bounds description must be clearly labeled, "Description Point of Beginning" or "P.O.B." (or similar).
4. Set and found pins, markers, and monuments.
5. In a detail, the plan of survey shall clearly indicate the offset (by bearing & distance) of any found marker within 1.5 feet of the true corner calculated by the surveyor. These offsets should be illustrated to the nearest one-hundredth (0.00) of a foot (A new marker shall be placed if a found marker is not within 1.5 feet of the true corner.)
6. Notation of the New Jersey State Plane Grid Coordinate System (NAD 1983).
7. New Jersey State Plane Grid Coordinate System (NAD 1983) coordinates for three outbound corners, including the point of beginning, shall be labeled on the plan including grid coordinates, coordinates scaled to the ground and the project scale factor.
8. Existing buildings, improvements, structures, and foundations of former structures within the property boundaries. All structures shall be labeled – e.g., pole barn, single-family residence, agricultural labor housing. Buildings in excepted areas also shall be shown and labeled.
9. Courses that Follow a Water Line – Tie lines are to be provided for courses that follow a water line. The date and time of the survey, apparent mean high or low water, or other identification as required shall be reported. Tie lines are not necessary if the water line is surveyed and identified by courses having bearings and distances. Courses should not be used if the deed follows the water line.
10. Permanent Bodies of Water that Serve as an Easement Boundary – Acreage within permanent bodies of water, such as ponds, lakes, perennial rivers, and streams, which serve as a boundary of the area of the property to be subject to the easement shall be calculated and reflected on the survey plat and area summary. These areas shall be labeled, "Perennial [Type of Water Body] Forming Property Boundary". The surveyor's best estimate of the size of the water area can be computed by taking the average width and length of the stream or river. Identification and calculation of the area of the water body is required and should be included in the Notes section of the plat.  
  
A metes and bounds description is not required for the purpose of establishing the area of the water body. The area of the water body on the boundary shall be listed as part of the Area Summary, but shall not be deducted from the total easement area.  
  
Identification and calculation of the area of a water body on the easement boundary is not required if the surveyor certifies that the average width of the stream or river is so insignificant that it becomes impractical to calculate the area. This certification should be included in the Notes section of the survey plat.
11. When a non-permanent water body (stream, ditch, etc.) serves as a boundary, include a note on the plat stating "The [Type of Water Body] shown along the [Direction – N, S, E, W] boundary is not a permanent water body."

12. Riparian Claims – Parcels being surveyed in areas affected by Riparian Claims of the State of New Jersey are to have the Riparian Claim Lines shown on the survey plat. The area of said interest is to be given in acres to the nearest tenth (0.0) of an acre. The source for identifying said Claim Lines shall be maps entitled *Land Subject to Investigation for Areas Now or Formally Below Mean High Water*. (Contact the Division of Coastal Resources, Bureau of Tidelands, P.O. Box 401, Trenton, N.J. 08625, for further information.)
13. Exceptions – Areas that are within the property boundary that are not to be covered by the deed of easement shall be indicated. The bearings and distances of the excepted areas shall be shown on the plat and the boundaries shall be marked by rebar and cap on the ground. The acreage shall be shown on the plat and in the Area Summary. A separate metes and bounds description must be prepared for EACH exception. This requirement does not apply to exceptions for proposed future road or drainage rights-of-way. **The landowner and DRC staff should be consulted when the surveyor does the fieldwork to determine the exact location of the exception(s). Tax maps, provided by the County, only show the approximate locations of exceptions and proposed subdivisions (if applicable).**
14. Areas of Clouded Title – The surveyor may uncover areas of clouded title, such as deed gores, deed overlaps, and areas left unclear as to ownership due to deed ambiguities. The surveyor shall notify the County if such an issue is encountered. County Engineering staff may be able to help resolve boundary issues.  
  
Unless the County directs otherwise, any “Apparent Deed Gore,” “Apparent Deed Overlap,” or “Clouded Title Area” shall be shown and labeled on the preliminary plat, including all bearings, distances, and area. The County may require resolution of any area of clouded title before the survey is finalized.
15. Easements – All easements described in the title commitment must be researched and shown on the survey with a reference to the recorded document’s book and page number. If the surveyor believes that an easement cited as an exception in the title insurance commitment issued to the County is not applicable to the subject property the surveyor shall contact the title agent and so advise him/her. The surveyor shall contact the Department of Resource Conservation if the surveyor and title agent are unable to agree on the matter.  
  
