

**REQUEST FOR PROPOSALS- LEED Consulting Services
New West District Police Precinct - City of Jersey City
Project No. 2007-002**

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SECTION 1: INTRODUCTION

1.1 Commissioning and LEED Consulting Services

The City of Jersey City, New Jersey requests a Professional Services Fee Proposal to provide Commissioning and LEED Consulting Services. The Owner is committed to commissioning these facilities to ensure that all systems are well designed, complete, and functioning properly upon occupancy, and that the Owner's staff has adequate system documentation and training.

- a. The projects for which commissioning (Cx) services are to be provided is described in the Project Description included in this RFP as Appendix C. Integrated commissioning services as described in ASHRAE Guideline 1-1996 will be required during design and construction.
- b. The commissioning services provided by the firm will be executed and/or coordinated by a single point of contact termed the Commissioning Authority ("CxA"). The CxA will be expected to work closely with the Architect and the rest of the design team and will write the commissioning specifications for inclusion in the Design Team's construction documents.
- c. As this project is being designed and built to the requirements of the US Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) program, Version 2.2, the commissioning firm is requested to provide proposals for two different levels of services:
- d. Services satisfying the requirements of Mandatory Prerequisite 1 of the LEED Energy & Atmosphere section (i.e., "Fundamental Commissioning").
- e. Services satisfying the requirements of LEED Credit 3—Enhanced Commissioning, including the re-commissioning manual.
- f. The commissioning scope includes all of the commissioning requirements of the LEED program and the consultant is responsible for providing all information and documentation required to

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qualify for both of the commissioning credits. In the event of an audit, the consultant shall provide all required information to the USGBC.

- g. In addition, the Commissioning Agent will be responsible for compiling and submitting all information and documentation associated with the following additional LEED Credits (including filing that information with LEED On-Line), including reviewing and verifying the completeness, adequacy, and accuracy of documentation furnished by the Contractor in support thereof. In the event that the Contractor's documentation is incomplete, inadequate, or obviously inaccurate, the Commissioning Agent shall prepare the memos outlining the deficiencies, and shall submit them promptly to the Architect, for distribution to the Contractor and others, shall review the associated portions of the Contractor's Schedule of Values, and, when appropriate, shall recommend amounts to be withheld from the Contractor's Applications for Payment.

- MR 2 through MR7.
- EQ 3.1, 3.2, 4.1, 4.2, and 4.3.

1.2 Contract Objectives

- a. The objective of commissioning is to provide documented confirmation that a facility fulfills the project requirements of the building owner, occupants, and operators. To reach this goal, it is necessary for the commissioning process to establish and document the owner's criteria for system function, performance, and maintainability (the Design Intent Document [DID]); and also to verify and document compliance with these criteria throughout design, construction, start-up, and initial operation. In addition, complete operation and maintenance (O&M) manuals, staff operations training and monitoring through the first year of operation are to be provided to ensure that the building continues to operate as intended.
- b. The initial role of the CxA will be to develop the DID, provide detailed commissioning specifications and review the design to ensure it meets the DID. During construction, the CxA develops and coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that the systems are functioning in accordance with the DID and the contract documents. The CxA is not responsible for design, scheduling, cost estimating, or construction administration, or construction management, but may assist with problem-solving or with resolving non-conformance issues or deficiencies.
- c. In selecting a firm, the Owner will place emphasis on the experience of the firm in projects of similar scope and size, available resources, geographic proximity, and value. Emphasis will be placed on firms having depth, knowledge, and resources in principles of engineering, construction management and field equipment operation, testing, adjusting and monitoring. Emphasis will also be placed on firms with a track record of staff continuity from project commencement through project completion.

1.3 CxA Qualifications

Commissioning is a quality assurance process with the goal of creating a finished building in full and complete working order and thereby providing a healthy and productive work environment for the occupants. To this end, the CxA firm should include practical as well as theoretical skill sets and be knowledgeable in contemporary techniques in building design, construction and operation.

- a. Each team member assigned to the project must have a minimum of 15 years experience in the following:
- i. Design, operation and troubleshooting of HVAC & DDC systems.
 - ii. Performance and efficiency testing of HVAC systems.

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- iii. Direct digital control (DDC) systems and building management systems & design
 - iv. Testing, adjusting, and balancing (TAB) of HVAC systems
 - v. Electrical power and lighting control systems and lifesafety systems
 - vi. Project manager must have acted as or currently acting as the principal CxA for at least 5 projects over 25,000 square feet.
- b. The commissioning firm shall:
- i. Have professional engineers on staff to perform design reviews, with those PEs to be educated in the required discipline for the corresponding commissioning activities.
 - ii. Hold NEBB Supervisor certification for testing and balancing.
 - iii. Maintain million dollars (\$1,000,000) in Professional Liability Insurance.
 - iv. Be fully equipped with all remote monitoring and communication facilities required for constant communication with the project site.
- c. The commissioning firm shall have its own in-house test and balance and measuring staff and equipment for air, hydronic, and potable water systems verification. The project staff shall each have a minimum of (3) years experience using such equipment which shall be backed by certified calibration to NIST standards. At a minimum, the CxA shall own:
- i. Balometer – with an accuracy of 5% (full scale range) of meter reading.
 - ii. Airflow measuring instruments (pitot tube or hot vane anemometer) with an accuracy of +/- 2.5% of meter reading.
 - iii. Ultrasonic water flow meter with an accuracy of +/- 2% of meter reading.
 - iv. Differential pressure water flow meter with an accuracy of +/- 2% of reading.
 - v. True RMS power meter, capable of measuring amperage, voltage, power and power factor, within +/-0.3% of the meter reading.
 - vi. Tachometer with an accuracy of +/-0.01% of the reading.
 - vii. Digital water temperature measuring devices accurate to within +/- .1 degree F of the meter reading.
 - viii. Test quality, bourdon tube pressure gauges accurate to within +/- 1/4%.
 - ix. Indoor air quality meter capable of measuring air humidity, CO₂, and CO, with an accuracy of +/- 3% or 50 ppm for CO₂ and +/- 3 ppm for CO.
 - x. Temperature and humidity potable data loggers capable of storing data for a minimal of one week at 5 minute intervals.
 - xi. Boiler combustion gas analyzer capable of measuring CO, NO₂, NO, CxHx, O₂, with an accuracy of +/- 4% of meter reading.
- d. The commissioning firm must:
- i. Demonstrate the availability of the “in house” staff required to manage and execute the commissioning project for the subject building. In the Proposal, include an organizational chart of the proposed project team, including the current schedule of the project manager.
 - ii. Have a documented record of participation in the national commissioning community as evidenced by attendance at national commissioning conferences and/or membership in national commissioning associations.
 - iii. Submit, for its proposed Project Manager, a Commissioning Certification from The Building Commissioning Association (BCA) or from The University of Wisconsin Engineering Professional Development school, and evidence of LEED Accreditation.
 - iv. Have knowledge and experience in building operations and maintenance and computer maintenance management systems and have provided O&M training and developed O&M manuals.
 - v. Have a Certified Energy Manager on its team, and furnish evidence of that certification.
 - vi. Have experience in energy-efficient equipment designs and control strategy optimization, including the following:

