



**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL ENVIRONMENTAL SERVICES**

**August 2020 – August 2021**

**ISSUE DATE: June 10, 2020**

**ISSUED BY:  
CAMDEN REDEVELOPMENT AGENCY**

**DUE DATE AND TIME  
July 10, 2020 2:00 PM**

Attn: Johanna S. Conyer, Director of Finance  
Camden Redevelopment Agency  
Camden City Hall, 520 Market Street, Suite 1300  
Camden, NJ 08101

**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL ENVIRONMENTAL SERVICES**

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**ADVERTISEMENT**

NOTICE IS HEREBY GIVEN THAT SEALED QUALIFICATION SUBMITTALS will be received at **2:00 P.M. on JULY 10, 2020**, by Johanna S. Conyer, Director of Finance, Camden Redevelopment Agency, 520 Market Street Suite 1300, Camden CRA Hall, Camden, NJ 08101 for the following project:

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August 2020 – August 2021

All firms deemed to be qualified will be added to a short-listed contractor pool for possible future work.

The Request for Qualifications may be downloaded from the Camden Redevelopment Agency website <http://camdenredevelopment.org/>. It is the responsibility of prospective Respondents to check the Camden Redevelopment Agency website for any addenda to the Request for Qualifications that may be issued prior to the submittal due date.

Inquiries regarding the RFQ shall be sent by fax or email no later than **JUNE 19, 2020 2:00P.M.** to Johanna Conyer, Email: [joconyer@ci.camden.nj.us](mailto:joconyer@ci.camden.nj.us). Fax: 856-968-3541. No oral response to any question by any Camden Redevelopment Agency employee or agent shall be binding on the Camden Redevelopment Agency or in any way considered to be a commitment by the Camden Redevelopment Agency.

During the RFQ preparation of response period, CRA may issue addenda, including amendments or answers to written inquiries. Those addenda will be noticed by CRA and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the Submission Date. Addenda shall be issued no later than **JUNE 26, 2020**.

Qualifications Submittals shall be submitted to the CRA in sealed envelopes with two (2) printed copies of the submission, prepared as described in the RFQ, along with a link to an FTP or other website that would allow the CRA to download an electronic cover-to-cover copy of the submission in Acrobat PDF format. The link shall be emailed to Johanna Conyer, Email: [joconyer@ci.camden.nj.us](mailto:joconyer@ci.camden.nj.us), by the submission due date.

The sealed envelopes containing the qualification documents shall be marked clearly on the outside of the envelope with the following words: “Request for Qualifications, Professional Environmental Services 2020-2021” and the Respondent's name, address and telephone number clearly marked on the envelope. The sealed envelopes containing the qualifications documents shall be delivered to the following address:

Attn: Johanna S. Conyer, Director of Finance  
Camden Redevelopment Agency  
Camden City Hall, 520 Market Street, Suite 1300  
Camden, NJ 08101

**REQUEST FOR QUALIFICATIONS  
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**REQUEST FOR QUALIFICATIONS**

The Camden Redevelopment Agency (CRA) is requesting qualification statements from qualified individuals and firms (Consultants) to provide Professional Environmental Services. Submissions will be evaluated in accordance with the criteria set forth in this Request for Qualifications (RFQ). The intent of this RFQ is to qualify Consultants for work under the CRA's Brownfields Program. All Respondents whose submissions are deemed responsive to this RFQ as well as qualified to perform the associated services will be included in the CRA's pool of consultants. The pool of consultants will, from time to time as needed, be sent site specific Requests for Pricing from which they can elect to provide a proposal. Using this RFQ, CRA intends to work with Consultants who will be available to provide professional services as needed during a term of one year.

This RFQ does not address specific sites or projects, and Consultants who are pre-qualified by CRA through this process are not guaranteed any amount of work. If interested in a specific work assignment offered in the future by CRA to pre-qualified Consultants, a Consultant shall be required to prepare a brief work plan and price proposal in response to the project-specific scope of services provided by CRA via a Request for Pricing process. Consultants will be evaluated at that time on their proposed price, ability to perform the desired work assignment in timely matter meeting specific needs and tasks. All such responses to requests by CRA will be prepared by the Consultant at no charge to CRA.

Consultants that are deemed to be pre-qualified shall be precluded from being awarded a contract or work assignment associated with the CRA's Environmental Management Services solicitation.

