

REQUEST FOR PROPOSALS

Architectural Services for Conceptual Design

Maplewood Memorial Library

51 Baker Street

Maplewood, NJ 07040

Issue Date: July 13, 2016

Submission Deadline: September 12, 2016 at 4:00 p.m.

Board of Trustees

Maplewood Memorial Library

Maplewood, NJ 07040

Submit To: Sarah Lester, Director
Maplewood Memorial Library
51 Baker Street
Maplewood, NJ 07040

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I. Purpose

The purpose of the conceptual design study is to develop and test strategies for the expansion and renovation of the Maplewood Memorial Library on its existing site.

II. Background and Introductory Statement

The Maplewood Library Board of Trustees (“the Trustees”) issued a [Request for Qualifications](#) (RFQ) for Architectural Services for a Conceptual Design on February 19, 2016. The Maplewood Library received 39 responses to the RFQ on April 4, 2016. The Maplewood Library Building Committee (“Building Committee”) chose 10 firms from among the respondents and interviewed them on June 3, 6, and 8, 2016. Subsequently, the Building Committee narrowed the field to three firms. On June 15, 2016 the Trustees voted unanimously to invite those three firms to respond to a **Request for Proposal (RFP)** for a conceptual building design for the Main Library at 51 Baker Street. The Library is sending these three chosen firms this RFP as the next step in the selection process. The Trustees will select one of these three architectural firms after evaluating the responses to this RFP, together with the RFQ submissions, and the respondents’ interviews and presentations to the Maplewood Library Building Committee and Maplewood Library Board of Trustees.

This project will include a process for public engagement to determine the needs and desires of the community. Following the public process, the designated architect will develop conceptual designs, layouts, renderings and cost estimates. The materials developed as part of this project will be used to create a public/private partnership and for fundraising to accomplish this renovation and expansion. Construction documents will be completed under a future bidding process.

Respondents must submit one (1) original and fifteen (15) copies, including copies of all forms and attachments on or before 4:00 p.m. on September 12, 2016, to Sarah Lester, Library Director, Maplewood Memorial Library, 51 Baker Street, Maplewood, New Jersey 07040 . Cost proposals must be submitted in a separate envelope from the base proposal. The Response must include a cover letter signed by an officer or authorized representative of the Respondent. The letter must specifically designate which of the submitted materials, if any, are proprietary, as further described in Section VII.

III. Overview

Our Mission

The Maplewood Memorial Library builds community and enriches the quality of life throughout Maplewood by bringing together diverse people, information and ideas.

The Maplewood Library has been the heart of the community for 100 years. We want the conceptual design for the library to reflect the library's mission as well as its central role in the community's life.

The current Main Library was built in 1955 and the Hilton Branch in 1958. The year after the Hilton Branch Library opened, both buildings together housed a collection of 68,000 items. That number has increased to well over 130,000 items.

Over the last 60 years, library services have expanded and use has increased dramatically. In 1960, 12,856 Maplewood residents had a library card; today 19,889 of our 24,000 residents have a Maplewood Library card, an increase of 35%. The Library has become the community center, the technology center and the intellectual center of Maplewood. Nearly 1,000 people walk through our doors every day for library services and programming.

Unlike 60 years ago, when the Library's primary activity was checking out books, Maplewood residents now come into the Library to use public computers, laptops and iPads; to access Wi-Fi on their own devices; to download eBooks and eAudiobooks; to access our databases and local history collections; to work and study independently and in groups; to attend one of the 20-40 library and community programs and events that are scheduled every week; and to check out materials.

Unfortunately, the Library buildings no longer meet the needs of our community.

- Reading areas, which were originally designed as open and inspiring places, have been replaced with book stacks, limiting spaces in which to meet and study.
- While new technology has brought the Library into the twenty-first century, it has also taken the place of prized public areas. Computers and workstations have reduced spaces for group and quiet study.
- Workspaces for staff and the technology infrastructure, such as servers and data racks, have impinged upon other public areas.

- The outdated electrical and data infrastructure can no longer meet the current demand and will become even more woefully inadequate within the next 5 years.
- The building has persistent water infiltration and flooding issues in the lower stack and basement areas and the basement is below the water table.
- Asbestos is in the dropped ceilings and floors.