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- vii. Point by point verification of addresses on Building Management Systems (BMS)
- viii. Confirmed calibration of BMS sensors with in-house NIST calibrated instruments
- ix. Confirmed calibration of control valves (span and range)
- x. Water and air side economizer sequence verification
- xi. Staging sequences for cooling towers, boilers, chillers, etc.
- xii. Optimal VAV control sequences
- xiii. Building optimal start / stop sequences
- xiv. Have written the following procedures for a minimum of 10 projects in writing commissioning specifications and test procedures at a minimum for the following systems (test procedures to meet or exceed the requirements outlined in Appendix A):
 - 1. Central station air handling units
 - 2. Packaged rooftop air handling units
 - 3. Centrifugal pumps
 - 4. Centrifugal chillers
 - 5. Absorption chillers
 - 6. Air cooled chillers
 - 7. Cooling towers
 - 8. Water source / air cooled heat pumps
 - 9. Unit ventilators
 - 10. Fan coils
 - 11. Variable air / constant volume boxes
 - 12. Smoke control systems
 - 13. Hot water boilers (natural gas and oil fired)
 - 14. Steam boilers (natural gas and oil fired)
- xv. Have a professional engineer as part of the team to perform commissioning reviews of the documents.
- xvi. Personnel that will be reviewing the training and Operations and Maintenance Manuals shall be a Certified Plant Maintenance Manager (CPMM) from the Association of Facilities Engineers
- xvii. Have experience conducting meetings in an atmosphere of team formation and have exceptional written and verbal communication skills,
- xviii. The lead member of the team shall be a LEED-Accredited professional engineer. The project manager and the lead field engineer shall be degreed engineers and be LEED Accredited. Field support staff shall have technical training, past field experience and skill in commissioning, especially in the areas of TAB, HVAC operations, DDC systems, and electrical system operations. The required expertise for this project must be part of the skill and experience set of the team allocated for this project.
- xix. The firm and the lead member of the team shall each have performed LEED services of the types described herein on at least 3 other projects, each of each of greater size than the proposed project.

SECTION 2: SCOPE OF WORK

2.1 Scope of Work

The Owner is committed to commissioning this facility to ensure that all systems are complete and functioning properly prior to substantial completion and that facility staff has adequate system documentation and training. Commissioning consists of systematically documenting that specified components and systems have been installed and started up properly, functionally checked, and performance tested to verify and document proper operation and capacity through all modes and conditions. In addition, owner-personnel training will be verified and final project operations and maintenance (O&M) documents will be reviewed for completeness. CxA responsibilities in the areas of commissioning and LEED include:

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- a. Design Phase:
 - i. Conduct a commissioning kickoff meeting with the Owner and project A/E.
 - ii. Conduct a minimal half-day Design Intent workshop with the A/E, owner and owner's operations staff.
 - iii. Develop a commissioning manual for the project.
 - iv. Develop the Design Intent Document (DID).
 - v. Develop the initial Commissioning Plan, including contact personnel, responsibilities and a schedule of commissioning activities.
 - vi. Develop an electronic issues database for all commissioning issues to track issues/deficiencies and resolutions. Provide a report on a by-weekly basis identifying new issues, unresolved issues and closed issues. The report to be provided throughout the entire project.
 - vii. Provide guidance and assistance to the Design Team in their development of the Basis of Design and the included Engineer's Narrative. Review and approve the Basis of Design.
 - vii. Perform commissioning reviews at 50% and 95% construction document submittal. CxA to issue design review comments to the owner and the A/E after each review.
 - ix. Develop commissioning specifications for the construction documents, with review by the design team, for inclusion in their construction specifications.
 - x. Update/populate the issues database and issue database report as described in the design phase.

- b. Construction Phase: Coordinate and conduct the commissioning activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, frequently updated timelines and schedules, and technical expertise. These areas include:
 - i. Installation Checks: Verification that equipment and components are installed properly.
 - ii. Functional Checks: Verification that equipment and systems have been started properly, set-up properly, and are all operating in accordance with the design documents, design intent, and Owner's needs. Functional checks includes both normal and abnormal operating parameters.
 - iii. Performance Tests: Verification that equipment and systems capable of providing rated performance in the installed condition and in the installed ambient environment.
 - iv. Specific activities of the CxA during the construction phase shall include the following:
 - 1. Plan and conduct a commissioning "kick-off" meeting where the commissioning process is reviewed with the commissioning team members (general contractor, subcontractors, vendors, design team, etc.).
 - 2. Plan and conduct commissioning meetings with the construction team and the owner, to review issues identified and track status of outstanding issues.
 - 3. Update/populate the issues database and issue database reports described in the design phase.
 - 4. Confirm that the contractor has included the commissioning milestones in the critical path schedule and the schedule of values.
 - 5. Review submittals of systems to be commissioned concurrent with the A/E, including associated seismic submittals.
 - 6. As approved submittals are routed to the CxA, develop installation check sheets for each component commissioned. Installation check sheets shall be tailored