**Questions**

Inquiries regarding the RFQ shall be sent by fax or email no later than **JUNE 19, 2020 2:00 P.M.** to Johanna Conyer, Email: [joconyer@ci.camden.nj.us](mailto:joconyer@ci.camden.nj.us). Fax: 856-968-3541. No oral response to any question by any Camden Redevelopment Agency employee or agent shall be binding on the Camden Redevelopment Agency or in any way considered to be a commitment by the Camden Redevelopment Agency.

**Addenda**

During the RFQ preparation of response period, CRA may issue addenda, including amendments or answers to written inquiries. Those addenda will be noticed by CRA and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the Qualifications Submission Date. Addenda shall be issued no later than **JUNE 26, 2020**.

**Submission of Qualifications**

Qualification Submissions are due no later than 2:00 p.m. local time on **JULY 10, 2020** by delivery to the following address:

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Attn: Johanna S. Conyer, Director of Finance  
Camden Redevelopment Agency  
Camden City Hall, 520 Market Street, Suite 1300  
Camden, NJ 08101

An electronic link to download the Qualifications Submissions shall also be emailed to Johanna Conyer, Email: joconyer@ci.camden.nj.us

Qualifications submittals shall be submitted to the CRA in sealed envelopes with two (2) printed copies of the submission, prepared as described in the RFQ, along with a link to an FTP or other website that would allow the CRA to download an electronic cover-to-cover copy of the submission in Acrobat PDF format. The link shall be emailed to Johanna Conyer, Email: joconyer@ci.camden.nj.us , by the submission due date.

The sealed envelope containing the qualification documents shall be marked clearly on the outside of the envelope with the following words: "Request for Qualifications, Professional Environmental Services" and the Respondent's name, address and telephone number.

**SELECTION AND EVALUATION CRITERIA**

All Respondents will be judged as whether they are responsive to the RFQ as well as qualified to perform the Scope of Services. All firms deemed to be qualified will be added to the short-listed contractor pool for possible future work. If any the items are missing, a firm could be considered non-responsive.

**SCOPE OF SERVICES AND FORM OF SUBMISSION**

Consultants must demonstrate the ability to complete the required Scope of Services through superior competence, skill and experience in the planning and execution of environmental investigations and remedial actions; compliance with New Jersey Department of Environment Protection (NJDEP) statutory programs and U.S. Environmental Protection Agency (EPA) Brownfield Assessment and Cleanup programs. In addition, the Consultant shall demonstrate that they possess the professional, financial and administrative capabilities to provide the described services; and a willingness to work under the compensation terms and conditions determined by CRA.

Respondents shall provide to the CRA a written qualification submission containing the following elements in the order listed and as described below:

**1. Cover Letter**

Provide a cover letter on the Respondent company letterhead and signed by the Principal-in-Charge or other company official authorized to provide proposals and make agreements on behalf of the Respondent firm. The letter shall certify that the Respondent firm possesses the professional, financial and administrative capabilities to provide the required services; and confirm willingness to work under the compensation terms and conditions determined by CRA.

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Respondents should also provide in the cover letter the contact information, *including phone number and email address*, for the person from whom the CRA shall request site specific proposals.

**2. Table of Contents**

**3. Professional Information**

Respondents shall provide a demonstration of the required experience and expertise to perform the required services of this RFQ. Include details of the Respondent firm's relevant experience and competence to perform the required work. This section of the submission shall contain a detailed description of the following items:

- A. Company Profile
- B. Regulatory Knowledge & Experience
- C. Brief Description of Services (make note of those services provided by the Respondent firm directly and those to be provided by subcontractors):
  - Preliminary Assessments / Phase 1 Investigations
  - Site Investigations / Phase 2 Investigations
  - Quality Control / Quality Assurance Plans (QAPPs)
  - Licensed Site Remediation Professional (LSRP) services
  - Brownfield Cleanup Plans, Cost Estimates, and Site Remediation
  - Geophysical Investigations
  - Hazardous Waste Removal and Disposal
  - Building / Asbestos-Containing Material Surveys, Management, and Abatement
  - Lead-Based Paint Surveys, Management, and Abatement
  - Electronic Data Management and Laboratory Data Validation
  - Professional Land Surveyor Services
  - Property Title Search Services
  - Environmental Engineering and Design
  - Health and Safety
  - CADD and GIS
  - Public Notification and Community Relations

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- Other additional environmental work as may be needed. Such work could include site reuse planning, risk assessments, geotechnical studies, and infrastructure analyses.