*Note: The reference should not be made to the title commitment number, only to the recorded book and page number of the particular easement.*
16. Utility easements, visible or known of record, overhead wires or pole lines, and underground pipes or wires within the parcel being surveyed. Utility easements entirely within a dedicated public road right-of-way may be omitted.
17. Proposed future easements.
18. Existing road rights-of-way.
19. Proposed future road rights-of-way, labeled, “Area Excluded for Potential Future Road Right-of-way”.



20. Proposed future drainage rights-of-way, labeled, "Area Excluded for Potential Future Drainage Right-of-way".
21. Water bodies and watercourses, including the name, direction of flow (when determinable), and area contained.
22. Fences within five (5) feet of the property line should be dimensioned to the nearest tenth (0.0) of a foot and be illustrated in such a way that the direction off of the property line is evident. The alternative would be to label the direction that the fence lies off of the property line (Fence 1.2 feet S/E). If the area enclosed by the encroaching fence is greater than 4,000 square feet the area of the encroachment should be noted to the nearest tenth (0.1) on an acre.
23. Ditches.
24. Vegetated areas. Tree lines and hedgerows shall be shown, and farm fields shall be labeled.
25. Encroachments. Encroachments including the total area shall be labeled on the plan of survey. A detail of the encroachment may be necessary to clearly show sheds, buildings, or structures. Any structure that is encroaching should be located and dimensioned relative to the property line to the nearest tenth (0.1) of a foot.
26. Inlets and drainage facilities that are visible on the surface and within the limits of the parcel or within a dedicated public road right-of-way adjacent to the property.
27. Bridges and culverts, including names and bridge numbers of County-maintained facilities.
28. All roads, including paper streets that have not been vacated. Road center lines, road names, and County route numbers shall be labeled. Roads not open are to be so indicated.
29. Name of record owner, tax block and lot number, deed book and page number, and net farmland preservation easement area shall be shown on the subject lot(s).
30. Name of record owner, tax block and lot number, and deed book and page number shall be shown on ALL adjoining parcels.
31. If the survey indicates that the municipal tax map erroneously locates the parcel, this discrepancy shall be noted on the plat.
32. North arrow. The plat should be oriented with north to the top of the plat.

## VIII. THE PROPERTY OUTBOUNDS, FARMLAND EASEMENT, AND EXCEPTION DESCRIPTIONS

### A. *The Property Outbounds and Farmland Easement Descriptions*

1. Type of Description – The surveyor shall prepare a metes-and-bounds-type description of the property outbounds and the farmland preservation easement. **There should be a separate description for both the Property Outbounds and the Farmland Easement.**

2. Consistency with Plat – This description shall be consistent with the survey in every particular and shall not include any information that does not appear graphically or in a factual note on the survey plat.
3. Multiple Tax Lots – One description may include several contiguous tax lots in common ownership grouped together into one or more “survey tracts.”
4. New Jersey Plane Grid Coordinates – Plane coordinates for three outbound corners, including the point of beginning, shall be stated in the description. The three coordinates shall be three outbound corners, as shown on the plat.
5. Exceptions – Exceptions from the easement that are contained entirely within the easement boundaries shall be referenced in the description. Exceptions from the easement that are on the outer boundary of the parcel also shall be referenced in the description. The description of the easement should not “go around” excepted areas on the outer boundary.
6. Area Figures – The farmland preservation easement area of each parcel must be provided in acres, and shall correspond to the figures in the Area Summary on the plat. If more than one lot is included in the parcel, the total farmland preservation easement area shall be provided followed by a breakdown of area for each lot.
7. Format of Area Figures – All areas reported in the metes and bounds description are to be stated in acres, rounded to the nearest thousandth (0.000) of an acre. If the parcel being surveyed is bounded by a waterway or riparian interest claim, the acreage shall be rounded to the nearest tenth (0.0) of an acre. Areas reported that are less than one acre should also be reported in square feet.
8. Standard Format – The description must be prepared using the standard format as described below:
  - a) The description shall be on original company letterhead
  - b) The heading shall be located near the top of the page but below any company logo, address, or name. The heading shall read as follows:

<u>DESCRIPTION OF FARMLAND PRESERVATION EASEMENT</u>	
Municipality	Date
Burlington County	Block
Project Name & Number	Lot
Name of Owner	Property Address
Owner’s Mailing Address	

- c) The first paragraph shall read as follows:
 

All that certain tract or parcel of land located at [street address]  
in the [City, Borough, Town, or Township] of \_\_\_\_\_,

County of Burlington, New Jersey, bounded and described as follows:

- d) The second paragraph shall describe the point of commencement, its New Jersey State Plane Grid Coordinates, and courses leading to the beginning point, if applicable.
- e) The body of the description is to be composed by the surveyor in the surveyor's own style. All courses should be numbered in sequence and bearings not reversed. All bearings shall be those given on the plat. The description of the easement should read clockwise.
- f) Qualifying and augmenting clauses shall be included where required.
- g) The final paragraph shall read:

Pursuant to a survey of the Farmland Preservation easement on the property of [name of owner], known and designated as Block \_\_\_\_\_, Lot \_\_\_\_\_, on the municipal tax map of [City, Borough, Town, or Township], said survey prepared by [surveyor firm's name and address], dated [date], and marked as File No. \_\_\_\_\_.
- h) The description shall include the Deed Book and Page OR Official Record information for all adjoining lots.
- i) The descriptions shall include references to all found or set property corners (monuments, iron pins etc).

#### ***B. The Farmland Exception Description(s)***

A separate metes and bounds description must be prepared for all excepted areas. The description shall follow the format described above, except the heading shall read, "Description of Exception to Farmland Preservation Easement."

### **IX. DIGITAL DATA**

The surveyor shall provide a read-only compact disc(s) or 3½" computer diskette(s) containing four CADD or GIS data layers and the metes and bounds description. The compact disc(s)/computer disk(s) shall be labeled with the surveyor firm's name, the file names, the date, the file format, and, if there are multiple discs/disks, with the disc/disk number.

#### **1. Survey Data Layers**

- a) The first layer shall contain the surveyed parcel property lines and any interior lot lines of the surveyed property.
- b) The second layer shall contain the surveyed farmland easement lines and any interior easement lines.

- c) The third layer shall contain the three points for which NJ Plane Grid Coordinates are given in the plat and in the description.
  - d) The fourth layer shall contain annotation only, including the following text items: Property Owner, Block, Lot, Municipality, County, Survey Firm, Surveyor, Project Name & Number, Date of Survey, Date of Last Revision, Datum, Coordinate System, List of Layers, and contents of each layer.
2. Drawing Format – The files must be drawn at the real New Jersey Plane Grid Coordinate System (NAD 1983) positions and the views must be unrotated so that the NJPCS North points orthographically “up” (vertical) in the screen. The polygons shall be created from the coordinate geometry of the survey point of beginning through the final course of survey and terminus point.
  3. Polygon Closure – To provide a uniform method of completing the closure of the surveyed polygons without degrading the quality of the NJPCS surveyed bearings being used, the acceptable radial error of survey closure in a zero tolerance data environment shall be entered as a final closing arc between the survey point of beginning and the survey point of ending as an additional course.
  4. File Name – The file is to be named using the first eight letters of the property owner’s name unless multiple files are combined in a project area. If this is the case, the first eight letters of the project name shall be used.
  5. File Format – The file must be devoid of color, symbol, or special text codes. The data must be converted to .dxf format only and submitted on a read-only compact disc that has been scanned to avoid any known viruses. If converted from Autocad, the file must be converted by .dxf from Autocad 12 or older. All Autocad blocks must be erased.
  6. Text Files – The metes and bounds description and any other ancillary text or data shall be included on the disc in a format compatible with the County’s data processing systems: Microsoft Word, Excel, or Access, Wordperfect 5.X format, textfile, or DBase.
  7. Additional Specifications – Additional specifications and guidelines for a specific data collection activity may be furnished at the time that price quotes are solicited for a specific project.

## **X. DELIVERABLES**

- A. ***Preliminary Survey Submission Package (and revised preliminary, if necessary) to the Burlington County Dept of Resource Conservation after Survey Reviewer has found preliminary survey compliant with the Scope of Work.***
  - a) Three (3) preliminary survey plats, which need not be signed or sealed.
  - b) Three (3) preliminary metes and bounds descriptions of the property outbounds, easement area, and any exception areas, labeled “Draft.”