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specifically to the equipment manufacturer. Installation check sheets shall confirm (at a minimum):

7. Verify component model numbers
8. Verify component capacities
9. Verify component installations in comparison to the documents generated by the Engineer-of-Record.
10. Distribute checklists and report on their completion by contractors.
11. Perform site visits, as necessary, to observe component and system installations. Attend selected plannings and up to six (6) job progress meetings (as selected by the Owner) to obtain information on construction progress. Review all construction meeting minutes for revisions/substitutions relating to the commissioning process.
12. Assist in resolving any discrepancies.
13. Approve systems startup by reviewing start-up plans and by site observation.
14. Check portions of TAB services for air and water HVAC systems and verify with the CxA firm's own in-house NIST calibrated equipment and technicians.
15. Write functional checks and performance test procedures for all equipment and systems that are to be commissioned. This includes manual functional testing, energy management control system trending and stand-alone data logger monitoring with the CxA firm's own in-house equipment and personnel. Minimal requirements of the performance tests are included in the appendix section of this RFP.
16. LEED-related services, as outlined in par. I.h above.

c. Acceptance Phase:

- i. Execute the functional checks per the percent verification matrix. (Witnessing of the functional checks by the contractor is not acceptable.)
- ii. Execute the performance test protocols on all systems included in the scope. (Witnessing of the performance testing by the contractor is not acceptable.)
- iii. Update/populate the issues database and issue database reports as described in the design phase.
- iv. Review equipment warranties to ensure that the Owner's responsibilities are clearly defined.
- v. Review, pre-approve and coordinate the training of the Owner's operating personnel by the contractor.
- vi. Review the O&M documentation for completeness, in parallel with the AE's review of the O&M manuals for conformance to the project specifications.

d. Post Acceptance Phase:

- i. Verify the correct configuration of building automation system trend logs that will be used to track building performance during occupancy. Verify building automation trends utilizing independent data loggers owned by the CxA.
- ii. Provide a final commissioning report. The report shall include an executive summary, list of participants and roles, brief building description, overview of commissioning and testing scope and a general description of testing and verification methods. Specifically, the report shall include the following (at a minimum):
 1. Design Intent
 2. Basis of Design and Engineer' Narrative
 3. Commissioning Plan
 4. Completed Installation check sheets

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5. Completed Functional check sheets
 6. Completed Performance test sheets
 7. Issue Database
 8. Seasonal test report
 9. Warrantee review report.
- iii Assemble a re-commissioning manual in accordance with the requirements of the LEED program. The manual shall consist of information provided by the commissioning authority, the design team and the contractor.
- iv. Perform opposite season performance testing of the systems commissioned. Seasonal testing shall consist of executing the system's performance test. The performance test shall meet the requirements as stated in Appendix A.
- v. Return to the site at 11 months after Substantial Completion and review the current building operation with staff and the condition of outstanding issues related to the original and seasonal commissioning. Interview facility staff and identify problems or concerns they have with operating the building as originally intended. Identify deficiencies that may come under warranty or under the original construction contract.
- e. Systems To Be Commissioned: Commission the following systems, including all components and controls:
- i. Central building automation systems, including linkages to remote monitoring and control sites
 - ii. All heating, ventilating and air conditioning systems, including package rooftop HVAC units, boilers, pumps, piping, fans and other associated equipment
 - iii. Smoke control and relative space pressurization systems and equipment
 - iv. Domestic water heating and pumping systems
 - v. Emergency power and uninterruptible power supply (UPS) systems
 - vi. Carbon dioxide and carbon monoxide monitoring and control systems
 - vii. Energy recovery systems
 - viii. Daylight dimming control system
 - ix. Photovoltaic system
- f. Equipment Sampling: All HVAC equipment sampling will be carried out as detailed on the sampling matrix located in Appendix B.
- g. Deliverables: Deliverables shall be provided as follows for the above-described stages of the project:
- i. Meeting Minutes from design intent workshop
 - ii. Design Intent
 - iii. Cx Plan
 - iv. Cx Specifications
 - v. 50% CD Cx Plan Review
 - vi. 95% CD Cx Plan Review
 - vii. Database issue reports
 - viii. Meeting minutes from contractor kickoff meeting.
 - ix. Cx Installation Checklists
 - x. Cx Functional Checklists
 - xi. Cx Performance Test sheets
 - xii. O&M Manual Review

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- xiii. O&M Training Review
- xiv. Final Cx Report
- xv. Seasonal Testing
- xvi. Warranty Inspection
- xvii. LEED-related documentation, as described in par. I.h above

- h. Coordination: Coordinate with the Design Team throughout the project, recognizing that the Design Team will be responsible for design, engineering, and documentation for those LEED Credits not specifically assigned to the Commissioning Agent. (Owner will be responsible for paying all LEED fees.)