A Vision for the Future (See Building Plan [Additional Information and Documentation](#))

Sixty years after the cornerstone was set on the “new” Maplewood Memorial Library, we are re-aligning library priorities to meet the changing needs of our community. This necessarily impacts the space and design of our building. The world has changed dramatically since the Main and Hilton Branch Libraries were built in the 1950s, and our future depends on our success in integrating technology into our physical structure to ensure access to our increasingly networked world.

The Maplewood Library, a vital community asset, brings people together, strengthens community identity by attracting residents for diverse purposes, and provides a safe and trusted destination for all generations. The library is a welcoming place that fosters personal connections by providing the space for collaboration and creation. We need a refreshed and expanded space to ensure that the Maplewood Library remains accessible, inspiring, technologically advanced and able to facilitate future use.

We envision that the newly reimagined Maplewood Memorial Library will be the place for residents to explore, connect, create and engage. We seek a design that will set the standard for the library of the future. While we do not know what the future holds, we do know that we need inviting, comfortable, flexible, and functional spaces for children and for adults; for individuals and for groups; for physical and for virtual collections. We need a building that is energy efficient and resilient in the face of climate change.

We seek inspiring interior design that will accommodate great flexibility in library uses and in technology needs. We seek inspiring exterior design that respects and maximizes the library’s park setting and reflects the beauty, creativity and diversity of our town.

The Current Building and Location

The Main Library of the Maplewood Memorial Library is located at 51 Baker Street in Maplewood, New Jersey. It is located across the street from Maplewood Middle School, within walking distance of Maplewood Village, and is surrounded on three sides by Memorial Park. Memorial Park was designed in the 1920s by internationally renowned landscape architects who envisioned it as the centerpiece of the town. Memorial Park is now a locally designated historic landmark and is listed in the New Jersey and National Registers of Historic Places. Memorial Park also was designated in July as a Great Public Space by the American Planning Association – New Jersey Chapter.

Memorial Park has received New Jersey Green Acres funding and its 23.4 acres are included in Maplewood Township's Recreation and Open Space Inventory (ROSI), which is on file with the New Jersey Department of Environmental Protection.

The Main Library building is a single-story above-grade masonry structure with a basement. The main level is 14,663 SF and houses the collection space and public service desks. The lower level is 10,310 SF and houses Memorial Hall, which serves as both a heavily-used community room and a storage area.

Water infiltration and flooding occur regularly in the basement and lower stack areas. The basement is below the water table.

IV. Project Description

The Library Board of Trustees is soliciting proposals for architectural services for a conceptual design that will guide the renovation and expansion of the Main Library at 51 Baker Street.

A two-phase response is requested:

Phase I – Programming/Pre-Schematic Design/Stakeholder and Public Input Regarding Library Facilities, Needs and Desires

Phase II - Conceptual and Schematic Design and Cost Estimates

1. Key Library Goals

- a. Create a library that is a destination, community anchor, and the intellectual center of the town.
- b. Design a building that is architecturally significant and scaled to the surroundings.
- c. Connect and integrate the Library building with Memorial Park.
- d. Design a building that is intentionally inclusive, interactive, innovative and welcoming to our diverse community.
- e. Design the interior with flexibility of space to accommodate future change.
- f. Create a sustainable building to serve as an example of green architecture for the community. The plan should integrate sustainability into all aspects of design, and take into account climate change, especially as it affects water infiltration into the library.
- g. Ensure accessibility to all (the current Main Library has only one egress door that is barrier-free – current code requires that 50% of egress doors be barrier-free).
- h. Create a resilient building to support a community in times of crisis and celebration with natural light and a generator.
- i. Design landscaping to enhance the building and engage its surroundings.
- j. Provide barrier-free pedestrian walkways around the building.

See [Building Program](#) and [RFQ](#) for further detail and site location.