D. Client References

List any municipalities that the Respondent firm has worked for in the past four years. Provide three recent client references and their telephone numbers.

E. Key Personnel, Certifications and Qualifications

Provide with the submission the name, qualifications and copies of all relevant licenses and certifications of all specially licensed and/or certified professionals to include LSRPs.

**4. Price Schedule**

The CRA is requesting price schedules that will serve as the basis for preparing any subsequent cost proposals for future site specific work assignments. Respondents shall provide the following information:

- A. Labor Rates: Identify hourly billing rates for all personnel
- B. Subcontractor Management Fees: Indicate any management fees as a percentage markup that are applied to subcontracted or outsourced work including laboratory analysis.
- C. Equipment Rates: Indicate usage fees of commonly used equipment expected to be utilized.
- D. Laboratory and Analytical Fees: Indicate unit analytical costs from the Respondent's preferred laboratory for soil, water, and building material samples.

**5. Required Submittals**

Consistent with the Pay-to-Play Law, N.J.S.A. 19:44-20.4 et seq. and the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. the following documents are required to be completed and submitted with the Qualifications.

- A. State of New Jersey Business Registration Certificate
- B. Insurance Certificates: Provide specimen certificates of insurance for all insurance coverage requirements of the RFQ (see *General Requirements*).
- C. Form I - Stockholder Disclosure Statement (see Appendix)
- D. Form II - Non-Collusion Affidavit (see Appendix)
- E. Form III - Business Entity Disclosure Certification Form (See Appendix)
- F. Form IV - Debarment Certification Form (See Appendix)
- G. State of New Jersey Certificate of Employee Information Report (Form AA302)

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## **GENERAL REQUIREMENTS**

The following items represent general requirements for all contracted Professional Environment Services to be performed for CRA by selected Consultants resulting from solicitations issued to the those respondents deemed to be pre-qualified as part of this RFQ process.

### **1. Project Coordination**

- A. The CRA will designate a Project Manager (referred to as the “CRA Representative”), who shall have the authority to inspect all work and materials, and to stop work when it appears to the CRA Representative that the requirements of the Scope of Work are not being met.
  - 1. The CRA Representative shall have the authority to reject any work or deliverables which do not meet the requirements of the Scope of Work in the judgment of the CRA Representative. Any such rejected work shall be redone in a professional manner conforming to the requirements of the Scope of Work.
  - 2. The CRA Representative shall have the authority to decide questions and make interpretations in regard to issues which arise under the Contract.
- B. Immediately report to the CRA Representative any questionable or obvious error or omission that may be contained in the Scope of Work. Do not proceed with work until the CRA Representative has resolved the error or omission.
- C. Cooperate with CRA Representative in allocation of mobilization areas at the site, access, traffic, and parking facilities.
- D. Comply with CRA Representative's procedures for communications, submittals of reports, records, schedules, drawings, and recommendations; and resolution of ambiguities and conflicts.
- E. The Consultant shall cooperate with engineering and construction teams that are working at the site.

### **2. Submittal Requirements**

- A. All deliverables required by CRA shall be submitted to CRA in draft for review and comment prior to finalizing. The Consultant shall then incorporate comments from CRA into the documents and resubmit them to CRA for approval to finalize. Deliverables shall include:
  - For draft documents provide:



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- Electronic file in Acrobat PDF format containing “cover-to-cover” copy of the draft reports in correct page order including all text, tables, figures, photos, and appendices.
- Electronic files containing all source files (e.g. Word, Excel, AutoCAD, GIS, jpeg or other photograph files, etc.) including text, tables, calculations, figures, maps, photographs, and other materials used to generate the deliverables.
- For final documents provide:
  - One (1) set of the final large scale plans/maps professionally printed and bound. Hard copies of reports shall not be provided.
  - Electronic file in Acrobat PDF format containing “cover-to-cover” copy of the final reports in correct page order including all text, tables, figures, photos, and appendices.
  - Electronic files containing all source files (e.g. Word, Excel, AutoCAD, GIS, jpeg or other photograph files, etc.) including text, tables, calculations, figures, maps, photographs, and other materials used to generate the deliverables.
- B. Electronic files shall be made available to CRA by e-mail or via FTP download. Otherwise, all electronic files shall be provided on CD-ROM and shall be professionally labeled on both the container and disk.