III. Appendix A: Minimal requirements for Functional Checks and Performance Tests

- a. Functional Checks: Functional Checks are to be conducted on components and controls to ensure they function as intended. For example, Functional Checks will prove proper operation of dampers, economizer modes, valve operation, scheduling, etc., as commended by the building automation system. The checks also prove proper operation of safety devices, limits and interlocks. Instrumentation calibration checks shall be performed during this phase. Include functional checks for lighting control systems.
- b. Control Systems (BMS): The control system shall be comprehensively functionally checked to verify that all control loops are stable, all modes and sequences work correctly, main programming is completed and operator interface shows correct equipment and control points. Instrumentation calibration shall be verified to insure the operator interface displays the actual device value. The CxA shall use their own instrumentation, in the field, to do this.
- c. VAV Boxes: Functional checks on the terminal air boxes (SAV, VAV, EAV) shall included (at a minimum) verification of damper operation, flow meter calibration and confirmation of correct min/max airflow for each box using the CxA firm's own in-house NIST calibrated equipment and technicians. The functional check shall also verify that proper temperature set points are maintained.
- d. Trending of Room Temperature and Humidity: Trending of these parameters over time shall be performed to verify conditions are achieved within the design criteria ranges. Calibrated portable data loggers shall be utilized, along with the trending capabilities by the building automation system. Provide trending documentation that indicates space conditions were maintained during occupied and unoccupied periods.
- e. Performance Tests: Performance tests shall be conducted to verify catalog capacity in field installed conditions and in field ambient conditions. These tests shall be conducted using the CxA firm's own in-house NIST calibrated testing and measuring equipment and the firm's own trained personnel. It is not permissible to subcontract this work.
- f. Refrigeration Equipment: Performance testing on chillers and Dx units shall assure that the installed unit(s) meet the efficiency and capacity standards called out in the specifications. Each chiller shall be tested in accordance with the guidelines presented in the ARI (Air-Conditioning and Refrigeration Institute). The units will be tested at design conditions (air and water flows and inlet air and water temperatures). The units shall be tested at 100%, 75% and 50% of maximum design rating as well as minimum load. "False loading" of the chiller(s) to obtain the desired test points shall be done if weather conditions does not permit. These tests shall be conducted using the CxA firm's own in-house NIST calibrated testing and measuring equipment and the firm's own

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trained personnel. It is not permissible to subcontract this work. The results of the testing should include (at a minimum):

1. Determination of the unit's maximum load capability (tons).
 2. Efficiency (kW/ton) across its operating range.
 3. Proper operation at minimum load (verify that the chiller does not surge).
 4. Proper stable control and load response.
 5. Proper temperature "approaches" to ensure clean heat exchangers, proper refrigerant charge, no air in the machine, etc.)
 6. Identification of any unit and system deficiencies.
- g. Cooling Tower: Cooling Tower performance testing shall be conducted according to the guidelines presented by the CTI (Cooling Tower Institute). Performance Testing shall verify that the cooling tower maximum capacity, and proper temperature ranges are met. Tower performance testing will be conducted at or near a peak design day in the summer. Tests shall be conducted using the CxA firm's own in-house NIST calibrated testing and measuring equipment and the firm's own trained personnel. It is not permissible to subcontract this work. The data collection points shall include (at a minimum):
1. Condenser water flow.
 2. Power input to the tower fans.
 3. Condenser water temperature in and out of the cooling tower.
 4. Outside air temperature and humidity (several points around the cooling tower).
 5. Make up water flow and temperature.
- h. Water Circulation Pump Testing: Individual pump performance tests shall be conducted on the chilled water, condenser water and heating hot water pumps. Data shall be recorded for at least three test points per pump. Pump head shall be varied via throttling of the isolation valve on the discharge of each pump. Utilizing the test data, pump performance shall be calculated for comparison with design. Operating points will be plotted vs. the pump's design curve (flow versus head) for comparison. These tests shall be conducted using the CxA firm's own in-house NIST calibrated testing and measuring equipment and the firm's own trained personnel. It is not permissible to subcontract this work. Test points to be recorded include (at a minimum):
1. Suction Pressure
 2. Discharge pressure
 3. Pump flow in gpm with an ultrasonic flow meter or differential pressure reading across a flow measuring device..Pump / motor speed.
 4. Motor amperage, voltage, power and power factor.
- i. Heat Exchangers: The heat transfer performance of the hot water heat exchangers shall be verified through measurement of flow rates and temperatures over a fixed period of time. This shall be accomplished utilizing the CxA firm's own in-house NIST calibrated portable data acquisition system operated by the firm's own trained personnel. In addition pressure drop performance is verified during this testing.
- j. Air Handling Units: Tests shall be conducted using the CxA firm's own in-house NIST calibrated testing and measuring equipment and the firm's own trained personnel. It is not permissible to subcontract this work.
- k. Performance testing of the AHUs shall include the following parameters:
1. Temperatures before and after coils to check capacity.
 2. Coil temperatures at several locations in order to check for stratification.

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3. Airflow traverse readings of the AHU.
 4. Fan total static pressure
 5. Static pressure profile of the AHU
 6. Power readings on the fan motor.
 7. Fan and motor RPM readings.
 8. Water pressure drops across the heating and cooling coils.
1. Provide the following analysis on the system to properly evaluate the air handler performance:
 1. The total heat transfer of the cooling and heating coils versus rated values.
 2. The GPM/ton of cooling performed in order to evaluate heat transfer effectiveness of the system.
 3. Comparison of fan performance to the fan specifications.
 4. Comparison of cooling coil water and airside pressure drop readings to rated values.
 5. Comparison of fan speed and power draw to rated values.
 - m. Boiler Performance Testing: Boiler performance will be verified in accordance with ASME Power Test Code 4.1 for Boiler Performance Testing. The performance testing is to be performed over the boiler's full load range. The performance test shall also verify minimum load capability to ensure proper burner turndown ratio is achieved. Tests shall be conducted using the CxA firm's own in-house NIST calibrated testing and measuring equipment and the firm's own trained personnel. It is not permissible to subcontract this work. Data recorded during the testing includes (at a minimal):
 1. Boiler efficiency.
 2. Ambient temperature.
 3. Stack temperature, O2, CO2, CO, combustibles, excess air, NO, NO2, NOx and SO2.
 - n. Smoke Control System: Perform Special Inspection of the Smoke Control System in accordance with Section 1704.14 of IBC/2006.