2. Project Funding

The purpose of this RFP is to select an Architecture Firm to design the expansion and renovation of the Library. Although the target budget for this project is yet to be determined, we have set a preliminary cost target of \$300.00-\$400.00 per square foot. We expect that funding for the project will be from a combination of municipal and private support, completion of the expansion and renovation work is contingent upon successful fundraising efforts, and we expect our selected architecture firm to assist us with this. The drawings, floor plans and cost estimate developed through this project will facilitate fundraising efforts.

3. Critical Information for Responses

- a. The conceptual design is to expand and renovate, not replace, the current building.
- b. Conceptual designs of the building cannot span or cantilever over the East Branch of the Rahway River/Crooked Brook or infringe on parklands on the north side of the Brook.
- c. The conceptual design must maintain the parking on the west side of the building, and if possible, expand the parking lot while maintaining natural screening.
- d. The concept must integrate sustainability and meet LEED certification.
- e. The existing Library entrance should be at grade, as should any entrances added.
- f. The Library will move operations to other locations during construction.

4. Maplewood Memorial Library Building Committee

The Library has appointed a Library Building Committee consisting of the Mayor, President of the Library Board of Trustees, President (or alternate) of the Friends of the Maplewood Memorial Library, President (or alternate) of the Maplewood Memorial Library Foundation, Library Director, and Maplewood Township Director of Community Development, with input from the Township Engineer. The Library Building Committee will:

- a. Partner with the Library Board to evaluate proposals.
- b. Serve as an advisory committee to reflect the needs and interests of the Library and community.
- c. Review potential plans and provide feedback to the architectural team.
- d. Serve as key informants and advocates for the project.
- e. Provide advice and guidance to the Trustees.

Members of the Building Committee (in alphabetical order) are:

- R. Benjamin Cohen, President of the Maplewood Memorial Library Foundation
- Victor DeLuca, Mayor of Maplewood Township
- Annette DePalma, Maplewood Township Director of Community Development
- Sarah Lester, Director of the Maplewood Memorial Library
- Katherine McCaffrey, President of the Maplewood Memorial Library Board of Trustees
- Laura Nial, President of the Friends of the Maplewood Memorial Library

V. Scope of Work

Phase I – Programming/Pre-Schematic Design/Stakeholder and Public Input Regarding Library Facilities, Needs and Desires

1. Consult with the Building Committee to determine and confirm the scope and requirements of the project.
2. Gather geographic and environmental data, and report on all relevant legal issues including, but not limited to local, state and federal land use, historic preservation, environmental, and other regulatory agency regulations.
3. Evaluate existing conditions of the current structure including but not limited to:
 - a. structural integrity for expansion to the facility;
 - b. structural integrity for the addition of a second floor; and
 - c. water infiltration.
4. Space programming.
 - a. Review the [Library Building Program](#). The Building Committee has estimated an addition of 20,000 square feet, but requests that the consultant work with the Committee to determine the appropriate square footage that will meet our expansion needs.
5. Public engagement. The Building Committee believes that a public engagement process will achieve the best outcome for the conceptual design and build community support for the project. We see a public engagement process that will incorporate the following:
 - a. Regularly scheduled meetings with the Library Building Committee.
 - b. Three public meetings
 - i. An initial public meeting/programming workshop/design charrette.
 - ii. A community feedback meeting presenting three design options.

- iii. A meeting at the end of the process to present the preferred design.
- c. Interviews/Meetings with targeted stakeholders, the Maplewood Township Committee, and the Library Staff. The Building Committee has identified at least a dozen stakeholder groups including neighborhood associations, civic groups, the Historic Preservation Committee, etc. who should be consulted during this process.

Phase 2 - **Conceptual and Schematic Design and Cost Estimates**

- 6. Create at least three conceptual designs for the Main Library. All three designs must incorporate/integrate the park on the north side of the building without infringing on park lands to the north of Crooked Brook. At least one design should include the addition of a second floor and a full renovation of the existing structure. Provide individual cost estimates for all three designs.
- 7. Conceptual Design Presentations

Conceptual designs should include design drawings (site and building floor plans, exterior and interior elevations). Designs should be presented in multiple formats that include renderings, models and high quality booklets/materials for fundraising purposes. We expect that your presentation of design options to the Library Building Committee and Library Board of Trustees will take place at the approximate mid-point of the process. At the conclusion of the process the architecture firm will present the preferred design scheme.