**3. Ownership of Work Product**

- A. All work products produced by the Consultant, the CRA, or by any third-party working for the Consultant or the CRA resulting from this RFQ are the sole property of the CRA and, should EPA funding be used, the EPA.
- B. The CRA and the EPA shall be the owners of all digital data, graphics and documents, as well as all hardcopy and publishable documentation.
- A. The CRA and the EPA have the right to sue, distribute, or dispose of the work products without the consent of the Consultant.

**3. Contract Modification Procedures**

- A. Minor Changes to The Work: Supplemental instructions authorizing minor changes in the Scope of Work, not involving an adjustment to Contract Sum or Contract Time, may be issued by the CRA Representative.
- B. Stipulated Sum Change Orders:
  - 1. Consultant may propose a change by submitting a request for change to CRA Representative, describing proposed change and full effect on Work, with a

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statement describing reason for change, and effect on Contract Sum and Contract Time with full documentation. Document each quotation for a change in cost or time with sufficient data to allow evaluation of quotation.

2. Change shall be based on Consultant's price quotation, or Consultant's request for a Change Order as accepted by CRA Representative and CRA.

C. Time and Material Change Orders:

1. Submit itemized account and supporting data after completion of authorized change, within two (2) weeks.
2. Maintain detailed records of work done on a time and material basis. Provide full information needed for evaluation of proposed changes, and to substantiate costs of changes in Work. Provide data to support computations.

D. Unit Price Change Orders:

1. For pre-determined unit prices and quantities, Change Order will be executed on a fixed unit price basis.
2. For unit costs or quantities of units of work that are not pre-determined, execute Work under a Construction Change Directive.
3. Changes in Contract Sum or Contract Time shall be computed as specified for Time and Material Change Order.

E. Change Directives:

1. CRA Representative, with prior written approval of CRA, may issue a document instructing Consultant to proceed with a change in work, for subsequent inclusion in a Change Order.
2. Document will describe changes in Work and will designate method of determining change in Contract Sum or Contract Time.
3. CRA Representative, with prior written approval of CRA, may issue a Proposal Request that includes a detailed description of a proposed change. Consultant shall prepare and submit an estimate within ten (10) days, including a proposed change in Contract Time for executing change and period of time during which requested price will be considered valid. (Consultant shall endeavor to not delay project as a result of requested changes.)
4. Promptly execute change in Work.

**4. Payment Procedures**

- A. Consultant applications for payment may be submitted not more than once every thirty (30) days. Invoicing shall be on a lump sum / percentage completed or unit cost basis as per the task schedule in the proposal price form. The Consultant's pay application shall be prepared consistent with format of AIA Document G702 & G703 or similar

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and the Schedule of Values shall follow the pay items in the Scope of Work and Form of Proposal Price Sheet.

- B. Each pay application shall be accompanied by a progress statement summarizing the progress made in the billing period and the progress completed to date. The Consultant shall be responsible to provide all necessary documentation as proof of performance of work completed during the payment period or any other proof of performance that may be required by the CRA Representative.
- C. Applications for payment shall be submitted to the CRA Representative for review. The CRA Representative will then either submit the application to the CRA for payment or will return the application to the Consultant indicating that corrections should be made or additional information or proof of performance may be required. The Consultant shall then resubmit the invoice to the CRA Representative for review and approval.
- D. Invoices will be evaluated and paid on a “percent complete” basis of the lump sum offer price or per-unit price. After consultation with the Consultant, the CRA will solely decide the percentage of completeness of the work under each lump sum Pay Item. Sufficient backup documentation as required by the Scope of Work and the CRA Representative will be required to establish measurement of completion for each item within a particular pay period and the work overall.
- E. If the contract includes a line item for a contingency allowance, the contingency will be released as needed by CRA and used by the Consultant only as directed by CRA to address unknown or unforeseeable conditions.

**5. Professional Licensure**

- A. Provide to the CRA the name, qualifications and copies of all relevant licenses and certifications of all specially licensed and/or certified professionals who shall work on the project.

**6. Codes, Regulations and Standards**

- A. Verify and comply with all applicable federal, state and local codes, regulations, standards and guidance relating to buildings, employment, the preservation of public health and safety, environmental compliance, use or closure of streets and sidewalks, and the performance of the Scope of Work. Ensure that such requirements are fully understood, and they are fully and faithfully implemented and/or enforced.

**7. Reliance on Prior Work**

- A. The CRA may provide to the Consultant documentation of prior work completed by others including environmental reports, drawings, specifications or other documents

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either printed or in electronic format. The documentation shall be provided for informational purposes only for the sole use of the Consultant.