IV. Appendix B: Sampling percentages for Typical Mechanical Equipment:

Component	Sampling Percentage	
a. Boilers	100%	
b. Chillers and Dx systems	100%	
c. Cooling Towers and air-cooled condensers	100%	
d. Heat Exchangers	100%	
e. Pumps	100%	
f. Air Handling Units (Central Station / Rooftop)	100%	
g. CAV / VAV Boxes	020%	Not less than 10 units
h. Fan Coil Units	020%	Not less than 10 units
i. Packaged and split Dx units	100%	Not less than 10 units
j. Unit heaters	020%	Not less than 10 units
k. Terminal balancing check	020%	Not less than 10 units
l. Exhaust Fans equipment	020%	100% for life safety related
m. Hydronic terminal units	020%	Not less than 10 units
n. Building Management System (of points)	020%	(Check addresses of this percentage of points)

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- | | | |
|----------------------------|------|------------------------|
| o. Occupancy Sensors | 020% | Not less than 10 units |
| p. Daylight Dimming System | 050% | Not less than 20 units |
| q. Photovoltaic System | 100% | |

V. Appendix C: Brief Project Description:

- a. Location: A relatively flat previously developed site bounded on the West by Siedler Avenue, on the East by Jackson Avenue, and on the South, by Clinton Avenue, in the City of Jersey City, Hudson County, NJ.
- b. Brief Project Description:
 1. In general, the work consists of construction of a new 2-story municipal Police Precinct Building with a largely unfinished Basement. The new building will contain a total of approximately 30,000 GSF.
 2. The foundations will consist of cast-in-place concrete footings and foundation walls. The Basement slab will consist of a concrete slab-on-grade. An underdrain system will be provided below that slab. An integrated waterproofing/drainage system will be applied to below-grade foundations walls. The building's superstructure will be a moment-resisting structural steel frame . The First and Second Floor platforms and the majority of the roof platforms will consist of concrete on composite metal floor decking. Roofing systems will consist of single-ply EPDM membranes adhered to tapered and untapered high-performance polyisocyanurate roof insulation at low-slope conditions, and standing-seam metal roofing over high-performance ventilated nailbase sheathing at high-slope conditions. The skin of the building will consist of 4" (nominal) decorative brick veneers anchored with seismic anchors to 8" thick reinforced concrete block backup walls. Cavity wall insulation will consist of extruded polystyrene. Windows will be aluminum with high-performance exterior lites and bullet-resistant interior lites. Exterior lites will consist of two types of high-performance glass, vision type below 8', and daylight type above 8' AFF. Interior windows will be glazed with a variety of products, including tempered glass, wired glass, one-way glass, and laminated glass. Skylights will have aluminum frames and insulated glazing. Casework, including the Police Desk, will be wood.
 3. In secure areas, interior partitions will be constructed of reinforced concrete block and finished with epoxy paint. Elsewhere, interior partitions will be constructed of painted drywall on metal studs. Detention areas will be outfitted with cast-in-place reinforced concrete ceilings. Floor finishes will include monolithic flooring at detention areas; ceramic tile at toilet rooms; fitness flooring at the Exercise Room; terrazzo at the Main Lobby; entrance mats at vestibules; rubber flooring in the stairways, and carpet and vinyl composition tile in corridors, offices, and workrooms. Interior door and window frames will be hollow metal; interior doors will be hollow metal. Interior stairs will be concrete-filled steel pan type, Commercial class. Handrails and guardrails at interior stairs and ramps will be painted steel. Ceilings will be constructed of suspended acoustic systems of several types. Gypsum fabrications will be used at beam and column covers in designated areas. The main entrance door will be an aluminum-framed revolving door. The interior glazed openings of the Lobby will be infilled with bullet-resistant glass block.

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4. Specialties will include barrier-free finishing hardware, toilet room accessories, plastic toilet partitions, access flooring in and around the police desk, detention equipment, coiling insulated overhead garage doors, law-enforcement lockers, black-out type window shades in Meeting and Conference Rooms, fire extinguisher cabinets, entrance mat frames, an alternating tread roof stair, bulletin board cabinets, display cases, barrier-free interior signs, corner guards, aluminum louvers, motorized projection screens, unit kitchens, a decorative rooftop equipment screen, and a cast aluminum dedication plaque.
5. Internal operating systems include plumbing, fire protection and detection, HVAC systems, electric lighting, power, emergency power, lightning protection, fire alarm and detection, high-speed cabling infrastructure, telephone/intercom, security, and audiovisual systems.
6. The conveying system consists of an elevator with front and rear openings, programmed to operate in several distinct security modes.
7. Sitework will consist of site clearing, site utilities, soil erosion and sediment control, earthwork, stormwater management, sidewalks, curbs, seeding, landscaping, streetscaping, traffic control signs, site lighting, line striping, decorative fencing, and site amenities.
8. This project has been designed and engineered to satisfy the certification requirements of the US Green Building Council's LEED Program.
9. The project will be administered by the Architect and by an Owner's Representative. In general, furniture, furnishings, and equipment will be provided outside the General Contract.
10. This project is subject to the special seismic provisions associated with Essential Public Facilities, as outlined in various portions of applicable codes.

VI. Appendix D: Floor Plans & Sections, and Preliminary LEED Scorecard: To assist prospective Commissioning Agents in preparing their Proposals and establishing their Fees, we have attached PDFs of the following drawings and related documents:

- a. Basement Plan
- b. First Floor Plan
- c. Second Floor Plan
- d. Building Cross-Sections
- e. Project's preliminary LEED Credit "Scorecard"

**REQUEST FOR PROPOSALS- LEED Consulting Services
New West District Police Precinct - City of Jersey City
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SECTION 3: THE RFP/PROPOSAL STATEMENT PROCESS

3.1 Proposal Statement.

The City is soliciting responses to this RFP (Otherwise known as Proposal Statements) from interested persons and/or firms for the provision of professional services, as more particularly described herein. Through a Request for Proposal process described herein, persons and/or firms interested in assisting the City with the provision of such services must prepare and submit a Proposal Statement in accordance with the procedure and schedule in this RFP. The City will review Proposals only from those persons and/or firms that submit a Proposal which includes all information which includes all the information required to be included as described herein (in the sole judgment of the City).

3.2 Procurement Process and Schedule.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A: 11-1 et seq. The selection is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 et seq. The City has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Proposal Statement in response to the RFP. Proposal Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFP, which will be applied in the same manner to each Proposal Statement received.

Proposal Statements will be reviewed and evaluated by the City's Business Administrator and Chief Architect. The Proposals will be reviewed to determine if the Respondent has met the minimum professional and administrative areas described in this RFP. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Business Administrator and Chief Architect will determine which Respondents are qualified.

