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# REQUEST FOR PROPOSALS

*For*

## PROFESSIONAL STAFFING SERVICES

**Contract No. PW1204**

**ISSUE DATE: October 10, 2012**

**MANDATORY ELECTRONIC NOTICE OF INTENT TO PARTICIPATE**

**DUE DATE: October 19, 2012 by 5:00 PM Eastern Time**

**PROPOSAL DUE DATE: November 2, 2012 by 5:00 PM Eastern Time**

*At the*

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**

PREPARED BY

NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
ONE WEST STATE STREET  
PO BOX 991  
TRENTON, NEW JERSEY 08625-0991

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**REQUEST FOR PROPOSALS (“RFP”)  
FOR  
PROFESSIONAL STAFFING SERVICES**

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**INTRODUCTION**

The New Jersey Schools Development Authority (“NJSDA” or “Authority”) is seeking to engage the services of seven (7) firms (“firms” or “consultants”) to provide NJSDA with supplemental staffing resources who are directly employed by the firm, or one of the firm’s subconsultants, and who shall be assigned on an as-needed basis to meet the evolving workload demands of the NJSDA.

The firms’ general role in performing staffing services is to provide NJSDA with temporary employees to perform professional services as required by the NJSDA on an as-needed basis. When the need for temporary staffing services arises, the NJSDA will request resumes and billing rates for a given job title from all firms, perform an evaluation of available candidates and then select the candidate that will best serve the interests of the NJSDA. The NJSDA is under no obligation to order any particular number of assignments of employees.

Firms participating in this procurement must be willing to provide staffing services based on a Direct Labor Multiplier of 1.9.

The term of the engagement will be two (2) years. The NJSDA shall have the option to extend the term for one (1) additional year, exercisable by the NJSDA at its sole discretion. Compensation for the engagement, including all awardees, shall not exceed \$1.8 million in the aggregate for the initial two (2) year term, and shall not exceed \$2.7 million if the option to extend for one (1) year is exercised.

Due to the pervasive managerial nature of services to be provided to the NJSDA, conflict of interest considerations will be addressed during any engagement by the application, on a case-by-case basis, of an appropriate form of recusal. It shall be entirely within the Authority’s discretion whether to engage any personnel during the Term of the Agreement.

There is no standard NJSDA pre-qualification requirement applicable to this engagement. Firms must demonstrate experience and qualifications as more fully described below.

This REQUEST FOR PROPOSALS PACKAGE consists of the following items:

1. Request for Proposals
2. Attachment A: Professional Staffing Services Agreement
3. Attachment B: NJSDA Form 202 - Key Team Member Resume
4. Attachment C: NJSDA Form B - Schedule of SBE Participation for Goods & Services Vendors
5. Attachment D: NJSDA Fee Proposal
6. Attachment E: Moral Integrity Questionnaire

The services required of the firms pursuant to this RFP are set forth in the Scope of Services attached as Appendix B to the Agreement, Attachment A to RFP. The RFP documents must be read in their entirety as they define the responsibilities of the firms and the NJSDA. A firm wishing to submit a Proposal for Professional Staffing Services must review and be thoroughly

familiar with all terms and conditions of these documents.

Upon award, the NJSDA shall forward the Agreement for Professional Staffing Services (the "Agreement") to the selected firms for immediate execution, **without modification**.

**Notice of Intent to Participate.** Any firm wishing to submit a proposal **must** sign in electronically by sending an e-mail Notice of Intent to Participate to Daryl Johnson at [djohnson@njsda.gov](mailto:djohnson@njsda.gov) **no later than 5:00 PM Eastern Time on Friday, October 19, 2012.**

**Questions from Interested Firms.** Firms may submit questions to the NJSDA by sending them by e-mail to Daryl Johnson at [djohnson@njsda.gov](mailto:djohnson@njsda.gov) **no later than 5:00 PM Eastern Time on Friday, October 19, 2012.** The questions and NJSDA answers will be provided electronically to each firm that submitted a timely e-mail Notice of Intent to Participate.

**Responses to this RFP must be received by the NJSDA by 5:00 PM Eastern Time on Friday, November 2, 2012.**

## **1.0 INSTRUCTIONS FOR SUBMITTING A TECHNICAL PROPOSAL**

Firms responding to the RFP shall thoroughly familiarize themselves with the RFP to ensure responsiveness in their submission. The submission is to consist of the following:

1. Cover Letter
2. Team Technical Staffing Experience
3. Team Overall Staffing Experience
4. Key Team Member Experience and Qualifications
5. Approach to Providing the Scope of Services
6. Company Resources
7. SBE Targets
8. Moral Integrity Questionnaire
9. Business Registration

The firm's Proposal must be organized and presented in the foregoing order and must not exceed forty (40) one-sided 8.5" X 11" pages. Organizational charts, staffing structure, and schedules may be on larger paper. The following items will **not** count toward the page limit: resumes, required forms, and section dividers. Each Proposal will be ranked using the Evaluation Criteria listed in this RFP, with information contained in a Proposal verified as may be necessary.

**Proposal Package Mailing Instructions.** The firm must submit one (1) unbound original and three (3) bound copies of a Technical Proposal, one (1) original of the Fee Proposal and one (1) original, completed Moral Integrity Questionnaire (in a sealed envelope **separate** from the package containing the Technical and Fee Proposals). **Proposal Packages** must be received by the NJSDA no later than **5:00 PM Eastern Time on Friday, November 2, 2012**, as follows:

***If submitting by hand or overnight delivery, at the:***

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
1 West State Street – 1st Floor  
Trenton, New Jersey 08625-0991  
Attention: Daryl Johnson, Procurement  
Subject: Professional Staffing Services Proposal - PW1204**

**If submitting by U.S. Mail, address packages to:**

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
P.O. Box 991  
Trenton, New Jersey 08625-0991  
Attention: Daryl Johnson, Procurement  
Subject: Professional Staffing Services Proposal - PW1204**

**Submissions received after the date and time indicated on the RFP cover sheet will not be considered. Faxed and e-mailed proposals will not be accepted.**

The items that must be addressed in the Technical Proposal that must be submitted are further described below.

**1.1 Cover Letter**

Present a brief understanding of the NJSDA's needs as described in the Scope of Services set forth in Appendix B of the Agreement (Attachment A to this RFP). Include in the cover letter any other information relevant to the firm's qualifications, not set forth elsewhere.

**1.2 Team Technical Staffing Experience**

The proposing firm must describe the firm's/team's success at placing supplemental staffing resources in construction management organizations similar to the NJSDA through a brief summary of the firm's/team's general relevant experience within the last 3 years through **(a) a brief summary of experience, and (b) two specific required case studies**. The case studies must address examples of the proposing firm's past provision of services of the type outlined in the Scope of Services for construction management organizations similar to the NJSDA. **Case studies may be based on contracts with public or private sector clients**. The case studies must concisely set forth the basic background information (e.g., dates and location), the scope of services provided, and results of said engagement. The case studies must provide a listing of the types of positions filled and the associated job titles (e.g., Project Manager, Architect, Civil Engineer). The case studies must describe the effectiveness of the engagement, and the methodology used to measure such effectiveness. For reference purposes, a proposing firm must identify the name and address of past clients, and the name, title and telephone number of a contact person associated with such past clients who is familiar with and able to comment on the firm's/team's performance.

**1.3 Team Overall Staffing Experience**

The proposing firm must describe the firm's/team's overall staffing experience through a brief summary of the firm's/team's general relevant staffing experience within the last 3 years through **(a) a brief summary of experience, and (b) two specific required case studies**. The case

studies must address examples of the proposing firm's past provision of services of the type outlined in the Scope of Services. The case studies must concisely set forth the basic background information (e.g., dates and location), the scope of services provided, and results of said engagement. The case studies must provide a listing of the types of positions filled and the associated job titles (e.g., Accountant, Environmental Scientist, Legal Assistant). The case studies must describe the effectiveness of the engagement, and the methodology used to measure such effectiveness. For reference purposes, a proposing firm must identify the name and address of past clients, and the name, title and telephone number of a contact person associated with such past clients who is familiar with and able to comment on the firm's/team's performance.

#### **1.4 Key Team Member Experience and Qualifications**

A resume of each Key Team Member (NJSDA Form 202) must be included in the Technical Proposal. Key Team Member Resumes must indicate experience with the successful placement of supplemental staffing resources in construction management organizations similar to the NJSDA and any other relevant staffing experience as described in Sections 1.2 and 1.3 above. For each Key Team Member, the resumes should also include, but not be limited to, any applicable certifications and/or affiliations. *NJSDA Form 202 – Key Team Member Resume* is included in Attachment B to this RFP.

#### **1.5 Approach to Providing the Scope of Services**

The proposing firm must explain in detail its specific approach to providing each of the services specifically required in the Scope of Services.

#### **1.6 Company Resources**

The proposing firm must set forth the staffing, networking and access to relevant markets that it would bring to bear on the performance of the required services. Describe any other resources and techniques that the firm plans to use to meet requirements.

#### **1.7 SBE Targets**

The selected firms shall be required to make good faith efforts to ensure that small business enterprises (SBEs) have the maximum practicable opportunity to participate in the performance of this engagement. A 25% target has been established pursuant to N.J.A.C. 17:13-1.1 et seq. *NJSDA Form B - Schedule of Participation for Goods & Services Vendors* must be included in the Technical Proposal. *NJSDA Form B - Schedule of SBE Participation for Goods & Services Vendors* is included in Attachment C to this RFP.

#### **1.8 Moral Integrity Questionnaire**

At the same time as a Proposal is submitted, the firm must also submit to NJSDA one (1) completed Moral Integrity Questionnaire for submission to the New Jersey State Police, in the form attached as Attachment E to this RFP. NJSDA will hold all submitted Questionnaires, unopened, until after all firms have been ranked, unless special circumstances warrant otherwise. Thereafter, NJSDA staff will forward the Questionnaires of the top-ranked firms to the New Jersey State Police for review. **Moral Integrity approval is a prerequisite to engagement of the firm.**

## **1.9 Business Registration**

Pursuant to N.J.S.A. 52:32-44(b), as amended by P.L. 2004, c. 57, each proposing firm must provide proof of valid business registration with the Division of Revenue of the New Jersey Department of the Treasury (the “Division of Revenue”), in its submission in response to this RFP.

Business registrations of proposed subconsultants, if any, are NOT required to be included in a firm’s Proposal.

However, if a firm is selected as a Consultant, it must require all of its subcontracted firms to provide it with a copy of each such sub-consultant’s business registration, which the Consultant must forward to the NJSDA. No firm selected as a Consultant may enter into any subcontract with a firm that has not provided proof of valid business registration to the selected firm, for forwarding to the NJSDA.

Firms not currently in possession of a valid business registration may obtain New Jersey Business Registration assistance by going on-line to [www.state.nj.us/treasury/revenue/gettingregistered.shtml](http://www.state.nj.us/treasury/revenue/gettingregistered.shtml) or by calling the New Jersey Department of Treasury at (609) 292-9292. Please be advised, however, that business registrations are mailed generally within seven to ten days, so firms should plan accordingly.

## **2.0 INSTRUCTIONS FOR SUBMITTING A FEE PROPOSAL**

The Proposal is to consist of the following:

1. Fee Proposal, (NJSDA Fee Proposal)

**Faxed or e-mailed Proposals shall not be accepted.**

### **2.1 Fee Proposal**

The firm must submit its Fee Proposal (NJSDA Fee Proposal) based on the NJSDA-specified Direct Labor Multiplier for this Contract. The use of the NJSDA-specified Direct Labor Multiplier will be applied to all contracts (task orders) that are executed.

NJSDA Fee Proposal is included in Attachment D to this RFP.

Please note that the Direct Labor Multiplier shall include all costs the Consultant intends to recoup through compensation under the Agreement, including, but not necessarily limited to, the following: employee base salary and vacation, holiday, other leave pay, social security contributions, unemployment taxes, Insurance costs in accordance with Section 5.1, travel expenses, and any other fringe benefits, payroll burden, and per diem, as well as an appropriately proportionate amount of company overhead and profit.

### 3.0 SELECTION PROCEDURES

Each Proposal will be reviewed to determine responsiveness. Non-responsive Proposals will be rejected without evaluation. Responsive Technical Proposals will be evaluated by a Selection Committee (“Committee”) established for the purpose of evaluating responsive Technical Proposals. The Selection Committee shall consist of no fewer than three (3) SDA Staff members. The evaluation will be based upon the information provided by a firm in response to this RFP, and any necessary verification thereof. Technical Proposals shall be evaluated on the following Evaluation Criteria:

- Team Technical Staffing Experience
- Team Overall Staffing Experience
- Key Team Member Experience and Qualifications
- Approach to Providing the Scope of Services
- Company Resources

Each Selection Committee Member will evaluate each Technical Proposal with respect to each criterion on a scale of 0 to 10 as follows:

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

Weighting factors will then be applied to each of the Selection Committee Member evaluations to arrive at a total weighted score as follows:

Criteria	Weighting Factor	Maximum Weighted Points
Team Technical Staffing Experience	2.0	20
Team Overall Staffing Experience	2.0	20
Key Team Member Experience and Qualifications	2.0	20
Approach to Providing the Scope of Services	2.0	20
Company Resources	2.0	20
<b>TOTAL POSSIBLE POINTS</b>		<b>100</b>

Respondents will receive a Technical Proposal Score based on the above-described evaluation criteria. The scores of the Selection Committee members will be aggregated to obtain a Technical Proposal Score for each firm.

The Technical Proposal Score will be the Final Technical Score, except that, at its sole option, the Committee may conduct interviews. Following the interviews, if any, firms will again be evaluated by Selection Committee members, based on the Evaluation Criteria. Interview Scores will then be aggregated with Technical Proposal Scores to arrive at a Final Technical Score for each firm. Firms will be ranked in accordance with their Final Technical Score. **At this time, respondents are advised that interviews are not being contemplated by the Committee and that proposals shall therefore be prepared accordingly.**

Following the final technical ranking, the top seven (7) most highly-ranked firms will be determined and notified. Each successful firm will be required to comply with all pre-award documentation requirements. Upon satisfaction of all pre-award requirements, the top seven (7) most highly-ranked firms will be awarded the engagement. Unsuccessful firms will be notified by letter after award.

After the award, if you wish to review any of the Proposals submitted and/or the Selection Committee's evaluations, you shall complete an Open Public Records Act (OPRA) request form. The form can be downloaded from the NJSDA website at <http://www.njsda.gov/opra/index.html>. Please submit completed OPRA forms to: Custodian of Public Records, New Jersey Schools Development Authority, One West State Street, P.O. Box 991, Trenton, New Jersey 08625-0991.

Notwithstanding anything to the contrary in the above, the NJSDA has no obligation to make an award and reserves the right to waive any non-material defects, reject all Proposals for any reason and terminate the selection process at any time.