- B. The CRA makes no claims as to the correctness or accuracy of the data provided therein. The Consultant shall review and determine for themselves the correctness and accuracy of the information before incorporating and relying on the prior work as part of their work product to the CRA.

**8. Schedule**

- A. The Consultant shall agree to commence work immediately upon receipt of Notice to Proceed from the CRA and diligently pursue the work as per a schedule to be determined by the CRA Representative and the Consultant prior to the commencement of the work.

**9. Site Security**

- A. Site security and safety is the responsibility of the Consultant when mobilized to the site(s). The Consultant shall secure the site(s) during non-working hours to prevent pedestrian and vehicular access. The Consultant is responsible for the safety and security of their employees and the general public as well as their materials and equipment. The Consultant shall assume responsibility for costs associated with damage by vandalism to their material and equipment.

**10. Health and Safety Program**

- A. The Consultant shall prepare a Site-Specific Health and Safety Program including a Site-Specific Health and Safety Plan (HASP) that outlines procedures to protect on-site workers and the general public; respond to emergencies; comply with environmental regulations and prevent pollution as a result of work operations. The HASP must comply with Occupational Safety and Health Administration (OSHA) requirements set forth at 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response and NJDEP requirements for Health and Safety and set forth in the NJDEP Field Sampling Procedures Manual.
- B. Do not undertake any Work until the CRA Representative has received the HASP. Provide, at the request of the CRA Representative, certificates for each worker to demonstrate compliance with training requirements.
- C. The Consultant is solely responsible for exercising reasonable precaution to protect the health and safety of all on-Site personnel, the general public, and the environment during the course of the Work. Comply with all applicable provisions of State, local, and Federal health and safety and occupational health and safety statutes and codes.
- D. The HASP shall be promptly updated as necessary to address new or previously unknown site conditions at no additional costs to the CRA.

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**11. NJ One-Call Damage Prevention System**

- A. The Consultant and their subcontractors are solely responsible for compliance with the NJ One-Call Damage Prevention System (N.J.A.C. 14:2-1.1 (2014)). The One-Call System receives information from excavators that plan to perform excavation or demolition, and relays that information to those persons that own, operate, or control the operation of underground facilities, and have registered with the One-Call System operator. Information regarding the requirements of the One-Call system may be found at <http://www.nj1-call.org/nj-law/>
- B. Prior to initiation of any excavation, installation of soil borings or any other subsurface work that requires notification of the One-Call System, the Consultant shall provide to the CRA Representative a copy of the confirmation of the One-Call System notification including information regarding any subsurface utilities that may be present and effect the work.
- C. The Consultant or their sub-contractor shall confirm that all required mark-outs by the registered utilities have been completed prior to the initiation of the subsurface work.

**12. State Prevailing Wage Requirements**

- A. The Consultant shall be solely responsible for compliance with all state and Prevailing Wage requirements for *non-professional* services performed by the Consultant or subcontractors as follows:
- B. **New Jersey Prevailing Wage Act.** Pursuant to N.J.S.A. 34:11-56.25, et seq., contractors on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. The contractor shall be required to submit a certified payroll record to the Agency within ten (10) days of the payment of the wages. The contractor is also responsible for obtaining and submitting all subcontractors certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in N.J.A.C. 12:60-6.1. It is the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the New Jersey Department of Labor and Workforce Development, Division of Workplace Standards.

**13. No Warranty**

- A. The Consultant is required to examine specifications and instructions pertaining to the services requested. Failure to do so will be at the Consultant's own risk.

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**14. Equal Employment Opportunity Provisions**

- A. Companies and their subcontractors will not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.
- B. All the potential companies must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity.
- C. The potential company must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order I 1 246 and as amended in Executive Order I 1 375, Title VI and VII of Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Fair Employment Practices Act, and the American with Disabilities Act of 1990.
- D. In response to this RFP, companies should furnish detailed statement relative to their Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subcontractors.

**15. Insurance and Indemnification Requirements**

A. Insurance Requirements

1. Worker's Compensation and Employer's Liability Insurance

Workers Compensation insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6.

Minimum Employer's Liability \$500,000.

2. General Liability Insurance (bodily injury, personal injury, and property damage liability) including company's contingent Completed operations and contractual liability with a minimum:

- a. \$1,000,000 each occurrence;
- b. \$1,000,000 personal and advertising injury;
- c. \$2,000,000 general aggregate; and
- d. \$1,000,000 products/completed operations aggregate.