The RFP process commences with the issuance of this RFP. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The City reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFP or the RFP process shall be directed to the City's Designated Contact Person (The Chief Architect), in writing.

Proposal Statements must be submitted to, and be received by the Division of Purchasing by 11:00 AM prevailing time on the date indicated in both the notice and the Schedule below (See Table 1) See Notice for specific information and address.. Proposal Statements will not be accepted by facsimile transmission or e-mail. Proposal Statements shall be reviewed by the Chief Architect and Administration, for recommendation to the City Council.

Subsequent to issuance of this RFP, the City (through the issuance of addenda to all persons and/or firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this RFP in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the City.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE (Subject to adjustment during project)

ACTIVITY	DATE
-----------------	-------------

**REQUEST FOR PROPOSALS- LEED Consulting Services
New West District Police Precinct - City of Jersey City
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1.	Issuance of Request for Proposals	*
2.	Receipt of Proposals	*
3.	Completion of Evaluation of Proposals	*
4.	Designation of Awarded Consultant	*
5.	Initial Meeting with Design Team	*
6.	Issuance of Bid Package for General Contract	*
7.	Receipt of Bids for General Contract	*
8.	Award of General Contract	*
9.	Substantial Completion of Building	*

3.3 Conditions Applicable to RFP.

Upon submission of a Qualification Statement in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFP
- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
- The City reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.
- The City reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFP, or a Qualification Statement that is not responsive to the requirements of this RFP.
- The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.
- All Proposal Statements shall become the property of the City and will not be returned.
- All Proposal Statements will be made available to the public at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.
- The City may request Respondents to send representatives to the City for interviews.
- Any and all Proposal Statements not received by the City by the due date and time will be rejected.
- Neither the City, nor its officers, officials or employees shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Proposal Statement or for participating in this procurement process.

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3.4 Rights of City.

The City reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- To determine that any Proposal Statement received complies or fails to comply with the terms of this RFP.
- To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
- To waive any technical non-conformance with the terms of this RFP.
- To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
- To conduct investigations of any or all of the Respondents, as the City deems necessary or convenient, to clarify the information provided as part of the Proposal Statement and to request additional information to support the information included in any Proposal Statement.
- To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- The City shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

3.5 Addenda or Amendments to RFP.

During the period provided for the preparation of responses to the RFP, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the Proposal Statement submission date. Except for submission of questions, respondents shall not contact any members of the design team, or employees of the City of Jersey City, until after the award of the Contract. Respondents shall check the City website frequently to see if any addenda have been issued pertaining to this RFP.

3.6 Cost of Proposal Statement Preparation.

Each Proposal Statement and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the City, its officers, officials or employees for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFP.

3.7 Proposal Statement Format.

Proposal Statements must cover all information requested in this RFP. Proposal Statements which in the judgment of the City fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 4: SUBMISSION REQUIREMENTS

4.1 General Requirements.

The Proposal Statement submitted by the Respondent must meet or exceed the professional and administrative qualifications set forth in this Section, and shall incorporate the information requested below. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Proposal Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

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4.2 Required Enclosures

Your Proposal Statement shall include the following administrative forms (attached) and other required enclosures.

- A. Letter of Qualification (On your letterhead, using the enclosed format)
- B. Non-Collusion Affidavit (Notarized, and in original form)
- C. Public Disclosure Information (Notarized, and in original form)
- D. Americans with Disabilities Act Language
- E. Mandatory Equal Employment Opportunity Language
- F. Affirmative Action Compliance Notice
- G. Minority/Women Business Enterprise (MWBE) Notice & Questionnaire (Must complete 2 copies)
- H. Form AA302-Employee Information Report
- I. New Jersey Business Registration Certificate
- J. Letter of Intent (On your letterhead, using the enclosed format)

Please note that original signature(s) are required on all forms.

4.3 Professional Information Requirements.

- a. Respondent shall submit a description of its relevant experience in providing the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate:
 - 1. Description of at least five (5) relevant similar scope projects within the last five years.
 - 2. Name, address and contact information of references.
 - 3. Brief narrative for each submitted project, explaining your perceived relevance to this RFP.
- b. Brief description of Respondent's relevant clients including municipal government clients during the last five(5) years. The City may obtain references from any of the parties listed.
- c. Resumes of key employees, including those who will be assigned to provide services to the City if the City awards a contract to Respondent.
- d. Disclosure of all immediate relatives of Principal(s) of Respondent who are City employees or elected officials of the City. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild and in-laws.
- e. Any other information the Respondent wishes to include that the Respondent deems relevant to the selection process of this RFP. This may include promotional material, other project descriptions, etc.

4.4 Management Information Requirements.

The Respondent shall provide as part of their response to this RFP, the following information related to its organizational and management structure, as well as how it may interface with both its sub-consultants, as well as with city representatives.:

**REQUEST FOR PROPOSALS- LEED Consulting Services
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- a. Provide a summary of the key points or highlights you wish to emphasize in your Proposal. Similar in function to a cover letter, it is an opportunity to illustrate why you think your firm is best suited for this project. Provide a time line schedule showing both progress and key dates for deliverables.
- b. Briefly outline the history of your firm, how your project experience is analogous to the requirements of this Proposal. You may wish to cite specific projects you are working on, or have worked on in the past.
- c. Discuss briefly your understanding of the Scope of Work as presented in this RFP. If you have any suggestions for modifications to the Scope of Work, or if you have any concerns as to the content, you should use this section to state as such.
- d. Please detail the organizational structure you believe necessary to accomplish each phase of the project within the desired time frame and budget. Illustrate interfacing with the Division of Architecture, and illustrate how communication with the Owner will be conducted to ensure progress, manage the flow of information, and pro-actively address problems. You can supply organizational flowcharts, if you wish, but they must fit within the bound proposal (either on 8-1/2 x 11, or an 11 x 17 fold-out).
- e. Provide a brief description and organizational flowchart of the project team members, stating exactly what role each key personnel member will assume in this project.