**Any firm attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff, and Selection Committee members in an effort to influence the selection process may be immediately disqualified.**

#### **4.0 PRE-AWARD REQUIREMENTS**

After completion of the RFP process and determination of the successful firms, the NJSDA shall require the following additional information prior to the award of the contract:

**4.1 Campaign Contributions Disclosure and Contracting Ineligibility.** The NJSDA and participants in this procurement are subject to the provisions of P.L. 2005, c. 51 (enacting N.J.S.A. 19:44-20.13 to -20.25, and amending and supplementing N.J.S.A. 19:44A-20.1 *et seq.*) which impose restrictions on State agencies and independent authorities to insulate the procurement, negotiation and award of state contracts from the risk or appearance of improper influence in connection with political contributions. Additionally, this procurement is subject to the terms of Executive Order No. 117 (2008), which is designed to enhance New Jersey's efforts to protect the integrity of government contractual decisions and increase the public's confidence in government. The Executive Order builds on the provisions of P.L. 2005, c. 51 ("Chapter 51"), and limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government vendors.

The provisions of Chapter 51 and Executive Order No. 117 (2008) make political contributors ineligible for award of state contracts for specific periods of time depending on the nature of the contribution. Accordingly, a selected firm will be required to respond in a timely fashion to certification and disclosure requirements that will be stated in the Notice of Award issued by the NJSDA.

**a. Certification and Disclosure Forms.** Each firm shall receive a Notice of Award that will, among other things, notify the firm that it must submit a Certification and Disclosure of Political Contributions form and Business Entity Disclosure form as provided by NJSDA. Failure to submit these forms in a timely fashion shall be cause for rejection of the firm.



b. **Firm's Continuing Obligation to Comply with P.L. 2005, c. 51.** The firm shall be required on a continuing basis to disclose and report to NJSDA any contributions made during the contract term by the Business Entity on forms provided by NJSDA, at the time it makes the contribution.

**4.2 Annual Political Contributions Disclosure Statement.** Firms are advised of their responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission ("ELEC"), pursuant to N.J.S.A. 19:44A-20.18 and 20.19 (P.L. 2005, c. 271, section 3), in the event they receive contracts in excess of \$50,000 from a public entity in a calendar year. It is a firm's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

**4.3 Outsourced Services Special Provisions.** Under P.L. 2005, c. 92 (formerly Executive Order No. 129 (2004)), the NJSDA shall not award a contract to a bidder that submits a bid proposal to perform services, or to subcontract with a firm to perform services, outside the United States, unless certain conditions are met. If, during the term of the contract, the Consultant or subcontracted firm, who had on contract award declared that services would be performed in the United States, proceeds to shift the performance of the services outside of the United States, the Consultant shall be deemed in breach of the Agreement, unless the NJSDA Procurement Director shall have first determined in writing that extraordinary circumstances require a shift of services or that a failure to shift the services would result in economic hardship to the NJSDA or the State.

**4.4 Anti-Discrimination Requirements.** The Consultant and its subconsultants shall not discriminate in employment and shall abide by all anti-discrimination laws including those contained within N.J.S.A. 10:5-1 et seq. and all rules and regulations issued thereunder, including N.J.A.C. 17:27-1.1 et seq. **Accordingly, in a notice of award, a firm and its subconsultants shall be required to submit to the NJSDA, with its executed Agreement, one of the following three documents:**

- (1) appropriate evidence that the consultant is operating under an existing Federally approved or sanctioned affirmative action program;
- (2) a certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.2; or
- (3) an initial *Form AA302 - Employee Information Report* completed by the firm in accordance with N.J.A.C. 17:27-4.2. Please note the Authority only seeks a copy of the Form AA302. The original should be forwarded to the NJ Department of the Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program as directed on the form. Forms may be downloaded at [http://www.state.nj.us/treasury/contract\\_compliance/forms.shtml](http://www.state.nj.us/treasury/contract_compliance/forms.shtml).

**4.5 SBE Set-Aside Targets (NJSDA Forms B & C).** The NJSDA may only recognize firms duly registered with the Department of Treasury, Division of Revenue as SBEs. There are three categories of SBE comparative sizes based upon average annual revenue for purposes of professional service contracts;

- Category 1:** firms with gross revenue not exceeding \$500,000  
**Category 2:** firms with gross revenue not exceeding \$5,000,000  
**Category 3:** firms with gross revenue not exceeding \$12,000,000

The selected Consultant shall be required to make good faith efforts to ensure that small business enterprises (SBEs) have the maximum practicable opportunity to participate in the performance of this engagement. A 25% target has been established pursuant to N.J.A.C.17:13 et seq.

The firm must submit a completed *NJSDA Form B – Schedule of SBE Participation for Goods & Services Vendors*, identifying all SBE firms proposed for use on the engagement to meet (or exceed) the set-aside targets. Please note that any firm identified as an SBE must be registered as such with the Department of Treasury, Division of Revenue when the firm submits its proposal, in the revenue category specified. All Subconsultants must submit a completed *NJSDA Form C - Confirmation of SBE Status and Bid Price* to the firm for submission to the NJSDA.

**If a firm fails to show that it will meet SBE subcontracting targets, it must document its good faith efforts to meet the targets, in accordance with the provisions of N.J.A.C. 17:13-1.1 et seq.**

A firm shall not be permitted to remove or substitute any firms listed on the NJSDA Form B without prior written approval from the Authority.

For more information on statewide listing of firms certified as small, woman and minority owned business enterprises and to learn more about the Standards of Eligibility to become registered as a "Small Business" contact the Business Services Call Center at 1-866-534-7789, or visit New Jersey's business web portal: <http://www.nj.gov/njbusiness/contracting>

**4.6 Insurance and Indemnification.** A successful firm shall be required to provide evidence of the insurance coverages required in Section 5.1 of the Agreement, Attachment A to this RFP, at the time of execution of the Agreement. This is a pre-award requirement. Do not submit with your Technical Proposal.

**4.7 Other Information As Required.** The NJSDA may request additional information from selected firms as required under the Agreement, policies, procedures or law.

**ATTACHMENT A**

**PROFESSIONAL STAFFING SERVICES AGREEMENT**

*{See attached sheets}*

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***AGREEMENT***

***Between the***

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**

***And the***

**CONSULTANT**

***For***

**PROFESSIONAL STAFFING SERVICES**

**CONTRACT NO.: PW1204**

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THIS AGREEMENT is made and entered into this \_\_\_ day of \_\_\_\_\_, 2012, (the “Effective Date”) between the New Jersey Schools Development Authority (the “Authority”) and \_\_\_\_\_, (“Consultant”), with a principal office location at \_\_\_\_\_.

WITNESSETH that Consultant, for and in consideration of the payments hereinafter specified and agreed to be made by the Authority, hereby covenants and agrees to do and perform all of the Services to be performed in accomplishing this Agreement for the Project identified as

Contract Number: PW1204

Project Name: Professional Staffing Services

in strict and entire conformity with the Terms and Conditions of this Agreement and all Appendices and Attachments hereto and all other documents comprising this Agreement, all of which are hereby made part of this Agreement as fully and with the same effect as if the same had been set forth at length in the body of this Agreement.

Provided that Consultant strictly and completely performs all of the Services specified and all other obligations set forth in this Agreement, and subject only to such increases or decreases as are effectuated by Amendments to the Agreement as provided by the Agreement the Consultant shall receive compensation as set forth in Appendix C of this Agreement.

**IN WITNESS WHEREOF**, the Parties have duly executed this Agreement:

**CONSULTANT**

**NEW JERSEY SCHOOLS  
DEVELOPMENT AUTHORITY**

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

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

Sworn and subscribed to before me  
This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
Name of Affiant

Notary Public of

My commission expires: \_\_\_\_\_, 20\_\_.

Reviewed and Approved

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

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## 1.0 DEFINITIONS

The terms set forth in this Agreement shall have the meanings ascribed to them for all purposes of this Agreement, unless the context clearly indicates some other meaning. Words in the singular shall include the plural and words in the plural shall include the singular where the context so requires.

- 1.1 **“Additional Services”** means Services to be performed by the Consultant which are in addition to the Scope of Services, which Additional Services shall be described and compensated as set forth in an Amendment.
- 1.2 **“Agreement”** means this agreement (and all appendices) between the Authority and the Consultant for the provision of Services, as such agreement may be amended from time to time in accordance with the provisions hereof.
- 1.3 **“Amendment”** means an amendment to this Agreement executed by the Authority and the Consultant.
- 1.4 **“Authority”**, “New Jersey Schools Development Authority”, or “NJSDA” means the public body corporate and politic established in, but not of, the Department of Treasury pursuant to P.L. 2007, c. 137, for the purpose of implementing provisions of the Educational Facilities Financing and Construction Act, N.J.S.A. 18A:17G-1 et seq. The Authority is the Party that has engaged the Consultant pursuant to the Contract.
- 1.5 **“Claim”** means a claim, demand or assertion by one of the Parties to this Agreement, seeking, as a matter of right, adjustment or interpretation of Contractual Documents, payment of money, extension of time or other relief with respect to the terms of the Contractual Documents and shall also mean other disputes and matters in question between the Parties arising out of or relating to the Contractual Documents. This definition shall not apply to the term “Claim” as used in the Scope of Services.
- 1.6 **“Consultant”** means the firm engaged by the Authority under this Agreement to provide Services to the Authority.
- 1.7 **“Consultant Client Manager”** means that person designated by the Consultant to serve as its representative during the Term.
- 1.8 **“Consultant Performance Evaluation Policy and Procedure”** means the Authority’s policies and procedures for evaluating the performance of a Consultant.
- 1.9 **“Contractual Documents”** means all documents setting forth the obligations and responsibilities of the Consultant and the Authority that includes, but is not limited to, the Request for Proposals, the Technical Proposal, this Agreement, the Scope of Services, any Amendments and addenda.
- 1.10 **“Day”** means calendar Day.
- 1.11 **“Deliverables”** means staffing resources and services or any other thing the delivery of which, however accomplished, that is required of the Consultant, explicitly or implicitly, by the Contractual Documents.
- 1.12 **“DOE”** means the New Jersey Department of Education.

- 1.13 “Effective Date”** means the date upon which this Agreement has been fully executed by all Parties, as indicated above.
- 1.14 “Fee Proposal”** means the fee proposal submitted by the Consultant in response to the RFP.
- 1.15 “Fiscal Year”** means the fiscal year of the Authority, which commences on January 1 of each year and ends on December 31 of the same year.
- 1.16 “Notice to Proceed”** means a form of notice issued by the Authority to the Consultant directing the Consultant to commence performing its responsibilities pursuant to this Agreement.
- 1.17 “Office of Fiscal Integrity” or “State Police”** means the New Jersey State Police or such other designee of the Attorney General performing the functions and duties of the Office of Fiscal Integrity in School Construction within the Office of the Attorney General pursuant to N.J.S.A. 18A:7G-43, as amended.
- 1.18 “Parties”** means the Authority and the Consultant, which are the parties to this Agreement.
- 1.19 “Professional Staffing Services”** means the services required to be performed by the Consultant pursuant to the Contractual Documents, and includes all other labor, materials and equipment provided or to be provided to fulfill such obligations.
- 1.20 “Request for Proposals” or “RFP”** means the request issued by the Authority for proposals for Professional Staffing Services, including a request for a Technical Proposal and a request for a Fee Proposal.
- 1.21 “Scope of Services”** means the Scope of Services required to be performed by the Consultant in accordance with the Contractual Documents, as more fully set forth in Appendix B to this Agreement. The Scope of Services may be amended, from time to time, in accordance with the provisions of this Agreement.
- 1.22 “School Construction Program”** means the program operated by the Authority in order to finance and construct School Facilities Projects pursuant to the Educational Facilities Financing and Construction Act, P.L. 2000, c.72, as amended.
- 1.23 “School Facilities Project”** means the acquisition, demolition, construction, improvement, repair, alteration, modernization, renovation, reconstruction or maintenance of all or any part of a School Facility or of any other personal property necessary for or ancillary to any School Facility.
- 1.24 “School Facility”** means and includes any structure, building or facility used wholly or in part for academic purposes.
- 1.25 “Services”** means the services performed by the Consultant pursuant to the Contractual Documents, and includes all other labor, materials and equipment provided or to be provided to fulfill such obligations. Unless the context indicates otherwise, “Services” shall mean and refer to Professional Staffing Services.
- 1.26 “Special Conditions”** means that document attached as Appendix A to this Agreement, and made a part hereof, as such document may be amended from time to time.

1.27 “**State**” means the State of New Jersey.

1.28 “**Subconsultant**” means the entity with which a Consultant or other subconsultant subcontracts to perform Services for which the Consultant is ultimately responsible.

1.29 “**Technical Proposal**” means the Technical Proposal submitted by the Consultant in response to the RFP.

1.30 “**Term**” means the term of this Agreement, as set forth in Section 4.0.

## **2.0 RESPONSIBILITIES OF THE CONSULTANT**

### **2.1 General**

- 2.1.1 In order to provide the Services and Deliverables required, the Consultant shall be responsible for being thoroughly familiar with all Authority formation and governing documents, internal controls, and operations.
- 2.1.2 The Contractual Documents establish the obligations of the Consultant. The Services and Deliverables described in this Agreement establish the minimum obligations of the Consultant.
- 2.1.3 The Services and Deliverables to be provided by the Consultant pursuant to this Agreement shall be performed by the Consultant, its employees, and Subconsultants, if any.
- 2.1.4 The Consultant understands and agrees that any change to this Agreement must be made in writing in the form of an Amendment.
- 2.1.5 Any Services performed by the Consultant, without an Amendment, beyond the Scope of Services shall be done at the Consultant's own financial risk. Additional Services, if any, shall be the subject of an Amendment, and shall be compensated in accordance with terms negotiated at the time of Amendment. Such Amendment shall be executed prior to the performance of any Additional Services.
- 2.1.6 Changes to the Scope of Services require the prior written consent of Authority and an Amendment. When requesting consent for any such changes, the Consultant must simultaneously notify the Authority of any increase or decrease in compensation associated with such changes; provide a detailed cost break-down of, and justification for, the changes sought; and detail the impact of each change upon its provision of Services and Deliverables. The requirements of this provision are in addition to any other requirements of the Contractual Documents regarding additional compensation.
- 2.1.7 The Consultant shall perform all Services in a good, skillful, and prompt manner. The Consultant shall perform the Services and provide all Deliverables consistent with the level of skill and care ordinarily exercised by members of the Consultant's profession, currently practicing under similar circumstances.
- 2.1.8 Services shall be performed within any applicable Schedule.
- 2.1.9 The Consultant is responsible for the quality, technical accuracy, and timely completion and delivery of all Deliverables. If circumstances will result or may result in a late delivery, it shall be the responsibility and obligation of the Consultant to make the details known immediately to the Authority.
- 2.1.10 The Consultant shall, without additional compensation, cure any errors, omissions, or other deficiencies in the Deliverables. The approval of interim Deliverables shall not relieve the Consultant of fulfilling its obligations under the Contractual Documents. Acceptance or payment for any of the Deliverables shall not be construed as a waiver by the Authority of any of its rights under the Contractual Documents or of any cause of action arising out of the

Consultant's performance or non-performance under the Contractual Documents.