***B. Final Survey Submission Package***

- a) Nine (9) copies of the final survey plat and property description, which incorporate corrections and changes requested by the County. All copies of the final survey must be signed, sealed, and certified by a New Jersey Licensed Land Surveyor who is a member of the firm. The property description shall be printed on the surveyor's letterhead.
- b) Nine (9) copies of the final survey plat reduced to 8½"X14" size.
- c) One (1) full-sized mylar of the survey, submitted rolled, without any creases.
- d) Three (3) read-only compact discs containing a digital copy of the survey in .dxf format only and the metes and bounds description of the property to be subjected to the easement, meeting the specifications stated herein.
- e) Three (3) paper copies of the Metadata Form, provided at the end of this Scope of Work. One form shall be delivered for each set of contiguous parcels under common ownership.

**4.01 STATEMENT OF OWNERSHIP**

Complete this form only if the Firm is a partnership, corporation or limited liability company. Check here  if not applicable.

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Form of business:  corporation  partnership  LLC

List the names and addresses of all persons (including business entities) who have 10% or more interest in the Firm. If an interest holder is a corporation, name the stockholders holding more than a ten percent interest.

Complete the certification at the bottom of this page.

NAME	ADDRESS	SS #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that (check one):

the list of persons named above is current and correct to the best of my knowledge.

or

There are no persons having a 10% or greater interest in the Firm's firm to the best of my knowledge.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

**4.02 HOLD HARMLESS/INDEMNIFICATION AGREEMENT**

The RESPONDER, [hereinafter RESPONDER/CONTRACTOR] agrees to indemnify and hold harmless the Board of Chosen Freeholders of the County of Burlington, its officer, employees, agents and servants from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses including attorneys fees, incurred or suffered on account of property damage or loss and/or personal injury including loss of life of any person, agency, corporation or governmental entity which shall arise out of the course of or in consequence to any acts or omissions of the RESPONDER/CONTRACTOR, its employees, agents, servants or subcontractors in the performance of the work to be performed pursuant to these specifications or the failure of the RESPONDER/CONTRACTOR, its employees, agents, servants or subcontractors to comply with any term or condition of these specifications. The RESPONDER/CONTRACTOR further agrees that this indemnification by the RESPONDER/CONTRACTOR shall continue after completion of the CONTRACT for all claims, demands, suits, actions, recoveries, judgments, costs and expenses including attorneys fees resulting from acts or omissions of the RESPONDER/CONTRACTOR, its employees, agents, servants or subcontractors which occur prior to the completion of the CONTRACT.

Firm Name: \_\_\_\_\_

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

Printed Name & Title: \_\_\_\_\_

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

Attest:

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

Printed Name & Title: \_\_\_\_\_

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

CORPORATE SEAL:

**4.03 NON-COLLUSION CERTIFICATION**

Name of Firm: \_\_\_\_\_

For and on behalf of the above-named Firm I hereby certify that, to the best of my knowledge, information and belief, this submission has not been prepared in collusion with any other Firm 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 Firm to any such person other than the recipient of such submission and will not be communicated to any such person prior to the official opening of said submission.

Firm fully understands that no premiums, rebates or gratuities are permitted, whether with, prior to, or after signing of contract. Any such violation will result in cancellation and the removal from the pre-qualified Appraiser Firm list.

The undersigned further certifies that he/she has the necessary authority to sign this Certification for the Firm.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed/printed name

\_\_\_\_\_  
Title



#### **4.04 AFFIRMATIVE ACTION INSTRUCTIONS**

(REVISED 4/10)

##### **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 received 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 by 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.**

**4.05 AFFIRMATIVE ACTION QUESTIONNAIRE**

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 forwarding you a Contract.

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

YES                       NO

A. If yes, attach a photocopy of said approval to this page. 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 a Contractor, an Affirmative Action 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.

You must enter the Contract number shown on the cover of your Contract on all forms submitted.