4.5 Fee Structure

Provide a lump-sum fee for your services, which will be broken down into the four (4) phases in the Scope of Work. In addition, provide a fee breakdown that illustrates the approximate values of each of your project personnel, expressed either as a dollar value, or as a percentage of the lump sum fee. It is assumed by the Owner that you will be billing monthly for your services, and not upon completion of each phase. You should provide an estimate of the monthly charge for construction management services.

SECTION 5: INSTRUCTIONS TO RESPONDENTS

Submission of Response to RFP:

Respondents must submit an original and four (4) copies of their Response to this RFP to the Designated Contact Person.

Proposal Statements must be received by the City no later than the time and date indicated, and must be mailed or hand-delivered. Proposal Statements forwarded by facsimile or e-mail will not be accepted, however respondents may alternately submit one signed original and 1 softcopy version (MS Word or PDF format) on CD. Please note that the City will not be responsible for CDs or softcopy files which cannot be read, and that this may be grounds for rejection. To be responsive, Proposal Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein.

SECTION 6: EVALUATION OF RESPONSES

The City's objective in soliciting Proposal Statements is to enable it to select a Respondent that will provide high quality and cost effective services to the citizens of Jersey City. The City will consider Proposal Statements only from Respondents that, in the City's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFP.

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Proposal statements will be evaluated by the City on the basis of which is the most advantageous, and this evaluation will consider:

1. Experience and reputation in the field; and
2. Availability to accommodate the required milestones of the City; and
3. Other factors demonstrated to be in the best interest of the City.

Each Proposal Statement must satisfy the objectives and requirements detailed in this RFP.

The City will select the most advantageous Proposal Statement based on all of the evaluation factors set forth in this RFP, and make the award that is in the best interest of the City. Each Proposal must satisfy the objectives and requirements detailed in this RFP. Successful Respondents shall be determined by an evaluation of the total content of the Proposal Statement submitted. The City reserves the right to:

- a. Not select any of the Proposal Statements;
- b. Award a contract for the requested services at any time within the qualification period. Every Proposal Statement should be valid through a 90 day time period.

The City shall not be obligated to explain the results of the evaluation process to any Respondent.

SECTION 7: GENERAL TERMS AND CONDITIONS

1. The City reserves the right to reject any or all Proposal Statements, if necessary, or waive any informalities in the Proposal Statements, and, unless otherwise specified by the Respondent, to accept any item, items or services in the Qualification statement should it be deemed in the best interest of the City to do so.
2. Each Proposal Statement must be signed by the person authorized to do so.
3. Proposal Statements may be hand delivered or mailed consistent with the provisions of the legal notice to Respondents. In the case of mailed Proposal Statements, the City assumes no responsibility for Proposal Statements received after the designated date and time and will return late Proposal Statements unopened. Proposal Statements will not be accepted by facsimile or e-mail.
4. In accordance with Affirmative Action Law, P.L. 1975/ c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful Respondents must agree to submit individual employer certifications and numbers or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) The contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer

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setting forth provisions of this nondiscrimination clause: (b) the contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex or handicap; (c) the contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time. (Sample forms in Section 7) For information on AA/EEO forms, please contact:

Jeana F. Abuan, Affirmative Action Officer, Public Agency Compliance Officer
Department of Administration, Office of Equal Opportunity/Affirmative action
280 Grove Street Room-103
Jersey City NJ 07302
Tel. #201-547- 4533
Fax# 201-547-5088
E-mail Address: abuanJ@cnj.org

5. No Respondent shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
6. No Respondent shall cause or influence, or attempt to cause or influence, any City officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
7. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City's Business Administrator's decision shall be final and conclusive.
8. The City shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent in making its proposal.

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LETTER OF QUALIFICATION

**Note: To be typed on Respondent's Letterhead.
No Modifications may be made to this letter.
[insert date]**

Glenn A. Wrigley, AIA, Chief Architect
Department of Administration
Division of Architecture
CITY OF JERSEY CITY
575 Route 440
Jersey City, New Jersey 07305

Dear Mr. Wrigley,

The undersigned have reviewed the Proposal Statement submitted in response to the Request for Proposals (RFP) issued by the City of Jersey City (City), dated **21 November 2007**, in connection with the City's need for:

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We affirm that the contents of our Proposal Statement (which is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Proposal Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of **(Name of Respondent)**.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief
Executive Officer or Partner)

(Typed Name and Title)

(Typed Name of Firm)*

Dated: _____

*If joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Qualification.

**REQUEST FOR PROPOSALS- LEED Consulting Services
New West District Police Precinct - City of Jersey City
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(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL)

PUBLIC DISCLOSURE INFORMATION

Chapter 33 of the Public Laws of 1977 provides that no Corporation or Partnership shall be awarded any State, City, Municipal or Schools District contracts for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a public disclosure information statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein.

STOCKHOLDERS:

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

SIGNATURE

TITLE

Notary Public of
My Commission Expires:

, 20

**REQUEST FOR PROPOSALS- LEED Consulting Services
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(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL)

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the _____ of _____, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. 12101 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 there unto, are made a part of this contract.

In providing any aid, benefit, or service on behalf of the owner 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 owner in any action or administrative proceeding commenced pursuant to this Act.

The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed 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 owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner 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 owner shall, as soon as practicable 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 owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner 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 owner pursuant to this paragraph.

It is further agreed and understood that the owner 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 owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Representative's Name/Title Print): _____

Representative's Signature _____

Name of Company _____

Tel. No.: _____

Date: _____

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MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 and N.J.A.C. 17:27

**Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)**

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 or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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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 applicable 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

The undersigned vendor certifies that he/she received, read, and is aware of the commitment to comply with:

**N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)**

The undersigned vendor further agrees to furnish the required forms of evidence and understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 .