If mutually agreeable, the selected firm will provide services for subsequent phases of this project, contingent upon available funding, successful contract negotiations for such services, and satisfactory completion of work to date.

VI. Submission Requirements

Responses should minimally include the following information, clearly and readily identifiable as responsive to this RFP:

- a. A cover letter.
- b. A narrative describing a vision and strategy for the conceptual design process.
- c. Design Team Roles:
 - i. Identify the project lead and project team for public input and outreach.
 - ii. Identify the project team making presentations and conducting stakeholder interviews.
 - iii. Identify the lead design architect and the design team.
 - iv. Identify the sustainability coordinator.
 - v. Identify all key personnel and sub-consultants involved in the project.
 - vi. Identify support team members – landscape architect, civil engineer, structural engineer, mechanical engineer, acoustic engineer, lighting designer, etc.
- d. A description of the major deliverables anticipated for a successful project.
- e. A project budget showing estimated total as well as line item budgets. This information will not be made public and should be submitted in a separate envelope and should include:
 - i. Total Lump Sum Bid Amount for the completion of the Conceptual Design as described in the RFP.
 - ii. The estimated total cost by major task broken down by hourly rates and estimated hours;
 - iii. Summary of the individuals' hourly rates;
 - iv. Any administrative expenses or other costs.
- f. A project timeline including key dates, an overall project schedule, including the timing of major work tasks. The contract award is estimated for November 2016.
- g. The following fully-executed forms signed by an authorized representative: 1) Americans with Disabilities Act of 1990; 2) a Non-Collusion Affidavit; 3) Mandatory Affirmative Action Language; 4) the "Pay-to-Play" Disclosure form (accompanying this RFP as a Word document).

Submission of Responses

Respondents must submit one (1) original and fifteen (15) copies, including copies of all forms and attachments, to Sarah Lester, Library Director, on or before 4:00 p.m. on

September 12, 2016. The cover letter must be signed by an officer or authorized representative of the Respondent.

Procedures and Timing

The Maplewood Memorial Library will review all responses and will meet with all respondents to this RFP on September 28 and 29, 2016. The Library Board of Trustees expects to select an architecture firm in early October with a contract award date of November 2016. Dates are subject to change at the Library Board of Trustees sole discretion.

Review and Evaluation of Responses

In selecting an Architectural Firm, the Library Board of Trustees will consider the responses to this RFP, firm qualifications, the responses to the RFQ, as well as information relayed during the detailed presentation to the Library Board of Trustees and Library Building Committee following these responses, using the following criteria:

- Whether and the extent to which the respondent adhered to the requirements of this RFP;
- Respondent's vision, public engagement strategy , and creativity;
- A listing and CVs of the architects and engineers that will work on this project, and a list of projects they have worked on to date;
- The Project Schedule; and
- How the respondent incorporated sustainable elements.

Questions, Addenda or Amendments

All Responses must be prepared with full consideration of both this RFP and any addenda issued by the Maplewood Library Board of Trustees prior to the response submittal date, and the Respondent is solely responsible for submission compliance. Addenda will be conspicuously posted on the Library's Building for the Future website <http://www.maplewoodlibrary.org/maplewood-library-building-for-the-future/> . No addenda will be posted after August 10, 2016. Questions or requests for additional information shall be directed to: Sarah Lester, Director, Maplewood Memorial Library, 51 Baker Street, Maplewood, New Jersey, 07040, 973-762-1622 ext. 5003, slester@maplewoodlibrary.org.

VII. Additional Information

Cost of Preparing the Response

Required information submitted pursuant to this request shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Maplewood Library Board of Trustees or the Township of Maplewood, for reimbursement for the payment of costs or expenses incurred in the preparation of the response or other information related in any way to this RFP. The Maplewood Library Board of Trustees reserves the right to require an application fee from all Respondents for technical review thereof, and for those invited to make subsequent submissions pursuant to this RFP.