3. Automobile Liability Insurance. Covering all owned, hired, and rented vehicles and equipment, with limits of liability of not less than \$1,000,000 for injuries to, or death of one or more persons resulting from any one

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occurrence and property damage limit of liability of not less than \$500,000 per occurrence

4. Professional liability and errors & omissions insurance in the amount of \$1,000,000. In lieu of the insurance coverage listed under 2. above, the contractor fulfills the insurance requirements by having and maintaining umbrella liability insurance with a minimum:

- a. \$1,000,000 per occurrence;
- b. \$1,000,000 aggregate of other than products/completed operations and auto liability; and
- c. \$1,000,000 products/completed operations aggregate

5. Consultant's Pollution Liability Insurance

Prior to the commencement of the work, the Consultant/ shall obtain and maintain throughout the life of the work, a broad form Consultant's Pollution Liability Insurance Policy. As a minimum, the Consultant's Pollution Liability Insurance policy shall include policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. The coverage shall:

- (a) Apply, without limitation, to bodily injury, property damage (including loss of use of damaged property or of property which has not been physically injured or destroyed) and clean-up costs.
- (b) Provide coverage for pollution conditions which arise from encountering pre-existing environmental conditions at the project site.
- (c) Provide coverage for liability resulting from the transportation of hazardous wastes.
- (d) Be written on a "project specific" basis.
- (e) Not carry a deductible greater than \$10,000. All deductibles applicable to the insurance coverage shall be borne by the Consultant.

- B. Certificates of the Required Insurance: Certificates of Insurance for those policies required above shall be submitted with the contract. Such coverage shall be with an insurance company authorized to do business in the State of New Jersey and shall name the Camden Redevelopment Agency and City of Camden as an additional insured. Should the work be funded by EPA, EPA shall be named as an additional insured on all insurance certificates.

- C. Indemnification: Successful Respondent will indemnify and hold harmless the Camden Redevelopment Agency and the City of Camden from all claims, suits or actions and damages or costs of every name and description, to which the Camden Redevelopment Agency and City of Camden may be subjected or put by reason of injury to the person or property of another, or the property of the Camden Redevelopment Agency and City of Camden, resulting from negligent acts or omissions on the part of the Respondent, the

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Respondent's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this contract.

### **FEDERAL REQUIREMENTS**

If a specific project is funded in whole or part with funds provided by US EPA Brownfield Cleanup or Assessment Grants, the Consultant must adhere to all applicable Federal requirements and the Terms and Conditions of the Cooperative Agreement of the applicable EPA Grant. Federal requirements include, but are not limited to the following:

- A. All Consultants shall have an active registration in the federal System for Award Management (SAM). Such registration can be set up via [www.Sam.gov](http://www.Sam.gov).
- B. All Consultants must verify that they are not debarred from receiving Federal funds using the form provided in the Appendix. The "Debarment Certification" form provided in the Appendix shall be completed and signed and returned with the proposal as required.
- C. The contract will be subject to those conditions of the Cooperative Agreement that relate to eligibility of costs and to contracts, including the administrative cost prohibition.
- D. The contract is subject to regulations that govern contracts under cooperative agreements (such as, but not limited to, 40 CFR Part 31 requirements for accounting and record keeping, 40 CFR Part 30 requirements for financial reporting, and 40 CFR Part 35 Sub Part O).
- E. The contract will be subject to general Federal requirements for contracts under cooperative agreements, including mandatory steps for Contractors to follow such as the Davis-Bacon Act and utilization of Disadvantaged Business Enterprise (DBE).
- F. Contractors and their Subcontractors will not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract. All the potential companies must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity.
- G. The Consultant must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order I 1 246 and as amended in Executive Order I 1 375, Title VI and VII of Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Fair Employment Practices Act, and the American with Disabilities Act of 1990.
- H. Quality Assurance (QA) Requirements: Should environmental samples be collected as part of the work and be funded by EPA, the Consultant shall comply with 40 CFR Part 31.45 requirements to develop and implement quality assurance practices sufficient to produce data adequate to meet project objectives and to minimize data loss. State law may impose additional QA requirements. To comply with the stated QA Requirements, Consultant shall complete a Site-Specific EPA Brownfields Quality Assurance Project



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PROFESSIONAL ENVIRONMENTAL SERVICES**

Plan (QAPP). The QAPP must be approved by the EPA Project Officer and CRA in writing prior to commencement of any collection, testing, and use of environmental samples at the site. A copy of the EPA template for completion of the QAPP shall be provided to the Consultant by CRA.