- 2.1.11 In the event the Consultant hires, employs or otherwise engages Subconsultants, the Consultant shall be considered the sole Consultant and the sole point of contact with regard to contractual matters under this Agreement. The Consultant assumes sole and full responsibility for the complete performance contemplated by the Contractual Documents, including the performance of all Subconsultants. The Consultant must: (i) where applicable, select only Subconsultants that have been pre-qualified by the Authority, and (ii) obtain the consent of the Authority prior to the engagement of any such Subconsultant.
- 2.1.12 It is expressly understood by the Consultant that approval by the Authority for the subcontracting of any Services under the Contractual Documents shall in no way relieve the Consultant from performing its obligations under the Contractual Documents. The Consultant shall at all times give due attention to the fulfillment of its obligations under the Contractual Documents and shall keep the Services under its control. Consent by the Authority to any subcontracting of any part of the Services shall not be construed to be an approval of said subcontract or of any of its terms, but shall operate only as an approval of the engagement by the Consultant of the Subconsultant. The Consultant shall be responsible for all Services performed by its Subconsultants, which Services shall conform to the provisions of the Contractual Documents and the requirements of applicable law.
- 2.1.13 For all Services rendered, the Consultant shall, in accordance with generally accepted accounting principles and practices, maintain overhead, cost and accounting records, as well as all other records the Consultant may customarily maintain in its business. Such records shall be maintained and made available for inspection by the Authority and the NJ State Police (or their agents) as to all aspects of the Services provided under the Contractual Documents, whether the Services are performed by the Consultant, its Subconsultant or any other firm. The Consultant shall retain all electronic records for a period of six (6) Fiscal Years following final payment by the Authority or the end of the Fiscal Year in which this Agreement expires, whichever occurs later. After this period, the Consultant may dispose of these records after first offering them (at no cost) to the Authority in writing; the Authority shall have thirty (30) Days within which to accept them.
- 2.1.14 The Consultant agrees that it shall assist and cooperate with the Authority in any legal action or proceeding that is related to or that arises out of or in connection with its performance under the Contractual Documents and in which action or proceeding the Authority and the Consultant are not named as adverse parties. Such assistance shall include, but not be limited to, testifying as an expert witness or preparing exhibits, reports or models. Any Services provided by the Consultant pursuant to this paragraph shall be deemed Additional Services and shall be compensated as such in accordance with terms negotiated at the time of an appropriate Amendment.
- 2.1.15 The Consultant shall designate a Key Team Member at the Consultant's firm, satisfactory to the Authority, as the Consultant Client Manager. So long as the Consultant Client Manager's performance is acceptable, he or she shall remain in charge of the firm's Services, shall represent the Consultant, and be available for general consultation throughout the Term.
- 2.1.16 The Consultant, to the best of its knowledge, information, and belief, shall abide by all

applicable local, state, and national regulatory requirements, as well as all regulations imposed by funding sources (auditing requirements, payroll affidavits, etc.), such as may be identified at the time of execution of this Agreement.

- 2.1.17 Business Registration. The Consultant and any Subconsultant provided to the Authority proof of valid business registration with the Division of Revenue of the New Jersey Department of the Treasury, pursuant to N.J.S.A. 52:32-44b, as set forth in Appendix F hereto. The Consultant shall provide written notice to any firm that may become its Subconsultant that it shall not enter into any subcontract with a Subconsultant that has not provided it with proof of such business registration, a copy of which the Consultant shall forward to the Authority, in accordance with N.J.S.A. 52:32-44c. The Consultant shall maintain and submit to the Authority a list of Subconsultants and their addresses, which list must be updated as necessary during the Term. A complete and final version of such list must be submitted to the Authority before final payment for Services shall be made.
- 2.1.18 Payment of Use Taxes. Pursuant to N.J.S.A. 52:32-44g, the Consultant and any Subconsultant of the Consultant, and any affiliate of the Consultant shall collect and submit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the Sales and Use Tax Act, N.J.S.A. 54:32B-1 et seq., on all their sales of tangible personal property delivered into this State. The Consultant shall provide in each contract with a Subconsultant that each such Subconsultant shall collect and submit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the Sales and Use Tax Act, N.J.S.A. 54:32B-1 et seq., on all their sales of tangible personal property delivered into this State. For purposes of this section, “affiliate” shall mean any entity that: (i) directly, indirectly, or constructively controls another entity, (ii) is directly, indirectly, or constructively controlled by another entity, or (iii) is subject to the control of a common entity if it owns, directly or individually, more than 50% of the ownership interest in that entity.
- 2.1.19 Political Contributions. Consistent with the requirements of P.L. 2005, c. 51, N.J.S.A. 19:44A-20.1 et seq., as amended (“Chapter 51”)(formerly Executive Order No. 134 (2004)), the Consultant shall, on a continuing basis, have the obligation to disclose and report to the Authority any “contributions” made during the Term of the Agreement by the Consultant or any “Business Entity” associated with the Consultant on the “Disclosure of Political Contribution” form provided by the Authority, at the time such contribution is made. As part of this obligation, the selected firm shall be required to comply with Executive Order No. 117, which was issued to enhance New Jersey’s efforts to protect the integrity of government contractual decisions and increase the public’s confidence in government. Executive Order No. 117 builds on the provisions of Chapter 51, which limits contributions to certain political candidates and committees by for-profit business entities that are, or seek to become, State government contractors.
- 2.1.20 Political Contributions Disclosure. Consultant shall comply with its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (“ELEC”), pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c. 271, section 3), in the event it receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the Consultant’s responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

2.1.21 Outsourcing Provisions. In accordance with P.L. 2005, c. 92 (formerly Executive Order No. 129 (2004)), the Consultant shall have a continuing duty to comply with the provisions of P.L. 2005, c. 92, as applicable. If, during the Term, the Consultant or a Subconsultant, who had on contract award declared that Services would be performed in the United States, proceeds to shift the performance of the Services outside of the United States, the Consultant shall be deemed in breach of the Agreement, which shall be subject to termination for cause, unless the Senior Director of the Authority's Division of Procurement & Contract Services shall determine in writing that extraordinary circumstances require a shift of services or that a failure to shift the services would result in economic hardship to the Authority or the State.

## **2.2 Final Release**

The Consultant's acceptance of final payment shall constitute a final release from and waiver of all the Consultant's Claims except for: (i) those Claims the Consultant expressly reserves at the time of application for final payment; (ii) those Claims arising after final payment as a result of actions brought against the Consultant by third parties; and (iii) those Claims arising after final payment due to an alleged breach by the Authority of any Agreement provision that survives after the Term.

## **3.0 COMPENSATION**

### **3.1 General Provisions**

3.1.1 Hourly Rates. The Consultant shall be compensated over the Term of the Agreement in accordance with the Multiplier set forth in Appendix C, multiplied by the Employees hourly rates, provided that such compensation shall not exceed \$1,800,000 over the period of the initial two (2) years of the Term, and shall not exceed \$900,000 over the period of the optional additional one (1) year of the Term, as such may be extended in accordance with Section 4 of this Agreement.

3.1.2 The compensation specified in Appendix C shall compensate the Consultant in full for all Services rendered pursuant to the Contractual Documents.

3.1.3 The Consultant shall be paid as invoices are submitted, subject to the provisions of Section 3.2.

3.1.4 In the event Additional Services are required pursuant to an Amendment, the Consultant shall be paid on a monthly basis in accordance with the agreed upon reasonable compensation for such Additional Services.

3.1.5 The Consultant shall be paid after invoices are submitted and approved. Acceptance or approval of, or payment for, any of the Services performed by the Consultant under the Contractual Documents shall not constitute a release or waiver of any Claim the Authority has or may have for latent defects, errors, breaches, or negligence.

3.1.6 All payments for Services under the Contractual Documents will be made only to the Consultant, and Consultant assumes sole responsibility for payments due any Subconsultant.

- 3.1.7 Unless otherwise set forth in writing by the Authority, the lump sum (Appendix C) shall be firm and not subject to increase during the Term.
- 3.1.8 The Authority assumes no responsibility or liability for costs the Consultant incurred prior to the Effective Date, and thereafter only as explicitly set forth in the Contractual Documents.

### **3.2 Invoices**

- 3.2.1 Invoices for Services shall be submitted on a form approved by the Authority or, if directed by the Authority, shall be submitted electronically via a dedicated website or web page. Invoices shall be accompanied by such supporting documentation as may be required by the Authority.
- 3.2.2 Invoices submitted to the Authority must identify this Agreement's contract number.
- 3.2.3 Invoices submitted to the Authority shall be processed and paid only after the Authority reviews and determines that the Services for which payment is sought have been completed at the times and in the manner specified in the Contractual Documents. The Authority shall not pay invoices if the Authority determines that the Services for which payment is sought are incomplete or unsatisfactory.
- 3.2.4 Each invoice signed by the Consultant and submitted to the Authority shall be a representation by the Consultant that all payments due to its Subconsultants have been made and that all relevant laws and regulations have been complied with.
- 3.2.5 All invoices shall be accompanied by appropriate detailed backup to ensure billing accurately represents work incurred.

### **3.3 Withholding Payment for Unsatisfactory Services or Non-delivery of Deliverables**

- 3.3.1 If the Authority that any Services are incomplete or unsatisfactory, or if the Authority determines that Deliverables have not been delivered at the times and in the manner and form specified in the Contractual Documents, the Authority will either: (i) retain for payment the relevant invoice (or portion thereof) until such time as the Consultant has made the necessary corrections/deliveries, or (ii) return the relevant invoice to the Consultant, who shall resubmit the invoice once all of the Services have been completed or corrected or the Deliverables have been delivered.
- 3.3.2 The withholding of any sums pursuant to this Section 3.3 shall not be construed as, or constitute in any manner, a waiver by the Authority of the Consultant's obligation to furnish the items required under the Contractual Documents. In the event the Consultant fails to furnish these items, the Authority shall have those rights and remedies provided by law and pursuant to the Contractual Documents in addition to, and not in lieu of, the sums withheld in accordance with this Section 3.3.

## **4.0 TERM**

Unless terminated sooner under Section 6 of this Agreement, the Term of this Agreement shall extend from the Effective Date for a period of two (2) years or until all obligations of the Consultant to



deliver Services pursuant to this Agreement have been performed to the satisfaction of the Authority, whichever occurs later. The Contract term may be extended for one (1) additional year, at the sole option of the Authority, in which case the Term shall extend from the Effective Date through such additional period or until all obligations of the Consultant to deliver Services pursuant to this Agreement have been performed to the satisfaction of the Authority, whichever occurs later.

## **5.0 GENERAL COVENANTS**

### **5.1 Insurance**

5.1.1 Prior to undertaking any work under this Agreement, the Consultant, at no expense to the Authority, shall obtain and provide to the Authority evidence of a policy or policies of insurance as enumerated below.

5.1.2 The Consultant shall maintain, and/or cause their subconsultants to maintain, at their own cost and expense, the following insurance coverages/policies insuring the Consultant, its employees, subconsultants and agents. The Consultant shall obtain this insurance from insurance companies that are authorized to transact the business of insurance in the State of New Jersey and that are “A- VII” (or better) rated, as determined by A. M. Best Company. In each policy, the Consultant shall have incorporated a provision, in accordance with the laws of the State of New Jersey, requiring written notice to the Authority at least thirty (30) Days prior to cancellation or non-renewal of any insurance coverage required under this Section. The Consultant warrants that if the insurer or coverage is not subject to the provisions requiring (30) day prior notification, that it will notify the Authority in writing of any cancellation or non-renewal of any insurance coverage required under this Section. Any and all deductibles shall be paid by the Consultant. The Consultant warrants that its insurance carriers are accurately informed regarding the business activities of the Consultant and intend to cover those business exposures. All insurance policies, exclusive of Professional Liability and Workers’ Compensation, shall name the Authority as Primary Additional Insured and will include a Waiver of Subrogation. In addition, the Consultant may also be required to name other parties as Additional Insureds prior to the initiation of such work, and shall comply with all laws, ordinances, rules and regulations of Federal, State, county and municipal authorities in the performance of said work. The types and minimum amounts of insurance required are as follows:

5.1.2.1 Professional Liability Insurance (Errors & Omissions). The Consultant shall maintain Professional Liability Insurance with coverage retroactive to the Effective Date, sufficient to protect the Consultant from any liability arising from the Services and professional obligations performed pursuant to this Agreement in an amount not less than \$1,000,000 per claim and \$1,000,000 in the aggregate for all operations conducted. The Consultant warrants they will notify the Authority in writing of any reduction in the aggregate coverage within thirty (30) days. The Consultant warrants that coverage shall not be circumscribed by any endorsements excluding coverage arising out of services performed pursuant to this Agreement.

5.1.2.2 Commercial General Liability Insurance. The Consultant shall maintain Commercial General Liability Insurance (CGL), and, if necessary, Commercial Umbrella Insurance with a limit of not less than \$5,000,000 for each occurrence, \$5,000,000 aggregate limit

for products/completed operations and \$5,000,000 general aggregate limit. CGL insurance shall be written on an ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage) and shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall include liability arising out of, occasioned by or resulting from premises, operations, independent contractors, products, completed operations, personal injury and advertising injury, and liability assumed under an insured contract in connection with Services performed under this Agreement. The EDA, the Authority, the State of New Jersey and their respective directors, officers, members, employees and agents shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 (or a substitute form providing equivalent coverage), and under the Commercial Umbrella, if any. In addition, the Consultant may also be required to name other parties as additional insureds prior to the initiation of Services. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to the Authority.

5.1.2.3 Worker's Compensation Insurance. The Consultant shall, at its own cost and expense, maintain Workers' Compensation and Employers' Liability insurance prescribed by the laws of the State of New Jersey and any other jurisdiction required to protect employees of the Consultant while engaged in the performance of the Services under this Agreement. Workers' Compensation coverage shall be statutory and the Employers' liability limits (including Umbrella coverage) shall not be less than \$1,000,000 per accident for bodily injury by accident and \$1,000,000 for each employee for bodily injury by disease and \$1,000,000 policy limit for bodily injury by disease. The Consultant shall also add the Alternate Employer Endorsement WC 00 03 01A.