Confidentiality and Disclosure of Information Contained in the Response

If the respondent chooses to include material of a proprietary nature in the response, the Maplewood Library Board of Trustees will keep such material confidential to the extent permitted by law. The Respondent must specifically identify each page of its Response that contains such information by properly marking the applicable pages. Preferably, any sections that contain material of a proprietary nature shall be severable or removable from the response to assist the Maplewood Library Board of Trustees in protecting this information.

The Respondent also shall include the following notice in the introduction to the relevant response:

“The data on pages, identified by (symbol) are labeled ‘Proprietary Information,’ contain information that, if disclosed, would cause substantial injury to [Respondent’s] competitive position. {Respondent} requests that such data be used only for the evaluation of the response, and understands that disclosure will be limited only to the extent that the Maplewood Library Board of Trustees determines it proper or to the extent that the Maplewood Library Board of Trustees deems disclosure necessary according to law. If [Respondent] is designated the project architect, the Maplewood Library Board of Trustees will have the right to use or disclose that data as provided in the Agreement executed with [Respondent].”

The Maplewood Library Board of Trustees will use its best efforts to prevent the unauthorized disclosure of this information and apply the above proprietary standard to marked data. However, the Maplewood Library Board of Trustees, staff of the Maplewood Library, agents and professional consultants assume no liability for any loss, damage or injury that may result from any disclosure or use of marked data or any disclosure of this or other information. Further, the respondent acknowledges that all

such information shall be disclosed to and shared with those consultants and professionals whom the Township has engaged to assist it with this project.

Disposal of Response

Once opened, all responses to this RFP are the property of the Maplewood Library Board of Trustees and will not be returned. At the conclusion of the procurement process, the Maplewood Library Board of Trustees may dispose of any and all copies of the response to this RFP received in whatever manner it deems appropriate. However, prior to such disposal, the Maplewood Library Board of Trustees will make every effort to prevent the unauthorized disclosure of proprietary information, provided such information is identified as such. In no event will the Maplewood Library Board of Trustees assume liability for any loss, damage or injury that may result from any disclosure of any information contained in the Response.

Sole Discretion, No Liability

The Maplewood Library Board of Trustees shall be the sole judge of each respondent's conformity with the requirements of this RFP and the merits of the response. The Maplewood Library Board of Trustees reserves the right to amend, modify or withdraw this RFP; to waive any requirements of the RFP; to require supplemental statements and information from any respondent to this RFP; to accept or reject any or all responses, including but not limited to incomplete or unresponsive submissions or responses lacking the signature of respondent's authorized representative; to interview any respondent, to negotiate or hold discussions with one or more of the respondents which may result in a designation; to issue a subsequent RFP on a new competitive basis; to correct deficient responses that do not completely conform with this RFP, and to waive any condition or modify any provision of this RFP with respect to one or more respondents; to make investigations it may deem necessary to determine the responsibility and qualifications of any or all respondents; and to reject any or all responses and to cancel this RFP, in whole or in part, for any reason or no reason, in the sole discretion of the Maplewood Library Board of Trustees.

The Maplewood Library Board of Trustees may exercise any such rights at any time, without notice and without liability to any respondent or other parties for their costs, expenses or other obligations incurred in the preparation of a response or otherwise. The Maplewood Library Board of Trustees assumes no responsibility for errors or omissions. Respondents are advised to verify independently the accuracy of all information and to make their own judgments in determining whether to submit a response to this RFP.

The State is not a party to this RFP, has made no representations to any prospective respondents and shall have no liability whatsoever in connection with this RFP. This RFP is provided by the Maplewood Library Board of Trustees, and its content, use and

representations are solely the responsibility of the Maplewood Library Board of Trustees.

13. "Pay-to-Play Ordinance"

Please refer to Township Ordinance #2367-06, "An ordinance requiring Public Contracting Reform to Prohibit Contractors for Redevelopment Work from Making Political Contributions to Elected Officials with the Township of Maplewood." A copy of this ordinance is available on the Township's website <http://www.twp.maplewood.nj.us>. All Respondents are required to comply.