Representative's Name/Title (Print): _____

Representative's Signature: _____

Name of Company: _____

Tel. No.: _____ **Date:** _____

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**AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

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

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

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

COMPANY: _____

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____ **TITLE:** _____

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**MINORITY/WOMAN BUSINESS ENTERPRISE (MWBE)
Questionnaire for Bidders**

Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises. To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name: _____

Address: _____

Telephone No.: _____

Contact Name: _____

Please check applicable category :

_____ Minority Owned

_____ Minority & Woman Owned

_____ Woman Owned

_____ Neither

Definition of Minority Business Enterprise

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

African American: a person having origins in any of the black racial groups of Africa

Hispanic: a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

Asian: a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

American Indian or Alaskan Native: a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Woman Business Enterprise

Woman Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

DIVISION OF PURCHASING COPY

**REQUEST FOR PROPOSALS- LEED Consulting Services
New West District Police Precinct - City of Jersey City
Project No. 2007-002**

**MINORITY/WOMAN BUSINESS ENTERPRISE (MWBE)
Questionnaire for Bidders**

Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises. To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name: _____

Address: _____

Telephone No.: _____

Contact Name: _____

Please check applicable category :

_____ Minority Owned _____ Minority & Woman Owned
_____ Woman Owned _____ Neither

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Woman Business Enterprise

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OFFICE OF EQUAL OPPORTUNITY COPY

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**INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT
(FORM AA302) IMPORTANT:**

Read the following instructions carefully before completing the form. Print or type all information. Failure to properly complete the entire form may delay issuance of your certificate.

If you have a current certificate of employee information report, do not complete this form. Send copy of current certificate to the public agency. Do not complete this form for construction contract awards.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

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American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

The vendor is to complete the employee information report form (AA302) and retain copy for the vendor's own files. The vendor is to submit a copy to the public agency awarding the contract and forward a copy to:

**NJ Department of the Treasury
Division of Contract Compliance & Equal Employment Opportunity
P.O. Box 209
Trenton, New Jersey 08625-0209 Telephone No. (609) 292-5475**

Form: http://nj.gov/treasury/contract_compliance/pdf/aa302.pdf

Instructions: http://nj.gov/treasury/contract_compliance/pdf/aa302ins.pdf

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Form AA302
Rev. 1/00

NEW JERSEY FACILITY

**STATE OF NEW JERSEY
Division of Contract Compliance & Equal Employment Opportunity**

EMPLOYEE INFORMATION REPORT

IMPORTANT- READ INSTRUCTIONS ON BACK OF FORM CAREFULLY BEFORE COMPLETING FORM. TYPE OR PRINT IN SHARP BALLPOINT PEN. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11.

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)		CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT	CITY	COUNTY STATE ZIP CODE

Official Use Only	DATE RECEIVED	INSAUG. DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN										
	COL 1 TOTAL (Cols. 1 & 3)	COL 2 MALE	COL 3 FEMALE	*****MALE*****					*****FEMALE*****					
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	
Officials/Managers														
Professionals														
Technicians														
Sales Workers														
Office & Clerical														
Craftworkers (Skilled)														
Operative (Semi-skilled)														
Laborer (Unskilled)														
Service Workers														
TOTAL														
Total employment From previous Report (if any)														
Temporary & Part-Time Employees:	The data below shall NOT be included in the figures for the appropriate categories above.													

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: To:		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO. DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE ZIP CODE PHONE (AREA CODE, NO., EXTENSION)

WHITE - DIV. OF CONTRACT COMPLIANCE; CANARY - DIV. OF CONTRACT COMPLIANCE DP;
PINK - PUBLIC AGENCY; GOLD - VENDOR

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BUSINESS REGISTRATION LANGUAGE AND SAMPLE

Business Registration Language and Sample BRC
Refer to <http://www.state.nj.us/treasury/revenue/busregcert.htm>)

P.L. 2004, c. 57 (N.J.S.A. 52:32-44)

MANDATORY BUSINESS REGISTRATION LANGUAGE

Non Construction Contracts

P.L. 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 local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-2).

“New Jersey Business Registration Requirements”

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)] 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 of P.L.2001, c.134 (C.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.”

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STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	 Acting Director
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01		
FORM-BRC(08-01)		
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

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LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No Modifications may be made to this letter.

[insert date]

Glenn A. Wrigley, AIA, Chief Architect
Department of Administration
Division of Architecture
CITY OF JERSEY CITY
575 Route 440
Jersey City, New Jersey 07305

Dear Mr. Wrigley,

The undersigned as Respondent, has (have) submitted the attached Proposal Statement in response to a Request for Proposals (RFP), issued by the City of Jersey City (City), dated **21 November 2007** in connection with the City's need for:

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Name of Respondent HEREBY STATES

1. The Proposal Statement contains accurate, factual and complete information.
2. **Name of Respondent** agrees (agree) to participate in good faith in the procurement process as described in the RFP and to adhere to the City's procurement schedule.
3. **Name of Respondent** acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Proposal Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. **Name of Respondent** hereby declares (declare) that the only persons participating in this Proposal Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City. **(Name of Respondent)** declares that this Proposal Statement is made without connection with any other person, firm or parties who has submitted a Proposal Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

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6. **Name of Respondent** acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

7. **Name of Respondent** acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Typed name and Title)

Dated: _____

(Typed name of Firm)

* If a joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Intent.

CHECKLIST OF ENCLOSURES

- _____ A. Letter of Qualification (On your letterhead, using the enclosed format)
- _____ B. Non-Collusion Affidavit (Notarized, and in original form)
- _____ C. Public Disclosure Information (Notarized, and in original form)
- _____ D. Americans with Disabilities Act Language
- _____ E. Mandatory Equal Employment Opportunity Language
- _____ F. Affirmative Action Compliance Notice
- _____ G. Minority/Women Business Enterprise (MWBE) Notice & Questionnaire (Must complete 2 copies)
- _____ H. Form AA302-Employee Information Report
- _____ I. New Jersey Business Registration Certificate
- _____ J. Letter of Intent / Checklist of Enclosures (On your letterhead, using the enclosed format)