5.1.2.4 Business Automobile Liability Insurance. The Consultant shall, at its sole cost and expense, maintain Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each accident. Such insurance shall cover liability arising out of any automobile, including coverage for all owned, non-owned and hired vehicles. The Business Automobile coverage shall be written on ISO form CA 00 01 (or a substitute form providing equivalent liability coverage). If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

5.1.3 Certificates of Insurance. Attached to this Agreement as Appendix E shall be valid insurance certificates, executed by a duly authorized representative of each insurer, in form and substance satisfactory to the Authority, evidencing compliance with the insurance requirements. An insurance certificate must be submitted to evidence each insurance renewal required by this Section. Failure of the Authority to demand such certificates or other evidence of full compliance with the insurance requirements set forth herein or failure of the Authority to identify a deficiency in the insurance provided shall not be construed as a waiver of the Consultant's obligation to maintain such insurance. Failure to maintain the required insurance may result in termination of this Agreement at the Authority's sole option. The Consultant shall provide certified copies of all insurance policies, including any and all amendatory endorsements, within ten (10) Days of the Authority's written request for such policies.

- 5.1.4 **Liability in Excess of Coverage.** By executing this Agreement, the Consultant expressly agrees that any insurance protection required herein or by the Consultant's Documents shall in no way limit the Consultant's obligations under this Agreement or the Consultant's Documents and shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it preclude the Authority from taking such other actions as are available to it under other provisions of this Agreement or the Consultant's Documents or otherwise in law or equity. By requiring insurance herein, the Authority does not represent that coverage and limits will necessarily be adequate to protect the Consultant, and such coverage and limits shall not be deemed as a limitation on the Consultant's liability under this Agreement.
- 5.1.5 **Right to Remedy.** If the Consultant fails to obtain and/or maintain the insurance as required in this Section, fails to renew any of its insurance policies as necessary, or in the event any policy is canceled, terminated or modified so that the insurance does not meet the requirements of this Agreement, the Authority may: (i) purchase insurance at the Consultant's sole expense; (ii) refuse to make payment of any further amounts due under this Agreement; (iii) refuse to make payments due or coming due under other agreements between the Consultant and the Authority; (iv) suspend performance by the Consultant under this Agreement; or (v) terminate this Agreement. Any funds retained pursuant to this Section may be used, at the Authority's discretion, to renew or purchase the Consultant's insurance for the periods and amounts as set forth in this Agreement. In the event the Authority purchases said insurance the Authority may, at its discretion, reduce the Consultant's Compensation under this Agreement by the amount paid for such insurance plus reasonable attorney's fees.
- 5.1.6 **Additional Insurance.** The Consultant shall also provide such additional types of insurance in such amounts as the Authority shall reasonably require. In the event that any such additional insurance is required, the Consultant shall deliver certified copies of each policy to the Authority within ten (10) days of the Authority's written request for such insurance.
- 5.1.7 **Waiver of Subrogation.** The Consultant waives all rights of subrogation and recovery against the Authority, agents or employees of the Authority to the extent these damages are covered by the CGL, Business Automobile Liability or Commercial Umbrella Liability Insurance obtained by the Consultant. If the policies of insurance purchased by the Consultant as required above do not expressly allow the insured to waive rights of subrogation prior to loss, the Consultant shall cause them to be endorsed with a waiver of subrogation as required herein.
- 5.1.8 Any deductible or self-insured retention (SIR) applicable to the aforementioned insurance shall be declared to and approved by the Authority and written using ISO endorsement CG 03 00 (or a substitute providing equivalent terms and conditions). The Consultant shall not be permitted to have a SIR larger than \$100,000 unless it obtains the express, written consent of the Authority to the larger SIR. **FAILURE TO COMPLY WITH SECTION 5.1.8 IS A MATERIAL BREACH OF CONTRACT.**

If any of the aforementioned insurance is written on a "claims made basis," the Consultant warrants that continuous coverage will be maintained or an extended discovery period will be exercised for a period of five (5) years after the date of Final Payment by the Authority and the Consultant will provide Certificates of Insurance evidencing continuance of coverage with the original claims made retroactive date. Within the

Certificate of Insurance, in the blocks designated "Policy Number," in addition to the policy number, the Consultant shall insert a note "claims made retroactive date \_\_\_/\_\_\_/\_\_\_" (with the date inserted).

## **5.2 Ownership of Documents**

- 5.2.1 In consideration of the Authority's execution of this Agreement and for other good and valuable consideration, all Deliverables, including, but not limited to plans, methods, drawings, specifications, flow charts, reports, all data, diagrams, samples, tests, surveys, models, material, computer discs, evidence, documentation, and all copyrightable materials, gathered, originated or prepared by the Consultant and its Subconsultants during and in connection with the performance of Services; and all copyrights resulting from Deliverables, and in all renewals and extensions of the copyrights that may be secured now or be hereafter in force and effect are instruments of the Consultant's Services performed under the Contractual Documents and, unless otherwise provided, shall be the sole property of the Authority.
- 5.2.2 The Consultant's promotional and professional (or other) materials shall not include Authority confidential or proprietary information, except with the written consent of the Authority.

## **5.3 Copyrights and Patents**

- 5.3.1 If the Consultant employs any design, device, material, or process covered by letters of patent or copyright, it shall provide for such use by suitable legal agreement with the patent holder. The Consultant shall assume all costs arising from the use of patented materials, equipment, devices, or processes used on or incorporated in the Deliverables.
- 5.3.2 The Consultant shall defend, indemnify and save harmless the Authority and the State from any and all Claims for infringement by reason of the use of any patented design, device, material or process, or any trademark, copyright, trade secret or any other material protected in any manner from use or disclosure, and shall indemnify the Authority and the State for any costs, expenses and damages that it may incur by reason of an infringement at any time during the prosecution, or after the acceptance, of the Services.

## **5.4 Confidentiality**

- 5.4.1 All data and information supplied by the Authority or by any other party under an Authority contract or otherwise involved in the School Construction Program and data gathered by the Consultant in fulfillment of the Contractual Documents and any analyses thereof (whether in fulfillment of the Contractual Documents or not), are strictly confidential and shall be solely for use in connection with the School Construction Program, except to the extent the Authority may identify any such as disclosable government records within the meaning of N.J.S.A. 47:1A-1 et seq.
- 5.4.2 The Consultant shall be required to use utmost care to protect the confidentiality of data by, among other things, requiring in Authority of these confidentiality terms and conditions into its contract(s) with Subconsultants, if any, and requiring personnel assigned to provide Services to sign a confidentiality agreement in a form provided by the Authority. Any release of confidential material in any form by the Consultant, its employees, Subconsultants or

assignees will be considered a violation of the Contractual Documents. Penalties for violation of this paragraph include, but are not limited to, termination of this Agreement and/or legal action, without the Authority being liable for damages, costs and/or attorney fees. The Consultant shall be liable for any and all damages arising from its breach of this confidentiality provision.

## **5.5 Contractual Relationship**

- 5.5.1 Nothing in the Contractual Documents shall be construed as creating a contractual relationship between any Subconsultant of the Consultant and the Authority.
- 5.5.2 The Consultant's status shall be that of an independent contractor, not an employee of the Authority. The Consultant agrees that it will conduct itself consistent with such status, that it will neither hold itself out as, nor claim to be, an officer or employee of the Authority by reason hereof. The Consultant shall not, by reason hereof, make any Claim, demand or application to any Authority officer or employee for any right or privilege afforded to an Authority officer or employee, including, but not limited to, workers' compensation, unemployment or other insurance benefits, social security coverage, or retirement membership or credit.
- 5.5.3 The Consultant and any Subconsultants engaged by the Consultant under this Agreement are bound by the terms and conditions of the Contractual Documents.
- 5.5.4 Nothing contained in this Agreement or the Contractual Documents shall create a contractual relationship with a third party or create a cause of action in favor of a third party against either Party. No individual, firm, corporation, or any combination thereof, which supplies materials, labor, services or equipment to the Consultant for the performance of Services shall become thereby a third party beneficiary of the Contractual Documents.
- 5.5.5 The Parties hereby bind themselves, their partners, successors, assigns and legal representatives each to the other Party and the other Contractual Documents.

## **5.6 Assignment**

- 5.6.1 The Consultant shall not assign or transfer its obligations, privileges or rights under the Contractual Documents without the prior written consent of the Authority. Any assignment or transfer of the Consultant's rights under the Contractual Documents without the prior written consent of the Authority shall not relieve the Consultant of any duty, obligation or liability assumed by it under the Contractual Documents.
- 5.6.2 Notwithstanding anything to the contrary, under no circumstance shall the Consultant assign its right to receive money under the Contractual Documents for any purpose or to any person whatsoever without the prior written approval of the Authority or order of court.
- 5.6.3 The Authority may elect, in its sole discretion, to assign this Agreement to any other State agency, authority or other State instrumentality, or any local or municipal instrumentality, at any time during the Term of this Agreement, and in such case, the Consultant agrees to continue to perform all of its obligations as set forth in this Agreement. The Consultant shall make no Claim against the Authority in the event of such assignment and shall execute such

certificates, documents and instruments as may be reasonably requested by the Authority to effect such assignment.

## **5.7 Mergers, Acquisitions, and Dissolutions**

- 5.7.1 If, subsequent to the execution of this Agreement, the Consultant proposes to merge with or be acquired by another firm or in the event of a proposed dissolution by the Consultant, the Consultant shall immediately notify the Authority and shall submit documentation to the Authority describing the proposed transaction.
- 5.7.2 The Authority, in its sole discretion, may approve the continuation of this Agreement following the proposed merger, acquisition or dissolution or terminate this Agreement for cause. The Authority will notify the Consultant of its decision within thirty (30) Days of receipt by the Authority of documentation from the Consultant describing the proposed transaction.
- 5.7.3 If the Authority approves a merger or acquisition, the Consultant shall submit to the Authority: (i) corporate resolutions prepared by the Consultant and the new entity ratifying acceptance of the Contractual Documents; (ii) information necessary to ensure that the new entity satisfies the Authority's pre-qualification policies and procedures, where applicable; (iii) the names and addresses of all owners and potential owners which hold or may acquire five percent (5%) or more of its stock or interest; (iv) any new or changed Federal Employer Identification Number(s); (v) acknowledgment of the assumption of the Contractual Documents by the new entity; and (vi) any other information the Authority may require.
- 5.7.4 If the Authority approves a dissolution, the Consultant shall submit to the Authority: (i) a copy of the corporate resolution, or the written statement of the partnership, general partner, receiver or custodian thereof, or the written agreement of the principal parties of a joint venture to dissolve the corporation, partnership or joint venture, respectively; (ii) information necessary to ensure that the new entity satisfies the Authority's pre-qualification policies and procedures, where applicable; (iii) any new or changed Federal Employer Identification Number(s); (iv) acknowledgment of the assumption of the Contractual Documents by the new parties; and (v) any other information the Authority may require.

## **5.8 Mandatory Compliance With Law**

- 5.8.1 The Consultant must comply during the Term with any and all Federal, State and local laws in effect or hereinafter promulgated that apply to performance by the Consultant under the Contractual Documents.
- 5.8.2 Each and every provision required by law to be inserted in the Contractual Documents shall be deemed to have been inserted therein. If any such provision has been omitted or has not been correctly inserted, the Contractual Documents shall be amended, upon application of either Party, to provide for such insertion or correction.
- 5.8.3 If the Authority determines that the Consultant has violated or failed to comply with applicable Federal, State or local laws with respect to its performance under the Contractual Documents, the Authority may withhold payments for such performance and take such action

that it deems appropriate until the Consultant has complied with such laws or has remedied such violation or non-compliance to the satisfaction of the Authority.

- 5.8.4 The Consultant's compliance with the legal requirements of this Section 5.8 and any other applicable laws, regulations or codes is mandatory and cannot be waived by the Authority.

## **5.9 Affirmative Action and Non-discrimination**

- 5.9.1 The Consultant and its Subconsultants shall abide by affirmative action rules established by the New Jersey Department of the Treasury at N.J.A.C. 17:27-1.1 et seq. under P.L. 1975, c. 127, the small business set-aside rules for the procurement of goods and services established by the Commerce and Economic Growth Commission at N.J.A.C. 17:14-4.1 et seq. and by Executive Order No. 71 (2003), and the affirmative action program established by the Authority pursuant to Section 48 of the Educational Facilities Financing and Construction Act, P.L. 2000, c. 72, and any rules and regulations associated therewith.

- 5.9.2 The Consultant shall not discriminate in employment and shall abide by all anti-discrimination laws, including those set forth in New Jersey's Law Against Discrimination, N.J.S.A. 10-5.1, et seq., and all rules and regulations promulgated thereunder. During the performance of this Term Contract, the Consultant agrees as follows:

5.9.2.1 The Consultant and its Subconsultants, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the Consultant 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, gender identity or expression, disability, nationality 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 Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause;

5.9.2.2 The Consultant and its Subconsultants, 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;

5.9.2.3 The Consultant and its Subconsultants, where applicable, will send to each labor union or representative of workers with which he 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 Consultant's (and the Subconsultant's) commitments under New Jersey's Law Against Discrimination, N.J.S.A. 10-5.1, et seq. and shall post copies of the notice in

conspicuous places available to employees and applicants for employment.

5.9.3 The Consultant shall abide by the provisions of the Americans With Disabilities Act, 42 U.S.C. § 12101 *et seq.*, with respect to its employment practices.

5.9.4 The Consultant shall comply with the *MacBride* principles of nondiscrimination in employment, or have no business operations in Northern Ireland, under N.J.S.A. 52:34-12.2.

## **5.10 Anti-collusion**

5.10.1 The Consultant, by executing this Agreement, does hereby warrant and represent that this Agreement has not been solicited, secured or prepared, directly or indirectly, in a manner contrary to the laws of the State; and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the Services by any conduct, including the paying or giving of any fee, commission, compensation, gift, gratuity, or consideration of any kind, direct or indirect, to any employee, officer, or board member of the Authority.

5.10.2 In the event of a breach or violation of this Section 5.10, the Authority may, at its sole option: (i) terminate this Agreement without the Authority being liable for damages, costs and/or attorney fees; and/or (ii) deduct from amounts otherwise payable by the Authority pursuant to this Agreement.

## **5.11 Conflict of Interest**

5.11.1 The Consultant shall not pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity or other thing of value of any kind to: (i) an Authority officer or employee with which the Consultant transacts, or offers or proposes to transact, business; or (ii) any member of the immediate family (defined by N.J.S.A. 52:13D-13i) of any such Authority officer or employee; or (iii) any partnership, firm or corporation with which such Authority officer or employee is employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.

5.11.2 The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any Authority officer or employee from the Consultant shall be reported in writing forthwith by the Consultant to the State Attorney General and the State Ethics Commission.