14. Disclaimer

The material contained in this RFP is supplied for information purposes only. The Maplewood Library Board of Trustees makes no representations or warranties concerning the condition of the property or improvements thereon, and any interested party must conduct its own due diligence inquiry. The Maplewood Library Board of Trustees makes no representation or warranties as to the accuracy or completeness of this information and all developers shall at all times remain responsible for verifying any facts or circumstances upon which a proposal is based.

The Maplewood Library Board of Trustees reserves its right to consider or reject any and all proposals submitted.

II. Required Forms for Submission

- **Americans with Disabilities Act of 1990**
- **Township of Maplewood Non-Collusion Affidavit**
- **Mandatory Equal Opportunity and Affirmative Action Language**
- **Statement of Ownership/Stockholder Disclosure Certification**
- **Pay to Play – Business Entity Disclosure Certification (accompanying this RFP as a Word document)**

Americans with Disabilities Act of 1990

The contractor and the Maplewood Library Board of Trustees, (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. S121 01 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.

Subscribed and sworn to
before me this day

_____ 20

Signature

(Type or print name of affiant under signature)

Notary Public of

My Commission expires _____ 20__

TOWNSHIP OF MAPLEWOOD

NON-COLLUSION AFFIDAVIT

State of _____

County of _____ ss:

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 proposal entitled _____, and that I executed the

said proposal with

(title of bid proposal)

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 _____ relies upon the

truth of the statements contained in said

(name of contracting unit)

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

_____.

Subscribed and sworn to
before me this day

_____ 20

Signature

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____ 20__

(Seal)

I. MANDATORY EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION LANGUAGE

The following are mandatory requirements of this advertisement, bid and contract.

A. Mandatory EEO Bid Advertisement Language

Bidders are required to comply with the requirements of **N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27**

For all contracts exempt from Public bidding;

If awarded a contract, your company/firm shall be required to comply with the requirements of **N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27**

B. (Exhibit A) Mandatory EEO Contract 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, and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

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

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

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

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

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

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

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

C. Affirmative Action Evidence

All successful bidders (goods and services vendors, professional service vendors and construction contractors) are required to submit evidence of appropriate affirmative action compliance to the Division and the awarding Public Agency. During a review, Division representatives will review the Public Agency files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Public Agency, prior to execution of Public Agency contract, one of the following documents:

Goods, Professional Services and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned Affirmative Action program. A copy of the

approval letter is to be provided by the vendor to the Public Agency and the Division. This approval letter is valid for one year from the date of issuance. Or,

1. A Certificate of Employee Information Report, issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Public Agency as evidence of its compliance with the regulations. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid. Or,
1. An Initial Employee Report (Form AA302) and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the Public Agency. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations.

After notification of award but prior to execution of goods and services and professional services contracts, the EEO/AA evidence must be submitted.

Subscribed and sworn to
before me this day

_____ 20

Signature

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____ 20__

TOWNSHIP OF MAPLEWOOD

STATEMENT OF OWNERSHIP/STOCKHOLDER DISCLOSURE CERTIFICATION

N.J.S.A. 52:25-24.2 (P.L. 1977 c.33)

THIS STATEMENT SHALL BE INCLUDED WITH BID SUBMISSIONS

1. Legal Name of Business: _____

2. Check One:

I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

3. Check the box that represents the type of business organization:

Partnership Corporation Sole Proprietorship

Limited Partnership Limited Liability Partnership Limited Liability Corporation

Subchapter S Corporation Other _____

4. Complete if the respondent is one of the 3 types of Corporations:

Date Incorporated: _____ Where Incorporated _____

5. Business Address:

STREET ADDRESS CITY STATE ZIP

TELEPHONE # FAX #

6. Owners:

Listed below are the names and addresses of all stockholders, partners or individuals who own 10% or more of its stock of any classes, or who own 10% or greater interest therein.

NAME ADDRESS

NAME ADDRESS

NAME ADDRESS

CONTINUE ON ADDITIONAL SHEETS IF NECESSARY: Yes No

7. Signature:

Signature: _____ Date: _____

Printed Name and Title: _____

Notary

Subscribed and sworn before me this ___ day of _____, 2_____

(Affiant)

(Notary Public) _____
(Print name & title of affiant)

My commission expires: _____ (Corporate Seal)