- I. Davis Bacon Act Prevailing Wage Requirements. The Consultant shall comply with all applicable sections of the following specifications as they relate to The Davis-Bacon Act (40 U.S.C. §§ 3141-3148, formerly 40 U.S.C. §§276a to a-7) as supplemented by Department of Labor Regulation (29 CFR Part 3) (DBA). The Davis-Bacon Act requires that all Contractors and subcontractors performing on Federal contracts (and contractors or subcontractors performing on federally assisted contracts under the related Acts) in excess of \$2,000 pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits listed in the contract's Davis-Bacon wage determination for corresponding classes of laborers and mechanics employed on similar projects in the area. Davis-Bacon labor standards clauses must be included in covered contracts. Pursuant to 40 U.S.C. § 3142, the minimum wages to be paid various classes of laborers and mechanic under the Contract of this project shall be based on the wages the Secretary of Labor determines to be prevailing for the corresponding classes of laborers and mechanics employed on Projects of a character similar to the contract work in the civil subdivision of the State in which the work is to be performed.

# APPENDIX

**FORM I - STOCKHOLDER DISCLOSURE CERTIFICATE**

(To be Completed by For Profit Business Entities Only)

Pursuant to the laws of the State of New Jersey as set forth in laws of 1977, Chapter 33, the undersigned does herewith certify to the City of Camden Redevelopment Agency (CRA) that the following is a statement with names and addresses of all stockholders, partners, members or owner ("Owner") in the corporation, partnership, limited liability company or other business entity ("Entity") who own a 10% or greater interest therein, as the case may be. If one or more such Owner is in itself an Entity, the Owner holding 10% or more or greater interest in that Entity, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every Owner exceeding the 10% ownership criteria established above have been listed.

NAME

HOME ADDRESS

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(Attach another sheet if necessary)

**Note:** No post office box number accepted, full street address only.

**Criminal Conviction to Serve As Grounds for Disqualification from Award of Contract:**

Vendor must disclose whether any person(s) named above have a criminal conviction in any Municipal, County, State or Federal Court, in this State or any other State. Yes [ ] No [ ]

Any rejection by CRA, based upon a prior conviction, shall not take place unless and until there has been a responsibility hearing held by CRA. Also, vendor must report any conviction of any person(s) named above in any Municipal, County, State or Federal Court during the contract or agreement period to the Corporation Counsel of CRA.

Any termination by CRA, based upon subsequent conviction, shall not take place unless and until there has been a responsibility hearing held by CRA.

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IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Sworn and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

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

\_\_\_\_\_  
Affiant (Authorized Agent of Corporation)

\_\_\_\_\_  
Print Name and Title of Affiant

**FORM II - NON-COLLUSION AFFIDAVIT**

State of New Jersey

SS:

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

I, \_\_\_\_\_ residing in \_\_\_\_\_

(name of affiant)

(name of municipality)

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

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

(title or position)

(name of firm)

the bidder making this Proposal for the bid entitled \_\_\_\_\_,

(title of bid proposal)

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

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

\_\_\_\_\_  
(name of firm)

BY:

\_\_\_\_\_

(Signature of Authorized Representative)

PRINT NAME & TITLE:

\_\_\_\_\_

COMPANY:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

(Seal)

(Type or print name of affiant under signature)

\_\_\_\_\_

(Notary public of \_\_\_\_\_)

My Commission expires \_\_\_\_\_



**FORM IV - DEBARMENT CERTIFICATION FORM**

*This statement must be reproduced on company letterhead and signed by an authorized representative of the firm.*

I, \_\_\_\_\_ an authorized representative of \_\_\_\_\_ (company) certify that \_\_\_\_\_ (company) is not debarred from transacting business in the State of New Jersey and is not debarred from receiving state or federal funds. In addition, \_\_\_\_\_ (company) has an active registration in good standing in the federal System for Award Management (SAM) which can be found at [www.SAM.gov](http://www.SAM.gov).

\_\_\_\_\_  
**(signature)**

\_\_\_\_\_  
**(print name)**

\_\_\_\_\_  
**(title)**

\_\_\_\_\_  
**(date)**