5.11.3 The Consultant shall not directly or indirectly undertake any private business, commercial or entrepreneurial relationship (whether or not pursuant to employment, contract or other agreement, express or implied) with, or sell any interest in the Consultant to, any Authority officer or employee having any duties in connection with the purchase, acquisition or sale of any property or services by or to the Authority; and shall not undertake any such relationship with, or sell any such interest to, any person, firm or entity with which such Authority officer or employee is employed or associated, or in which such Authority officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13(g). Any relationship subject to this provision shall be reported in writing forthwith to the State Ethics Commission, which may grant a waiver of this restriction upon application of the officer or employee and upon a finding that the present or proposed relationship presents neither an actual conflict of interest, nor the potential for, or appearance of, such a conflict of interest.



- 5.11.4 The Consultant shall not influence, attempt to influence, or cause to be influenced any Authority officer or employee in such officer's or employee's official capacity in any manner that might tend to impair the objectivity or independence of judgment of said officer or employee.
- 5.11.5 The Consultant shall not cause or influence or attempt to cause or influence, any Authority officer or employee to use or attempt to use such officer's or employee's official position to secure unwarranted privileges or advantages for the Consultant or any other person.
- 5.11.6 Under N.J.S.A. 52:34-19, it is a misdemeanor to offer, pay or give any fee, commission, compensation, gift or gratuity to any person employed by the Authority. It is the policy of the Authority to treat the offer of any gift or gratuity by the Consultant, its officers or employees, to any person employed by the Authority as grounds for debarment or suspension from submitting proposals and providing work or materials to the Authority.
- 5.11.7 The provisions cited in this Section 5.11 shall not be construed to prohibit an Authority officer or employee from receiving gifts from or contracting with the Consultant under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines or Code of Ethics that the State Ethics Commission and the NJSDA have promulgated or may promulgate.

## **5.12 Indemnification**

- 5.12.1 To the fullest extent permitted by law, the Consultant shall indemnify, protect, defend and save harmless the State of New Jersey, the Authority, as well as their respective agents, servants, officers, directors and employees, from and against any loss, damage, injury, cost or expense; and from and against any Claim, demand, liability, lawsuit, judgment, action or other proceeding arising, to arise from, in connection with, or as a result of any of the following:
- 5.12.1.1 the negligent acts or omissions of the Consultant, its agents, servants, officers, employees, Subconsultants or any other person acting at the Consultant's request, subject to its direction, or on its behalf;
- 5.12.1.2 the loss of life or property, or injury or damage to the person, body or property of any person or persons whatsoever, that arises or results directly or indirectly from the negligent performance of the Services or delivery of Deliverables by the Consultant, its agents, servants, officers, employees, Subconsultants or any other person acting at the Consultant's request, subject to its direction, or on its behalf;
- 5.12.1.3 any gross negligence, default, or breach, of the Consultant, its agents, servants, officers, employees, Subconsultants or any other person acting at the Consultant's request, subject to its direction, or on its behalf;
- 5.12.1.4 violation of or non-compliance with federal, State, local and municipal laws and regulations, ordinances, building codes (including without limitation the Americans with Disabilities Act, the Occupational Safety and Health Act ("OSHA") and the Environmental Protection Act) in connection with the performance or non-

performance of, or arising out of conditions created or caused to be created by, the Consultant, its agents, servants, officers, employees, Subconsultants or any other person acting at the Consultant's request, subject to its direction, or on its behalf; and

5.12.1.5 use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in performing Services.

5.12.2 The Consultant's indemnification obligation is not limited by, but is in addition to, the Consultant's insurance obligations contained in this Agreement.

5.12.3 The Consultant agrees that any approval by the Authority of the Services performed, or Deliverables provided by the Consultant shall not operate to limit the obligations of the Consultant under the Contractual Documents; and that the Authority assumes no obligations to indemnify or save harmless the Consultant, its agents, servants, employees, or Subconsultants against any Claims that may arise out of its performance or nonperformance under the Contractual Documents; and that the provisions of this indemnification clause shall in no way limit the Consultant's obligations under the Contractual Documents, nor shall they be construed to relieve the Consultant from any liability, nor preclude the Authority from taking any other actions available to it under any other provisions of the Contractual Documents or otherwise at law or equity.

5.12.4 This Section 5.12 shall survive the termination of the Contract.

## **6.0 TERMINATION AND SUSPENSION**

Nothing contained in this entire Section 6.0 shall limit the Authority's right to recover any and all costs and damages resulting from Consultant failure to perform the Services in a satisfactory manner.

### **6.1 Termination for Convenience of the Authority**

6.1.1 Performance by the Consultant of its obligations under the Contractual Documents may be terminated by the Authority in accordance with this Section 6.1 in whole or in part, whenever the Authority, in its sole discretion, determines that such termination is in its best interest.

6.1.2 Any such termination shall be effected by delivery of a "Notice of Termination" specifying the extent to which the Services under the Contractual Documents are terminated and the date upon which such termination becomes effective.

6.1.3 If so terminated, the Consultant shall be entitled only to that proportion of the compensation that the Services actually and satisfactorily performed by the Consultant bear to the total Services to be rendered under the Contractual Documents, less payments previously made.

6.1.4 The Authority may negotiate with the Consultant to establish an amount of compensation for the Consultant's costs incurred in the close-out of the Contractual Documents.

6.1.5 Upon termination for convenience, the Consultant shall furnish to the Authority, free of charge, such close-out reports, documents, and materials as the Authority may reasonably require.

## **6.2 Termination for Cause**

- 6.2.1 Without prejudice to any other remedy, the Authority may terminate this Agreement if the Consultant: (i) disregards laws, ordinances, rules, regulations or orders of any public body having jurisdiction; (ii) refuses or fails to supply enough properly skilled workers or proper materials; (iii) fails to make payments to Subconsultants for materials or labor in accordance with the respective agreements between the Consultant and the Subconsultants; (iv) fails to maintain or produce any records required by the Contractual Documents to be so maintained or produced; (v) fails to cooperate with the Authority where such cooperation is deemed necessary by the Authority for the implementation of the Contractual Documents; (vi) fails to obtain and properly maintain the level of insurance coverages outlined in Section 5.1; (vii) assigns or transfers its obligations, privileges or rights under the Contractual Documents without the prior written consent of the Authority; (viii) makes any misrepresentation or conceals any material fact; or (ix) commences or has commenced against it any action under the United States Bankruptcy Code or any state or federal insolvency law, the commencement of which, in the Authority's judgment, may impair the ability of the Consultant to perform its obligations under the Contractual Documents; or (x) violates or breaches the Contractual Documents or any provision or material term thereof. For all such causes of termination, except those contained in subsections (viii) and (ix), the Consultant may avoid termination if, within seven (7) Days of Notice of Termination, it commences correction of such default, neglect or violation, with diligence and promptness, fully curing same within the time prescribed by the Authority within the Notice of Termination; failure to do so shall result in termination of this Agreement.
- 6.2.2 Upon termination by the Authority pursuant to this Section 6.2, the Authority may, without prejudice to any other rights or remedies of the Authority, complete Services by whatever methods the Authority may deem appropriate.
- 6.2.3 In the event this Agreement is terminated for cause pursuant to this Section 6.2, the Authority reserves the right not to make any further payments to the Consultant and may require the Consultant to repay all or a portion of the monies already paid; and the Consultant shall be obligated to take any steps necessary to enable the Authority to complete the Services itself, or for the Authority to engage another Consultant to complete the Services at the Consultant's own expense for the portion that exceeds the amount that would have been paid to the Consultant for completing the Services.
- 6.2.4 No action by the Authority pursuant to this Section 6.2 shall operate to waive or release any Claim the Authority may have against the Consultant under the Contractual Documents.

## **6.3 Suspension for Convenience of the Authority**

- 6.3.1 The Authority shall have the right to defer the beginning, or to suspend the whole or any part, of the Services whenever, in the sole discretion of the Authority, it is necessary or expedient for the Authority to do so. The Authority shall give written notice to the Consultant of such suspension of performance of the Services and upon receipt of such notice, unless otherwise directed in writing by the Authority; the Consultant shall immediately discontinue all Services, except as may be deemed necessary by the Authority.
- 6.3.2 In the event of a suspension by the Authority pursuant to this Section 6.3, compensation shall

be determined as follows:

6.3.2.1 If the Authority determines that the Services have been suspended for a period cumulatively totaling less than ninety (90) Days, there shall be no additional compensation paid to the Consultant.

6.3.2.2 If the Authority determines that the Services have been suspended for a period cumulatively totaling ninety (90) Days or more, and if the Authority determines that the suspension has resulted from no fault of the Consultant, the Parties shall amend this Agreement to cover the remaining Services to be performed. Such Amendment shall provide a compensation adjustment in an amount deemed proper by the Authority and Consultant after review of the Consultant's submissions relating to the increased costs actually incurred by the Consultant as a direct result of the suspension. No such Amendment will change other Contractual Documents terms.

6.3.3 When the Authority has determined that a suspension is the fault of the Consultant, the Authority may, at its sole option, suspend all payments to the Consultant. Payment may be reinstated by the Authority upon completion of the Services in accordance with the other provisions of this Agreement and the other Contractual Documents provided, however, that there shall be no upward adjustment in direct or indirect costs or in any other costs. Alternatively, the Authority may terminate this Agreement pursuant to Section 6.2, above, or carry out the Services as provided for in Section 6.4, below.

#### **6.4 Authority's Right to Carry Out the Services**

6.4.1 If the Consultant fails to perform any obligation imposed under the Contractual Documents, and fails within seven (7) Days after receipt of written notice to commence and continue correction of such failure with diligence and promptness, the Authority may take steps to remedy such failure without prejudice to any other remedy the Authority may have. In such case, an appropriate written notice shall be issued deducting from the payments then or thereafter due the Consultant the cost of correcting such failure, including compensation for other Professional Services Consultant additional services made necessary by such failure. If the payments then or thereafter due the Consultant are not sufficient to cover such amount, the Consultant shall pay the difference to the Authority upon demand.

6.4.2 Any action by the Authority under this Section 6.4 shall be without prejudice to the Authority's rights under the Contractual Documents and shall not operate to release the Consultant from any of its obligations under the Contractual Documents.

#### **6.5 Unacceptable Services; Duty to Cure Errors and Omissions**

6.5.1 The Authority shall give the Consultant written notice as soon as practicable after it becomes aware of an error or omission by the Consultant. If the Authority determines that any Service delivered is unacceptable, in quality, timeliness, or any other condition, due to error, omission or failure to comply with requirements of the Contractual Documents, the Consultant shall correct and revise the unacceptable Services under the Authority's direction at no cost to the Authority. The corrected and revised Services shall be resubmitted to the Authority for approval.

6.5.2 The Consultant shall be liable to Authority for all damages to Authority caused by Consultant errors or omissions. The Consultant shall reimburse Authority for all costs incurred by Authority as a result of such errors and omissions, including interest and other expenses.

## 7.0 CLAIMS

All Claims by the Consultant against the Authority shall be governed by the following provisions.

**7.1 General.** The parties agree that this contract shall be deemed to be governed by and in accordance with the New Jersey Tort Claims Act, N.J.S.A. 59:1.1, et seq., the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq. and the New Jersey False Claims Act, N.J.S.A. 2A:32, et seq. (collectively "the Acts"), such that a claim against the NJSDA shall be treated in the same manner as a claim against the State of New Jersey under the Acts. All notice, claims and limitations periods set forth in the Acts shall apply to claims by the Consultant against the NJSDA

**7.2 Notice of Claim.** The Consultant shall file notice of its Claim on a form provided by the Authority, which form shall be completed in its entirety and signed by the Consultant. Incomplete forms will be rejected and have no effect. Submission of completed notice forms shall constitute compliance with the notice provisions of the New Jersey Contractual Liability Act if such notices are provided within the time limits established by N.J.S.A. 59:13-5.

**7.3 Review of Claims.** The administrative process for review of Claims is sequential in nature and mandatory. The Authority's Claims procedure is composed of the following steps:

Step One: Review by the Authority  
Step Two: Non-binding Mediation

Completion of the two (2) steps of Claims review is a mandatory prerequisite to the initiation of litigation by either Party.

**7.4 Compliance with Claim Review Procedure.** Each Claim will begin its review at Step One. A Claim will not proceed to the next step unless the Consultant submits a written objection to the prior step and requests that its Claim proceed to the next step. If at any step in the process a Claim is resolved, the Consultant must sign a full and final release as to any and all matters arising from the Claim.

**7.5 Step One: The Authority's Review.**

7.5.1 The Consultant must provide to the Authority the required forms as required by this Section to comply with the New Jersey Contractual Liability Act in order to begin the Authority's administrative process for the review of Claims. The Consultant shall also submit to the Authority all documentation supporting the Consultant's Claim. The documentation provided to the Authority will serve as the basis for evaluation of the Consultant's position regarding the Claim throughout Step One of the administrative process. The Consultant shall submit additional information upon request of the Authority. No formal action will be taken by the Authority unless and until the Authority receives complete Claim documentation from the Consultant.

7.5.2 Authority Review and Decision. At the option of the Authority, a meeting may be scheduled with the Consultant and the Authority to discuss the Claim. The Authority shall render its decision regarding the Claim in writing within sixty (60) Days of the receipt of the complete supporting documentation or within sixty (60) Days of any meeting with the Consultant and the Authority, whichever is later. This time limit may be extended by mutual agreement of the Parties or by the Authority, when additional time is required by the Authority to properly review and respond to the Claim. The Consultant, within fifteen (15) Days of the receipt of the decision by the Authority, shall accept or reject the Authority's decision in writing. If the Consultant neither accepts nor rejects in writing the Authority's decision within fifteen (15) Days, the Claim will be considered withdrawn from the administrative process and there will be no further administrative remedy available to the Consultant for the subject Claim.

7.6 **Step Two: Non-Binding Mediation.** If the Consultant rejects in writing the decision of the Authority, there is no further automatic administrative review of the Claim. Within fifteen (15) Days after issuance of the Authority's decision, the Consultant may request in writing that any or all outstanding Claims, which include any or all Claims that have been processed through Step One of the Claim resolution process, and that were neither withdrawn nor considered withdrawn from the process be submitted to Step Two and proceed to non-binding mediation. Such request shall be sent to the Authority. No Claim will proceed automatically to Step Two and the Consultant must make a specific written request that the Claim be elevated to Step Two for review. The cost of non-binding mediation shall be shared equally by the Consultant and the Authority. The mediator shall be selected by the Authority, with the concurrence of the Consultant. The rules for the mediation shall be agreed to by the Authority, the Consultant and the mediator prior to the start of the mediation. If the Parties fail to agree on the rules for the non-binding mediation, the mediation will not proceed and Step Two review will be deemed completed.