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

SIGNATURE \_\_\_\_\_

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

BUSINESS NAME \_\_\_\_\_

DATE \_\_\_\_\_, 2014

=====  
**NOTE: ATTACH COPY OF FORM HERE**  
=====

**4.06 STATEMENT OF QUALIFICATION**

**BURLINGTON COUNTY  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR REVIEW SURVEYOR SERVICES**

**FIRM PROFILE**

**Please use additional paper if necessary to fully respond to the questions in this form.**

Firm  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

Type of ownership (select from the following):  individual  partnership  
 limited liability corporation  professional corporation  corporation  
 professional association  limited liability company  
 other – specify \_\_\_\_\_

Check if any apply:  MBE certified  WBE certified  SBE certified

Is Firm prequalified with any public agency, department or public authority?  
 yes  no If "yes" name the agency, department or authority that has  
prequalified the firm and the date the prequalification expires:

\_\_\_\_\_

Length of Time in Business: \_\_\_\_\_ years

Number of Employees: 2010 \_\_\_\_\_ 2011 \_\_\_\_\_ 2012 \_\_\_\_\_ 2013 \_\_\_\_\_

Is firm owed by another company? yes \_\_\_\_\_ no \_\_\_\_\_

If "yes" provide the name and address of the other company:

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Is Firm registered to do business in New Jersey? yes\_\_\_\_ no\_\_\_\_

Federal Employer ID no. \_\_\_\_\_

Microstation capability? yes\_\_\_\_ no\_\_\_\_

Report on the number of engineering appraisals you performed for other governmental clients during 2010, 2011, 2012 and 2013.

2010: \_\_\_\_\_ 2011: \_\_\_\_\_ 2012: \_\_\_\_\_ 2013: \_\_\_\_\_

Experienced with governmental clients? yes\_\_\_\_ no\_\_\_\_

If yes, provide the name, address, telephone number and dates that services were provided. If there were multiple clients name at least three.

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Describe the assets of your firm that enable you to provide the services needed by the County.

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**NOTE: If you answer “yes to any of the following questions explain the circumstances on a separate sheet.**

Has any person named in this submission ever been suspended, debarred or otherwise declared ineligible by a government agency from contracting to provide services because of the quality of work?

yes\_\_\_\_ no\_\_\_\_

Have any principals named in the submission ever been convicted of a crime?

yes\_\_\_\_ no\_\_\_\_

Are there are administrative, civil or criminal matters pending in any federal, state or local government jurisdiction in which the firm or its principals or key personnel are involved?

yes\_\_\_\_ no\_\_\_\_

Has the Firm or any person named in this submission been denied pre-qualification in the five years preceding the date of the submission under the name in this submission or other name because of the quality of work?

yes\_\_\_\_ no\_\_\_\_

Has the Firm, its affiliate or any of its principals been a party to a bankruptcy or re-organization proceeding in the last 5 years?

yes\_\_\_\_ no\_\_\_\_

Has the license of any of the Firm's professionals ever been revoked or suspended or is there any proceeding pending which could result in the suspension or revocation of a professional employed by Firm?

yes\_\_\_\_ no\_\_\_\_

Within the past five years has your firm or any of its principals been on the New Jersey Debarred Contractor list?

yes\_\_\_\_ no\_\_\_\_

In the five years preceding the date of the submission has any of the following occurred:

1. A client terminated your services because of dissatisfaction with your performance.

yes\_\_\_\_ no\_\_\_\_

2. Your performance on a project has been rated as unsatisfactory.

yes\_\_\_\_ no\_\_\_\_

3. Liquidated damages were assessed against you in connection with a contract because of your unacceptable performance or untimeliness in performance

yes\_\_\_\_ no\_\_\_\_

4. You have been a plaintiff or a defendant in litigation concerning your services?

yes\_\_\_\_ no\_\_

5. An appraiser in your firm has been subject to disciplinary proceedings by a State authority that licenses real estate appraisers.  
yes\_\_\_\_ no\_\_\_\_

**4.07 STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**

=====  
**ATTACH CERTIFICATE HERE**  
=====

**4.08 STATEMENT FROM INSURANCE BROKER**

=====  
**INSERT STATEMENT HERE**  
=====



**FORM 4.09**

**CONFLICT OF INTEREST CERTIFICATION**

The undersigned certifies to the Board of Chosen Freeholders of the County of Burlington ("Board") that in performing services to Burlington County he/she knows of no circumstance that would constitute a conflict of interest, financial or otherwise, between himself/herself or his/her firm and the Board, its members or with the interest of the County of Burlington in general. The undersigned further certifies that he knows of no circumstances or relationships between himself/herself or his/her firm and third parties that would cause the actual or appearance of a conflict of interest or a compromise of judgment and independence in the performance of the designated services.