## 8.0 REPRESENTATIONS

The Consultant hereby represents as follows:

- 8.1 The Consultant is financially solvent, able to pay its debts as they become due and possessed of sufficient working capital to complete the services required and perform its obligations under this Agreement.
- 8.2 The Consultant is able to furnish the workplace, tools, materials, supplies, equipment and labor necessary to complete the Services and perform all of its obligations under the Contractual Documents, and has sufficient experience and competence to do so.
- 8.3 The Consultant is authorized to do business in the State of New Jersey and is properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over the Consultant and the Services it will be performing.
- 8.4 The Consultant's execution of and performance under this Agreement are within its duly authorized powers.
- 8.5 The Consultant certifies that it has satisfied itself, from its own investigation, of the conditions to be met, and that it fully understands its obligations and agrees that it will not make any Claim for, or have

right to, cancellation or relief from the Contractual Documents without penalty because of its misunderstanding or lack of information.

**8.6** The Consultant certifies that all representations made by it in any of the Contractual Documents are true, subject to penalty of law. The Consultant understands and agrees that its knowing or intentional violation of any statute or regulation related to public contracts and/or its misrepresentation or concealment of any material fact may be cause for termination of this Agreement. The Consultant understands and agrees that the Consultant's violation of any statute or regulation related to public contracts and/or its misrepresentation or concealment of any material fact shall serve as a legal bar to the Consultant's enforcement of its rights under the Contractual Documents, including any and all Claims at law or equity.

**8.7** The Consultant and any firm it has subcontracted has provided to the Authority proof of valid business registration with the Division of Revenue of the New Jersey Department of the Treasury, pursuant to L. 2001, c. 134, as set forth in Appendix E, and the Consultant shall not enter into any subcontract with a firm that has not provided it and the Authority with proof of such valid business registration.

## **9.0 AUTHORITY'S RIGHTS AND RESPONSIBILITIES**

### **9.1 Authority's Rights**

9.1.1 The Authority shall have the right to perform Services and to award contracts in connection with same that are not part of the Consultant's responsibilities under this Agreement.

9.1.2 The Authority shall have the right, in its sole discretion, to accept or reject personnel provided by the Consultant. The Consultant shall make a timely and prompt resubmittal to provide other personnel to replace any that are rejected by the Authority, both at the initial submittal or upon any subsequent rejection or substitution of personnel.

9.1.3 The Authority shall have the right to establish and maintain a Consultant Performance Evaluation Policy and Procedure. The Consultant's performance under this Agreement shall be evaluated by the Authority and shall be a factor used in the technical scoring of the Consultant with respect to any future submission by the Consultant in response to a Request for Proposals by the Authority. This evaluation shall consider, among other things, the Consultant's ability to provide all required Services.

9.1.4 The Authority's approval, acceptance, use of or payment for all or any part of Consultant's Services hereunder shall in no way alter the Consultant's obligations hereunder.

9.1.5 The Authority and the State Police reserve the right to audit the records of the Consultant and its Subconsultants in connection with all matters related to the Contractual Documents. If, as a result of such audit, the Consultant is discovered for any reason to owe any money or refund to the Authority, the Authority may reduce the Consultant's invoice amount to an amount considered commensurate with the actual services provided.

9.1.6 The Authority and their agents have the right to request, and the Consultant agrees to furnish free of charge, all information and copies of all records, documents or books relating to the provision of Service, which the Authority, or their agents may request. The Consultant shall allow representatives of the Authority and their agent(s) to visit the office(s) of the Consultant

periodically, upon reasonable notice, in order to review any information, records, documents or books related to the Contractual Documents or to otherwise monitor any Services being performed.

## **9.2 Authority's Responsibilities**

The Authority shall, on a timely basis, provide the Consultant with such information in its possession and/or control as may reasonably be necessary for the performance of the Services within the agreed upon time frame.

## **10.0 MISCELLANEOUS**

**10.1 Notices.** All notices or other communications required under this Agreement shall be in writing and sent by certified mail, return receipt requested, postage prepaid or by FedEx or similar guaranteed overnight courier and shall be deemed to have been given on the Day after depositing in the mail or with such overnight courier. Notices shall be addressed as directed in Appendix A (Special Conditions). Electronic transmission of information may be required, as may be set forth in the Scope of Services.

**10.2 Incorporation by Reference.** This Agreement incorporates by reference, as if set forth herein, all of the Contractual Documents in their entirety, including but not limited to this Agreement and its appendices; the Request for Proposals and the responses thereto; and any Amendments and any addenda.

**10.3 Conflict in Terms.** In the event of a conflict in terms among the Contractual Documents, the following order shall prevail for purposes of interpretation:

- 10.3.1 Appendix A (Special Conditions)
- 10.3.2 Appendix B (Scope of Services)
- 10.3.3 Agreement (excluding Appendices)
- 10.3.4 Proposals

**10.4 No Waiver of Warranties or Legal/Equitable Remedies.** Nothing in the Contractual Documents shall be construed to be a waiver by the Authority of any warranty, expressed or implied, or any remedies at law or equity, except as specifically and expressly stated in a writing executed by the Authority.

**10.5 Procedural Requirements.** The Consultant shall comply with all written procedural instructions that may be issued from time to time by the Authority.

**10.6 Governing Law.** This Agreement and all other Contractual Documents, and any and all litigation arising therefrom or related thereto, shall be governed by the applicable laws, regulations and rules of the State of New Jersey without reference to conflict-of-laws principles.

**10.7 Time of the Essence.** All time limits as stated in the Contractual Documents are of the essence.

**10.8 Entire Agreement and Amendments.** This Agreement and the other Contractual Documents represent the entire and integrated agreement between the Consultant and the Authority and supersede all prior negotiations, representations or agreements, either written or oral. This Agreement and all



other Contractual Documents may be amended only by written instrument signed by both the Consultant and the Authority, consistent with the requirements of the Operating Authority. Should the Consultant at any time find existing conditions that would make modification in requirements desirable, it shall promptly report such matters to the Authority for consideration.

- 10.9 Severability.** In the event that any provision of any Contractual Document shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision thereof.
- 10.10 Waiver of Breach.** In the event that any provision of any Contractual Document should be breached by any party and thereafter waived by any party, such waiver shall be limited to the particular breach so waived by any party and shall not be deemed to waive any other breach. Any consent by the Authority to a delay in Consultant's performance of any obligation shall apply only to the particular transaction to which it relates, and it shall not apply to any other obligation or transaction. And any delay in the Authority's enforcement of any remedy in the event of a breach by the Consultant of any term or condition of the Contractual Documents or any delay in the Authority's exercise of any right under the Contractual Documents shall not be construed as a waiver.
- 10.11 Execution in Counterparts.** This Agreement and any other Contractual Document, where applicable, may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.
- 10.12 Office of Fiscal Integrity.** The State Police (or its agents) may, at its discretion, investigate, examine and inspect the activities of the Consultant and all other parties involved with the Services. The State Police (or its agents) may require the Consultant or any other party involved with the Services to submit duly verified reports, which shall include such information and be in such form as the NJ State Police (or its agents) may require. In addition to the foregoing, the State Police (or its agents) may investigate, examine, inspect, or audit in any manner and at such times as the State Police deems necessary. The Consultant shall include in any and all contracts with Subconsultants a provision requiring such Subconsultants to permit the NJ State Police (or its agents), in its discretion, to investigate, examine, inspect or audit in any manner and at such times as the NJ State Police (or its agents) deems necessary.
- 10.13 Entry Clearance.** The Consultant and its personnel and Subconsultants shall be subject to such entry clearance at School Facilities Projects and other locations as may be required, if any, in order to fulfill obligations under the Contractual Documents.

**APPENDIX A**

**SPECIAL CONDITIONS**

A.1 Notices shall be addressed as follows:

Authority: New Jersey Schools Development Authority  
1 West State Street  
Trenton, NJ 08625  
Attention: Joanne Walsh

Consultant:

## **APPENDIX B**

### **SCOPE OF SERVICES**

**General Role.** The Consultant's general role in performing Staffing Services is to provide NJSDA with Employees to perform Professional Services acceptable to the NJSDA pursuant to assignment to job titles established in the Schedule of Job Descriptions, as such may be amended from time to time. The NJSDA, however, is under no obligation to order any particular number of assignments of Employees. The NJSDA may request Consultant(s) to propose multiple Employees along with the Employee hourly rate for any given job title, and then select the Employee that, in its sole judgment and discretion, will best serve the interests of the School Construction Program.

**Initial Assignment of Employees.** Within 30 Days of the Notice to Proceed, the Consultant shall make available for delivery to the NJSDA the Employees identified in this Appendix B, as well as any additional job descriptions for positions that the Authority employs, on assignment to provide Professional Services in accordance with the applicable Job Descriptions, at one or more NJSDA locations selected at the NJSDA's sole discretion.

**Acceptance of Proposed Employees.** The NJSDA shall review the qualifications of proposed Employees and, at its sole option, may conduct interviews. The NJSDA may require substitutions, as it deems appropriate.

**Subsequent Assignments of Employees.** Upon complete delivery of the initial assignment of Employees, the NJSDA may, in its sole discretion as the need arises, request the Consultant(s) to assign additional Employees to provide Professional Services in accordance with the Job Description(s) specified in the order.

**Resumes for Proposed Employees.** Within five (5) business days of receipt of any such order, the Consultant(s) shall provide the Authority with resumes of Employees proposed to provide Professional Services specified by the order.

**Substitution of Employees.** The NJSDA shall have the right to require the Consultant(s) to replace an unacceptable proposed or assigned Employee and, within five (5) business days of such replacement order, to provide a proposed substitute acceptable to the NJSDA. The Consultant(s) may also request approval of an Employee on leave or request permission to replace an Employee. The Consultant(s) shall provide the NJSDA with a resume of the proposed substitute Employee.

**Verification of Resumes; Background Checks.** The Consultant(s) shall be responsible for the truth and accuracy of the information provided in resumes. The NJSDA shall have the right to request or perform such verification of information contained in resumes of proposed Employees as the NJSDA, in its sole judgment and discretion, may deem necessary. The NJSDA may, in its sole judgment and discretion, request the Consultant(s) to: (a) provide a statement confirming that it has verified the following information as to an Employee: true identity, any criminal history, credential validation, and (b) forward such information to the NJSDA.

**Schedule of Job Descriptions.** Consultant's Employees shall be specifically assigned to provide Professional Services in a job title pursuant to the applicable Job Description set forth below, as it may be amended from time to time. Selected job descriptions including, but not limited to, cost engineer, senior cost engineer, estimating coordinator, program scheduler, cost analysis, contract analysis, program officer, senior program officer, structural engineer, site/civil engineer, and staff architect/designer are attached to this Appendix B.

**EXHIBIT 1**

**SCHEDULE OF JOB DESCRIPTIONS**

*{See Attached Sheets}*

**Job Description**

Job Title: Staff Architect Designer  
Division: Program Operations - Design Studio  
Employment Status: Full-Time Temporary Position

Date: September, 2012

**Job Summary**

In this position the Staff Architect Designer will be assigned to a team of technical professionals responsible for the design, development and documenting of school facilities projects. Also ensures that designs conform to applicable requirements and standards, in addition, to executing work accordance with established project schedule. Residency in New Jersey is a requirement for consideration for this position.

**Essential Duties and Responsibilities**

1. Preparation of design documents for school facilities projects, including feasibility studies, conceptual design, schematic design, and design development
2. Coordination of architectural design work with site/civil, HVAC, plumbing, electrical, and special systems requirements
3. Assist in review of project designs for compliance with applicable codes
4. Assist in review of project designs for conformance with project requirements and SDA standards
5. Assist in review of design documents prepared by outside design consultants for conformance with project requirements

**Required Skills and Abilities**

1. Outstanding written, communication, analytical and problem solving skills
2. Strong interpersonal and collaboration skills to foster a positive work environment, with internal partners, while ensuring external stakeholders provide appropriate deliverables
3. Outstanding organizational skills to successfully and simultaneously manage construction projects
4. Demonstrated ability to work in a deadline-driven, fast-paced environment while collaborating with technical professional staff, both individually and as a team
5. Proficient in the use AutoCAD (Architectural Desktop experience desirable) and use of Microsoft Office products (Word, Excel, Projects, etc.)

**Required Education and Experience**

1. Bachelor degree in Architectural Engineering preferred
2. Five to ten years' relevant work experience
3. Knowledgeable of New Jersey Codes (NJ UCC, NJ Best Practices, and NJSA 6A:26)
4. New Jersey Schools design experience

**Physical Demands**

Minimal

**Certificates and Licenses Required**

NJ Architectural Registration desirable

**Job Description**

Job Title: Site/Civil Engineer  
Division: Program Operations  
Employment Status: Long - Term Temporary Position

Date: February, 2012

**Job Summary**

In this position the Site/Civil Engineer will be assign to a team of technical professionals responsible for the development of bridging documents in support of the New Jersey School Development Authority Design-Build advancement projects. Time commitment needed for this position is temporary full-time. Residency in New Jersey is a requirement for consideration for this position.

**Essential Duties and Responsibilities**

1. Provide input and guidance to Design Team in developing and evaluating initial test fits of Kit of Parts prototypes on subject project sites. This includes evaluation of site ace, topography, and utility infrastructure.
2. Assist Design Team and Site Environmental Consultant in evaluating alternatives for site development including location and orientation of building, PE/Play, and parking areas.
3. Oversee development of conceptual site plan including building location and preliminary sizing and location of PE/Play areas, parking, roadways, walks, and drop-off areas. Develop conceptual site grading, utility, and drainage plans.
4. Assist in preparation of Site/Civil Technical Specification and Owner's Project Requirements
5. Oversee preparation of schematic site plans for submission to NJDOE
6. Oversee preparation of "Best Practices" site plan for review with NJDCA
7. Other duties maybe assigned as needed.

**Required Skills and Abilities**

1. Outstanding written, communication, analytical and problem solving skills.
2. Strong interpersonal and collaboration skills to foster a positive work environment, with internal partners, while ensuring external stakeholders provide appropriate deliverables.
3. Outstanding organizational skills to successfully and simultaneously manage construction projects.
4. Demonstrated ability to work in a deadline-driven, fast-paced environment while collaborating with technical professional staff, both individually and as a team.
5. Proficient in the use of Microsoft Office products (Word, Excel, Projects, etc.)

**Required Education and Experience**

1. Ten plus years' experience with Auto-Cad expertise required.
2. Familiar with New Jersey Codes
3. New Jersey School Construction experience

**Physical Demands**

Minimal

**Certificates and Licenses Required**

PE license desirable



**Job Description**

Job Title: Structural Engineer Date: February, 2012  
Division: Program Operations  
Employment Status: Full-Time Temporary Position

**Job Summary**

In this position the Structural Engineer will be assigned to a team of technical professionals responsible for the development of bridging documents in support of the New Jersey School Development Authority Design-Build advancement projects. Residency in New Jersey is a requirement for consideration for this position.