The undersigned acknowledges this is a continuing certification, and shall remain in effect for the term of the consulting services.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

(Firm Name)

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

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

**FORM 4.10---BURLINGTON COUNTY  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
FOR REVIEW SURVEYOR SERVICES**

**CERTIFICATION CONCERNING SUBMISSION**

The signature of the Firm's representative below attests that:

1. The information provided in the Firm's submission is full, complete and truthful.
2. The Firm acknowledges that the County may, by means it deems appropriate, determine the truth and accuracy of the information provided with this submission.
3. The Firm has reviewed all of the specifications, terms and conditions, forms and all other documents contained in the RFQ including addenda;
4. The Firm has the experience, knowledge, expertise and ability to provide the described services and
5. The Firm commits to provide the described services at the prices quoted in this RFQ.

The Firm recognizes that all information submitted with this submission is for the purpose of inducing the County to pre-qualify the Firm, award a contract or allow the Firm to participate in professional consultant service contracts.

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

All principals named in the submission must sign. Signatures are to be notarized/acknowledged

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (typed/written)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (typed/written)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (typed/written)

**FORM 4.11--BURLINGTON COUNTY  
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES  
REPORT CONCERNING EXPERIENCE WITH FIRM**

**NOTE: Reports from not less than three clients must be provided with Submission.**

The Burlington County Board of Chosen Freeholders is soliciting RFQs from companies to provide professional services. To assist it in evaluating submissions the County needs advice from the firm's clients with respect to their experience with the firm. Please complete this form, sign it and return it to the firm that sent it to you.

Firm: \_\_\_\_\_

Firm address: \_\_\_\_\_

\*\*\*\*\*

Client completing this form: \_\_\_\_\_

Client address: \_\_\_\_\_

Client Telephone: \_\_\_\_\_ email: \_\_\_\_\_

No. of years of experience with Firm: \_\_\_\_\_

Number of projects completed by Firm for Client during 2010 - 2013:

2010: \_\_\_\_\_ 2011: \_\_\_\_\_ 2012: \_\_\_\_\_ 2013: \_\_\_\_\_

Please state the range of projects completed by Firm for Client:

---

Would you recommend this firm? Yes \_\_\_\_\_ No \_\_\_\_\_

If "No" please state reason(s): \_\_\_\_\_

Please rank this firm's work product and your experience between 1 and 5, with 5 being the most favorable

Timely completed work	1	2	3	4	5
Attention to detail	1	2	3	4	5
Quality of work	1	2	3	4	5
Responsiveness to client	1	2	3	4	5
Professionalism	1	2	3	4	5
Cost	1	2	3	4	5

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

\_\_\_\_\_  
Typed/printed name of Signatory

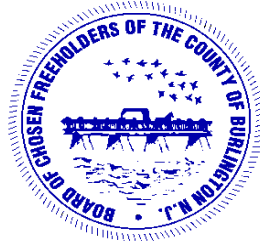
#### **4.12 FEE SCHEDULE**

This schedule of fees and rates shall be attached to an incorporated by reference to any contract or open ended contract entered into between the parties.

=====  
**NOTE: ATTACH COPY OF FEE AND  
RATE SCHEDULE HERE**  
=====

**4.13 CONSULTANT RFQ**

(See attached Consultant RFQ Response Form Mandatory Information)



**4.13 County of Burlington  
2014-2016**

**CONSULTANT RFQ  
RESPONSE FORM  
MANDATORY INFORMATION**

(Review Surveyors and Related Services)

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**FIRM**

---

**PREPARED BY**

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**DATE**

**Section 1**

**Qualification General Information Format  
FIRM'S NAME, ADDRESS, CONTACTS, AND ORGANIZATION STRUCTURE**

<b>Firm</b>		<b>Contact Person</b>		
<b>Firm's Address</b>		<b>E-Mail Address</b>		
		<b>For Emergencies</b>	<b>Name</b>	
<b>Telephone</b>		<b>24 Hour Contact</b>	<b>Telephone</b>	
<b>FAX</b>		<b>Federal ID No</b>		
<b>TYPE OF ORGANIZATION: CORPORATION      PARTNERSHIP      INDIVIDUAL      OTHER</b>				
<b>If CORPORATION Complete the following :</b>		↓	<b>If PARTNERSHIP Complete the following</b>	
<b>Date Incorporation</b>			<b>Date Organized</b>	
<b>State Incorporated</b>		<b>TYPE: GENERAL      LIMITED      OTHER</b>		
<b>Date Authorized in NJ</b>		<b>Name of Partners</b>		
<b>President's Name</b>				