**Essential Duties and Responsibilities**

1. Review of geotechnical reports and recommendations regarding foundation systems
2. Review of architectural plan development and assist team in evaluating structural systems options
3. Development of conceptual structural plans including conceptual framing and preliminary determination of depth of floor and roof assemblies.
4. Other duties maybe assigned as needed.

**Required Skills and Abilities**

1. Outstanding written, communication, analytical and problem solving skills.
2. Strong interpersonal and collaboration skills to foster a positive work environment, with internal partners, while ensuring external stakeholders provide appropriate deliverables.
3. Outstanding organizational skills to successfully and simultaneously manage construction projects.
4. Demonstrated ability to work in a deadline-driven, fast-paced environment while collaborating with technical professional staff, both individually and as a team.
5. Proficient in the use of Microsoft Office products (Word, Excel, Projects, etc.)

**Required Education and Experience**

1. Ten years' experience with AutoCad skills desirable
2. Familiar with New Jersey Codes
3. New Jersey School Construction experience desirable

**Physical Demands**

Minimal

**Certificates and Licenses Required**

PE license desirable



**Job Description**

Job Title: Senior Program Officer Date: October, 2011  
Division: Program Operations  
Reports To: Program Director  
Grade Level: H18  
FLSA Status: Exempt  Non-Exempt   
Employment Status: Full Time  Part Time  Temporary  Intern

**Job Summary**

Under the direction of the Program Director and the Deputy Program Director, the Senior Program Officer has the responsibility and accountability to partner with a team of technical professionals including construction management consultants, architects, contractors, school district personnel and members of the NJSDA project team to successfully manage complex projects from the planning phase to post occupancy. Control project budget cost, and coordinate activities to resolve issues quickly affecting contract specifications, schedules and budgets by supporting established team initiatives to prevent and minimize project delays. This position requires excellent negotiation, communication and organizational skills to simultaneously coordinate and execute multiple facets of a project in a deadline driven environment while protecting the financial interest of the Authority. Residency in New Jersey is a requirement for consideration for this position.

**Essential Duties and Responsibilities**

1. In partnership with team members, oversees and manage complex projects by effectively coordinating activities of stakeholders within the NJSDA, as well as external entities including architectural and construction management consultants, contractors, school district personnel, NJ Department of Community Affairs, NJ Department of Education, NJ Department of Environmental Protection, and other local and state agencies from the planning phase to post occupancy.
2. Oversees project budget by reviewing and managing project costs with appropriate SDA staff. Reviews and recommends invoices, change orders, amendments, and claims in accordance with NJSDA operating authority and policy and procedures. Initiates value engineering sessions, cost estimate reviews, and constructability reviews.
3. Prepares presentations for the NJSDA Management and Board of Directors and other interested parties regarding project costs, schedule, and change order management.
4. Provide leadership support to the Program Director and Deputy Director by coordinating activities and resolving issues quickly and delivering the project within scope and schedule parameters while simultaneously protecting the financial interests of the Authority.
5. Acts as a liaison between NJSDA and school district facilities personnel to resolve issues quickly and deliver the project within scope and schedule parameters while simultaneously protecting the financial interests of the Authority.
6. Participates in the procurement of consultants and contractors in keeping with SDA policies and procedures. Also, coordinates the timely processing of performance evaluations for contractors and consultants.

7. Performs detailed analyses of issues, including those relating to technical design, construction, real estate or environmental matters. Draft reports that appropriately convey information to others less familiar with the matter and make recommendations based upon the analyses.
8. Lead technical advisory groups as required, providing insight and guidance across project teams, developing best practice approaches to issue resolution and serve as primary liaison to other relevant regulatory agencies.
9. Ensure regular and accurate updates are made in the various SDA information management systems and make certain important issues are appropriately conveyed in a manner and timeframe to receive appropriate and timely attention from appropriate level of authority.

### **Required Skills and Abilities**

1. Outstanding written, communication, analytical and problem solving skills with demonstrated ability to comprehend and interpret proposals and regulations and prepare clear, technically sound, accurate and comprehensive reports containing findings, conclusions, and recommendations while adhering to strict deadlines.
2. Strong interpersonal, negotiation and collaboration skills to foster a positive work environment, with internal partners, while ensuring external stakeholders provide appropriate deliverables.
3. Outstanding organizational skills to successfully and simultaneously manage construction projects.
4. Demonstrated ability to work in a deadline-driven, fast-paced environment while collaborating with professional staff, both individually and as a team.
5. Proficient in the use of Microsoft Office products (Word, Excel, Project, etc.)

### **Required Education and Experience**

1. Bachelors Degree in Construction Management, Architecture, Engineering, Finance, Planning or other related field or equivalent related experience. Masters degree preferred.
2. Minimum ten years diversified experience in real estate development; planning, design, construction, financial or environmental management of large scale institutional, industrial and commercial or construction projects, including experience in working with technical professional consultants and contractors.
3. Knowledge of construction codes, and the regulatory environment affecting development.
4. Experience in the aspects of general design and construction, including reading and interpreting construction documents and drawings.
5. Knowledge of software applications to manage projects and schedules such as Primavera Expedition, Prolog, etc.

### **Physical Demands**

Regular construction worksite visits that may require physical activities such as, climbing ladders and walking significant distances, etc.

### **Certificates and Licenses Required**

Valid Drivers' License

**Job Description**

Job Title: Program Officer Date: October, 2011  
Division: Program Operations  
Reports To: Program Director  
Grade Level: H17  
FLSA Status: Exempt   
Employment Status: Full Time

**Job Summary**

Under the direction of the Program Director and the Deputy Program Director, the Program Officer has the responsibility and accountability to partner with a team of technical professionals including construction management consultants, architects, contractors, school district personnel and members of the NJSDA project team to successfully manage complex projects from the planning phase to post occupancy. Control project budget cost, and coordinate activities to resolve issues quickly affecting contract specifications, schedules and budgets by supporting established team initiatives to prevent and minimize project delays. This position requires excellent negotiation, communication and organizational skills to simultaneously coordinate and execute multiple facets of a project in a deadline driven environment while protecting the financial interest of the Authority. Residency in New Jersey is a requirement for consideration for this position.

**Essential Duties and Responsibilities**

1. In partnership with team members, manage complex projects by effectively coordinating activities of stakeholders within the NJSDA, as well as external entities including architectural and construction management consultants, contractors, school district personnel, NJ Department of Community Affairs, NJ Department of Education, NJ Department of Environmental Protection, and other local and state agencies from the planning phase to post occupancy.
2. Control project budget by reviewing and managing project costs with appropriate SDA staff. Reviews and recommends invoices, change orders, amendments, and claims in accordance with NJSDA operating authority and policy and procedures. Initiates value engineering sessions, cost estimate reviews, and constructability reviews.
3. Assist with preparing presentations for the NJSDA Management and Board of Directors and other interested parties regarding project costs, schedule, and change order management.
4. Provide support to the Program Director and Deputy Director by coordinating activities and resolving issues quickly and delivering the project within scope and schedule parameters while simultaneously protecting the financial interests of the Authority.
5. Acts as a liaison between NJSDA and school district facilities personnel to resolve issues quickly and deliver the project within scope and schedule parameters while simultaneously protecting the financial interests of the Authority.
6. Participates in the procurement of consultants and contractors in keeping with SDA policies and procedures. Also, coordinates the timely processing of performance evaluations for contractors and consultants.

7. Performs detailed analysis of issues, including those relating to technical design, construction, real estate or environmental matters. Draft reports that appropriately convey information to others less familiar with the matter and make recommendations based upon the analysis.
8. Ensure regular and accurate updates are made in the various SDA information management systems and make certain that important issues are appropriately conveyed in a manner and timeframe to receive appropriate and timely attention from appropriate level of authority.

### **Required Skills and Abilities**

1. Outstanding written, communication, analytical and problem solving skills with demonstrated ability to comprehend and interpret proposals and regulations and prepare clear, technically sound, accurate and comprehensive reports containing findings, conclusions, and recommendations while adhering to strict deadlines.
2. Strong interpersonal, negotiation and collaboration skills to foster a positive work environment, with internal partners, while ensuring external stakeholders provide appropriate deliverables.
3. Outstanding organizational skills to successfully and simultaneously manage construction projects.
4. Demonstrated ability to work in a deadline-driven, fast-paced environment while collaborating with professional staff, both individually and as a team.
5. Proficient in the use of Microsoft Office products (Word, Excel, Projects, etc.)

### **Required Education and Experience**

1. Bachelors Degree in Construction Management, Architecture, Engineering, Finance, Planning or other related field or equivalent related experience.
2. Minimum five years diversified experience in real estate development; planning, design, construction, financial or environmental management of large scale institutional, industrial and commercial or construction projects, including experience in working with technical professional consultants and contractors.
3. Knowledge of construction codes, and the regulatory environment affecting development.
4. Experience in the aspects of general design and construction, including reading and interpreting construction documents and drawings.
5. Knowledge of software applications to manage projects and schedules such as Primavera Expedition, Prolog, etc.

### **Physical Demands**

Regular construction worksite visits that may require physical activities such as, climbing ladders and walking significant distances, etc.

### **Certificates and Licenses Required**

Valid Drivers' License

**Job Description**

Job Title: Contract Analyst Date: October, 2011  
Division: Contract Management  
Reports To: Deputy Director – Contract Management  
Grade Level: H15  
FLSA Status: Exempt  Non-Exempt   
Employment Status: Full Time  Part Time  Temporary

**Job Summary**

This position is primarily accountable for the creation, preparation, and analysis of the departments various databases, reports and presentations. In addition, this position will be responsible for management and reporting of the quarterly quality assurance reviews.

**Essential Duties and Responsibilities**

1. Review PMF Invoices for mathematical accuracy and contract adherence before the Deputy Director reviews and approves.
2. Maintain all PMF Databases and individual PMF Invoice Analysis files.
3. Assist in writing PMF Amendments, Architecture and Engineering credit and/or close out Amendments, and related Board memos.
4. Coordinate and prepare form Amendments, change order Logs and Weekly CMD Status reports.
5. Manage and coordinate Quarterly Quality Assurance including Pick List, Reviews, and writing reports.
6. Maintain database of information of all SDA awarded contracts (except Health and Safety) and all active and completed projects.
7. Track CMD and SDA cost avoidance of amendments and Change Orders, and create monthly, quarterly and/or annual reports.
8. Track CMD and SDA time spent to review and approve amendments and change orders, and create monthly, quarterly and/or annual reports.
9. Create and prepare templates, analyses, databases and ad hoc reports as needed for managers and staff.

**Required Skills and Abilities**

1. Excellent analytical, and computer and organizational skills with critical attention to details.
2. Ability to communicate effectively and professionally.
3. Must be proficient in MS Excel and Word; Primavera Contract Manager and SIMS.

## **Required Education and Experience**

1. Bachelors of Arts in Business Administration, preferably with a concentration in finance or accounting. Masters Degree a plus.
2. A minimum of five to seven years relevant work experience in amendments and change orders.

### **Physical Demands**

Minimal

### **Certificates and Licenses Required**

NA

**Job Description**

Job Title: Cost Analyst Date: October, 2011  
Division: Contract Management  
Reports To: Deputy Director - Contract Management  
Grade Level: H16  
FLSA Status: Exempt  Non-Exempt   
Employment Status: Full Time  Part Time  Temporary

**Job Summary**

Assist Cost Engineers in reviewing, analyzing, and controlling the costs of construction contract changes and/or amendments including the validation of merit and compliance to the Terms of Agreement between NJSDA and the Contractor, Design Consultant, and Project/Construction Management Firms. Assist with the analysis of design errors and omissions.

**Essential Duties and Responsibilities**

1. Review and analyze Design Consultant and Project Management Firm amendments for validity of scope of work and cost against actual agreement between NJSDA and the Design Consultant/PMF.
2. Review and assist Cost Engineers in analyzing construction change orders, construction change directives, and construction change requests and all supporting documentation in accordance with applicable policy and procedures to determine validity, Contract Compliance and reasonableness of proposed cost.
3. Review and assist Cost Engineers with construction change orders, construction change directives, construction change requests and all supporting documentation attributable to design consultant errors and omission to determine impacts to the construction contract terms of agreement, and recovery costs associated with those impacts.
4. Set up criteria and perform statistical analysis on status of change orders for various NJSDA divisions to be able to prioritize and focus at most critical issues/aspects related to change order workload.
5. Assist Special Projects in cost recovery efforts by the Authority.

**Required Skills and Abilities**

1. Strong analytical skills with the ability to analyze cost proposals, contract drawings and specifications and contracts while adhering to strict deadlines.
2. Excellent written, verbal and presentation skills.
3. Good knowledge of construction methods and standards.
4. Must be familiar with unit cost development and application of production rates.



5. Strong organizational skills and ability to successfully and simultaneously manage multiple projects and priorities.
6. Ability to establish and maintain cooperative work relationships with staff, PMF/CM contractors, districts and engineering professionals.
7. Proficient in MS Word, Excel, Primavera, and MS Project.

### **Required Education and Experience**

1. Bachelors' degree in Engineering, Architecture and Construction Management.
2. Working knowledge of construction industry.
3. Three years of experience in design and construction, cost estimating, and scheduling.
4. Experience working with Expedition software and other project management software.
5. Experience in preparation of material, labor, and equipment cost estimates.

### **Physical Demands**

Minimal

### **Certificates and Licenses Required**

Valid drivers' license

**Job Description**

Job Title: Program Scheduler Date: October, 2011  
Division: Contract Management  
Reports To: Deputy Director - Contract Management  
Grade Level: H17  
FLSA Status: Exempt  Non-Exempt   
Employment Status: Full Time  Part Time  Temporary

**Job Summary**

The Program Scheduler within the Division of Contract Management is responsible to perform all aspects of schedule control functions including review and analysis of general contractor recovery schedules, time impact analysis, time extension requests and delay claims in accordance with New Jersey Schools Development Authority contract documents. The Program Scheduler is responsible to work with project teams towards completion of projects on schedule, and within approved funding.

**Essential Duties and Responsibilities**

1. Provide guidance in pre-construction scheduling conference related to scheduling methodology, work breakdown structure, coding, activity durations, constraints, cost assignments/approved schedule of values, etc.
2. Review and perform independent analysis of Contract Management assessment of general contractor resource/role/cost loaded, baseline schedule, monthly multiple project schedule updates and recovery schedules.
3. Perform independent review and analysis of general contractor and or consultant request for construction contract time extensions due to construction change orders, any delays and bulletins and evaluate/assess value of impact in calendar days to contractual milestones/project schedule. This independent review and analysis of General Contractor submission includes review of Contract Management assessment of the validity/value of construction time extension.
4. Prepare and submit report of independent assessment of General Contractor construction time extension request to Director, Contract Management and issue release of assessed time (if applicable).
5. Participate in negotiation of construction time extensions and delays for fair and reasonable resolution.
6. Review NJSDA schedules with project teams and perform necessary adjustments and changes.