**CERTIFICATE OF AUTHORIZATION issued by NJ Div of Consumer Affairs State Board of Professional Engineers & Land Surveyors (If Applicable)**

<b>Certificate Number</b>		<b>Date issued</b>	
<b>Principals of the Firm (Names &amp; title)</b>			

		<b>In New Jersey</b>		<b>In Other Locations</b>		<b>Current Strength</b>
		<b>Licensed</b>	<b>Unlicensed</b>	<b>Licensed</b>	<b>Unlicensed</b>	
<b>Number of Professional / Technical Staff in your Organization</b>	<b>Architects</b>					
	<b>Landscape Architects</b>					
	<b>Engineers</b>					
	<b>Surveyors</b>					
	<b>Planners</b>					
	<b>Other Technical Staff</b>					
	<b>Total</b>					

**Section 2****Qualification Discipline List Response Format**

Instructions: Place an "X" in Column "A" next to disciplines that you wish to be qualified in.

A		DISCIPLINE DESCRIPTION
	1	Green Acre Survey Review
	2	Farmland Survey Review
	3	General Survey Review



**Section 3****Qualification Project Detail Response Format  
Firms Active And/Or Completed Projects As Per Discipline**

**Instructions:** Make as many copies as necessary to complete your application.  
Provide detailed information and description of type of work to support your request for specific discipline(s).  
“Total consultant fee” is the amount received for professional services, including construction Inspection.  
Provide at least 3 examples (but not more than 4) for each discipline you are requesting to be qualified in between 2010 and present. If examples are given for more than one discipline (ie., 1, 4, 17 and 37) the example must be repeated, in appropriate sequence, in the total number of discipline(s) applied for.



**Section 4****Qualification Key Staff Resume As Per Discipline**

**Instructions:** Make as many copies of this form as necessary to complete your application.  
All Key Staff listed must be employed with your firm at the time of submission for prequalification. Burlington County must immediately be informed if there is any change in the employment status of Key Staff listed below.  
**Note:** \*Each project listed should have a corresponding breakdown of experience. The total experience listed may not exceed 12 months per year.

**NAME:****PROPOSED TITLE:****EDUCATION:****PROFESSIONAL REGISTRATION/LICENSE NO.:****TRAINING:****MEMBERSHIP AND AFFILIATIONS:****SUMMARY OF EXPERIENCE**

<b>Discipline Code (s)</b>	<b>Year</b>	<b># of Months</b> *see note above	<b>Title</b>	<b>Project Description</b>	<b>Duties</b>

**Section 5****Qualification Debarment Clause Response Format**

**Instructions: Answer each question by putting an X in the box under either yes or no.  
If yes, provide all necessary details on the line below.**

**Has your firm ever failed to complete any awarded work?  Yes  No If so, where and why?**

---

**Has any officer or partner of your organization ever failed to complete a contract handled in his own name?  
 Yes  No If so, state the name of individual, name of owner, location and type of project, and reason for  
the failure to complete.**

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**Has this organization, its parent or subsidiary ever been suspended or debarred by this state or any other state  
or the federal government?  Yes  No If yes, provide complete details, including when, where and why.**

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**Has any owner, stockholder, officer, partner, or employee of this organization been suspended or debarred  
from doing business by this state or any other state or federal government?  Yes  No If yes, provide  
completed details including, when, where and why.**

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**Section 6**

**Qualification Certification And Notarization Response Format**

**CERTIFICATION**

I hereby certify that the foregoing information, and any attachments there to, are true, accurate and consistent with the records maintained by the individual, partnership or corporation submitting this Consultant Prequalification Form. I acknowledge that the County of Burlington is relying on the information contained herein, and I am aware that any willfully false statement or misrepresentation may subject me and/or my firm to criminal penalties. .

\_\_\_\_\_  
(Typed Name)

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

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

\_\_\_\_\_  
(Title)

The above individual(s) came before me in the capacity of \_\_\_\_\_  
\_\_\_\_\_ and signed this certification.

\_\_\_\_\_  
Notary Attest

\_\_\_\_\_  
My commission expires

**Place Seal  
Here**