**Required Skills and Abilities**

1. Strong analytical and negotiation skills.
2. Demonstrated ability to manage multiple projects and priorities effectively.
3. Demonstrated ability to influence others and negotiate schedules.

4. Knowledge of construction means and methods.
5. Excellent written and verbal communication skills.
6. Proficient in Word, Excel, Access, other relevant software.

### **Required Education and Experience**

1. Bachelors' degree in engineering, architecture, construction or a related field.
2. Five years experience with all aspects of Critical Path Method scheduling and its application, etc. including Primavera project planner P3, P5 and primavera expedition.
3. Experience in interpreting of contract plans for scope of work, phasing, and contractual milestones.

### **Physical Demands**

Minimal

### **Certificates and Licenses Required**

Valid drivers' license

**Job Description**

Job Title: Estimating Coordinator Date: October, 2011  
Division: Contract Management  
Reports To: Deputy Director - Contract Management  
Grade Level: H16  
FLSA Status: Exempt  
Employment Status: Full Time

**Job Summary**

This position analyzes blueprints, specifications, proposals, change orders, and other documentation to prepare time, cost and labor estimates for construction projects or services by performing the following duties as outlined below. Residency in New Jersey is a requirement for consideration for this position.

**Essential Duties and Responsibilities**

1. Reviews data to determine material and labor requirements and prepares itemized lists.
2. Computes cost factors and prepares estimates used for management purposes such as planning, organizing, and scheduling work, preparing bids, selecting vendors, general contractors or subcontractors, and determining cost effectiveness.
3. Develops independent estimates for school facilities in preconstruction phase for Capital Plan, Emergent and Grant projects as required by Program Operations.
4. Conducts special studies to develop and establish standard hours and related cost data or effective cost reductions.
5. Prepare an independent estimate for change orders and makes recommendations to Cost Engineers as to merit and cost settlements.
6. Consults with clients, design contractors, or other individuals to formulate/ reconcile estimates and resolve issues.
7. Participates in cost estimate review of various school projects at each phase with the design team, Consultants and Program Operations staff.
8. Assists in the development of construction cost estimate formats, standards and unit rates.

**Required Skills and Abilities**

1. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
2. Ability to write reports and business correspondence.
3. Excellent presentation skills and ability to effectively respond to questions from groups of managers, clients, customers, and the general public.
4. Excellent verbal, written and interpersonal skills.
5. Ability to follow oral or written directions, functions effectively under pressure while adhering to strict deadlines; possess strong organization skills with an emphasis on detail.

6. Strong analytical skills and ability to define problems, collect data, establish facts and draw valid conclusions.
7. Knowledge of mathematical concepts such as fundamentals of algebra, plane and solid geometry and the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
8. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Required Education and Experience**

1. Minimum Associate's degree (A.A.) or equivalent from two-year College or technical school. Bachelors degree preferred
2. Ten years relevant estimating experience and/or training; or equivalent combination of education and experience.
3. Experience in reading and interpreting contract documents such as drawings/plans, specifications and forms of agreement.

### **Physical Demands**

Minimal

### **Certificates and Licenses Required**

Valid drivers' license



STATE OF NEW JERSEY

# SCHOOLS DEVELOPMENT AUTHORITY

## Job Description

Job Title: Senior Cost Engineer Date: October, 2011  
Division: Contract Management  
Reports To: Deputy Director - Contract Management  
Grade Level: H18  
FLSA Status: Exempt  Non-Exempt   
Employment Status: Full Time  Part Time  Temporary

## Job Summary

This position is primarily accountable for reviewing, analyzing, and controlling the costs of construction contract changes and/or amendments. This includes the validation of merit and compliance to the Terms of Agreement between NJSDA and the Contractor, Design Consultant, and Project/Construction Management Firms. Assist Office of Chief Counsel in review of claims and analyze design errors and omissions to assist cost recoveries.

## Essential Duties and Responsibilities

1. Review and analyze construction change orders, construction change directives, construction change requests and all supporting documentation in accordance with applicable policy and procedures to determine validity, Contract Compliance and reasonableness of proposed cost. Assist in negotiations as required, identify improvements and lessons learned related to bid strategies, field initiatives taken and approved operating procedures.
2. Perform post audit reviews of construction change orders and all supporting documentation valued at \$75,000 or less to determine validity, contract compliance and reasonableness of costs. Develop weekly reports for supervisors and upper management use.
3. Review construction change orders, construction change directives, and construction change requests and all supporting documentation attributable to design consultant errors and omission to determine impacts to the construction contract terms of agreement, and recovery costs associated with those impacts.
4. Review Design consultant and Project Management Firm amendments for validity of scope of work and cost against actual agreement between NJSDA and the Design Consultant/PMF.
5. Perform independent cost estimating and scheduling analysis of baseline, recovery, and updated project schedules to determine validity of contractor/consultant change order proposals.
6. Set up criteria and perform statistical analysis on status of change orders for various NJSDA divisions to be able to prioritize and focus at most critical issues/aspects related to change order workload.
7. Assist Office of Chief Counsel in review of claims. Assist Special Projects in cost recovery efforts for the Authority.

## **Required Skills and Abilities**

1. Strong analytical skills with the ability to analyze cost proposals, contract drawings, specifications and comprehend and interpret contracts.
2. Excellent written, verbal and presentation skills.
3. Strong organizational skills to successfully able to simultaneously manage multiple projects and adhere to strict deadlines.
4. Good knowledge of construction methods and standards.
5. Ability to establish and maintain cooperative working relationships with staff, PMF/CM contractors, districts and engineering professionals.
6. Strong negotiation and influencing skills.
7. Strong technical knowledge of scheduling software (i.e. Primavera, MS Project) and knowledge in Building Codes.
8. Proficient in MS Word, Excel, Primavera, and MS Project; Familiarity with Expedition software and other project management software.

## **Required Education and Experience**

1. Bachelor of Science degree in Engineering/Architecture or Construction Management.
2. Working knowledge of construction industry and environmental experience.
3. Technical knowledge of Project CPM scheduling and Construction Cost Estimating.
4. Ten years of experience in design and construction, cost estimating, and scheduling.
5. Experience in materials preparation, labor, and equipment cost estimates; Familiarity with
6. unit cost development and application of production rates;
7. Architectural, MEP, and/or Structural engineering experience. Construction Site experience including new building, Addition, and Renovation project experience.

### **Physical Demands**

Minimal

### **Certificates and Licenses Required**

Valid drivers' license

**Job Description**

Job Title: Cost Engineer Date: October, 2011  
Division: Contract Management  
Reports To: Deputy Director - Contract Management  
Grade Level: H17  
FLSA Status: Exempt  Non-Exempt   
Employment Status: Full Time  Part Time  Temporary

**Job Summary**

This position is accountable for the review, analysis, and control costs of construction contract changes and/or amendments including the validation of merit and compliance to the Terms of Agreement between NJSDA and the Contractor, Design Consultant, and Project/Construction Management Firms. Assist Office of Chief Counsel in review of claims and analyze design errors and omissions to assist cost recoveries.

**Essential Duties and Responsibilities**

1. Review and analyze change orders, construction change directives, and construction change requests and all supporting documentation in accordance with applicable policy and procedures to determine validity, contract compliance and reasonableness of proposed cost. Assist in negotiations as required.
2. Perform post audit reviews of construction change orders and all supporting documentation valued at \$75,000 or less to determine validity, contract compliance and reasonableness of costs. Develop weekly reports for supervisors and upper management use.
3. Review construction change orders, construction change directives, and construction change requests and all supporting documentation attributable to design consultant errors and omissions to determine impacts to the construction contract terms of agreement, and recovery costs associated with those impacts.
4. Review Design Consultant and Project Management Firm amendments for validity of scope of work and cost against actual agreement between NJSDA and the Design Consultant/PMF.
5. Perform independent cost estimating and scheduling analysis of baseline, recovery, and updated project schedules to determine validity of contractor/consultant change order proposals.
6. Assist Office of Chief Counsel in review of claims. Assist Special Projects in cost recovery efforts by the Authority.



## **Required Skills and Abilities**

1. Strong analytical skills with the ability to analyze cost proposals, contract drawings and specifications and ability to comprehend and interpret contract and adhere to strict deadlines.
2. Excellent written, verbal and presentation skills.
3. Good knowledge of construction methods and environmental standards.
4. Strong organizational skills and ability to successfully and simultaneously manage multiple projects while adhering to strict deadlines.
5. Ability to establish and maintain cooperative working relationships with staff, PMF/CM contractors, districts and engineering professionals.
6. Familiarity with unit cost development and application of production rates;
7. Strong negotiation and analytical skills.
8. Strong technical knowledge of scheduling software (i.e. Primavera, MS Project) and knowledge in Building Codes.
9. Experience in materials preparation, labor, and equipment cost estimates.
10. Architectural, MEP, and/or Structural engineering experience. Construction Site experience including new building, addition, and renovation project experience.
11. Proficient in MS Word, Excel, Primavera, and MS Project; Familiarity with Expedition software and other project management software.

## **Required Education and Experience**

1. Bachelors of Science degree in Engineering/Architecture or Construction Management.
2. Technical knowledge of Project CPM scheduling and Construction Cost Estimating.
3. Ten years of experience in design and construction, cost estimating, and scheduling.

### **Physical Demands**

Minimal

### **Certificates and Licenses Required**

Valid drivers' license

**APPENDIX C**

**COMPENSATION – FEE PROPOSAL**

*{See Attached Sheets}*



filed by the Consultant with the Authority.

- D. The Consultant certifies that, if applicable, any change in the information provided by the Consultant in its prequalification application currently on file with the Authority will be immediately reported to the Authority.
- E. The Consultant certifies that, if applicable, it shall immediately notify the Authority and the State Police if any director, partner, officer, employee of the Consultant or any shareholder owning 5% or more of the Consultant's stock:
  - 1. Is the subject of investigation involving any violation of criminal law or other federal, state, or local law or regulation by any governmental agency; or
  - 2. Is arrested, indicted or named as an unindicted co-conspirator in any indictment or other accusatory instrument; or
  - 3. Is convicted of any crime under state or federal law, or of any disorderly persons offense or misdemeanor involving a business-related offense.
- F. The Consultant hereby waives any objection it might otherwise raise permitting the State Police to investigate, examine and inspect all activities related to the Agreement pursuant to Public Law 2000, Chapter 72, Section 70, as amended. The Consultant further releases and holds harmless the State Police, the Authority, and the State of New Jersey. All statements contained in the Consultant's Technical Proposal and Fee Proposal and in this waiver and consent are true and correct, and made with full knowledge that the Authority and the State of New Jersey rely upon the truth of the statements contained in this affidavit in awarding the Agreement.

Sworn and subscribed to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Notary Public of

\_\_\_\_\_  
Print Name of Principal

My commission expires: \_\_\_\_\_, 20\_\_.



(NO COLLUSION)

I SWEAR AND AFFIRM that the Consultant 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 Program; that the prices in the Fee Proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition; that the prices have not been knowingly disclosed directly or indirectly by the Consultant to any other firm submitting a Proposal, unless otherwise required by law; that no attempt has been made by the Consultant to induce any other person or business entity to submit or not submit a Proposal for the purpose of restricting competition; AND

(NO DISCRIMINATION)

I SWEAR AND AFFIRM that the Consultant will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, gender or sexual orientation and has complied and will continue to comply with all State and Federal laws and Executive Orders respecting non-discrimination; AND

(PREVAILING WAGE)

If applicable, I SWEAR AND AFFIRM that the Consultant shall or has complied with the New Jersey Contractor Registration Act, Public Laws 1999, Chapter 238 and the New Jersey Prevailing Wage Act, Laws of 1963, Chapter 150, and all amendments thereto, with respect to the Program and any contracts related to school construction entered into on behalf of the State of New Jersey, except those contracts not within the contemplation of these acts; AND

I SWEAR AND AFFIRM that all statements contained in the Consultant's Technical Proposal and Fee Proposal and this Affidavit are true and correct; and all such statements have been made with full knowledge that the Authority and the State of New Jersey rely upon the truth of the statements contained in this Affidavit in awarding the Agreement.

Sworn and subscribed to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Notary Public of

\_\_\_\_\_  
Print Name of Principal

My commission expires: \_\_\_\_\_, 20\_\_.

**APPENDIX E**

**INSURANCE CERTIFICATE(S)**

*{See Attached Sheets}*

**APPENDIX F**

**OTHER DOCUMENTATION**

*{See Attached Sheets}*

- 1. BUSINESS REGISTRATION**
- 2. PL 2005, CHAPTER 51 APPROVAL**
- 3. SBE APPROVAL**
- 4. EO129 CERTIFICATION**



**ATTACHMENT B**

**NJSDA FORM 202 –  
KEY TEAM MEMBER RESUME**

*{See attached sheet}*

**NJSDA FORM 202  
KEY TEAM MEMBER RESUME**

**KEY TEAM MEMBER NAME AND FIRM:**

**YEARS OF EXPERIENCE:**

**YEARS WITH FIRM:**

**PROFESSIONAL HISTORY:**

**EDUCATION:**

**PROFESSIONAL REGISTRATIONS & AFFILIATIONS:**

**RELEVANT EXPERIENCE & QUALIFICATIONS:**

**NJSDA FORM 202**

**KEY TEAM MEMBER RESUME (cont'd)**

**Key Team Member Name & Firm: \_\_\_\_\_**

**ATTACHMENT C**

**NJSDA FORM B –  
SCHEDULE OF SBE PARTICIPATION  
FOR  
GOODS & SERVICES VENDORS**

*{See attached sheet}*

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**  
**SBE FORM B - SCHEDULE OF SBE PARTICIPATION FOR GOODS & SERVICES VENDORS**  
**NJSDA PROCUREMENT ANALYST: DARYL JOHNSON**

CONTRACT NO: PW1204 SCHOOL NAME(S): N/A PRIME FED ID NO: \_\_\_\_\_

CONTRACT AMT: \$ \_\_\_\_\_ SCHOOL DISRICT: N/A DATE OF AWARD: TBD

Name of SBE Consultant	Category (see below)	** MBE	** WBE	Address, Telephone Number & Contact Person	Type of Work Performed (Discipline)	Subconsultant Amount	Projected		% of Total Contract
							Start Date	End Date	
TOTALS									

\_\_\_\_\_  
CONSULTANT (Print Name)

\_\_\_\_\_  
PREPARED BY: (Print Name)

\_\_\_\_\_  
CONSULTANT'S SBE LIAISON (Print Name)

\_\_\_\_\_  
CONSULTANT ADDRESS

\_\_\_\_\_  
SIGNATURE & TITLE

\_\_\_\_\_  
TELEPHONE (Include Area Code)

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

**NOTE:** As the Prime Contractor of this contract you have a responsibility to meet the following SBE goals: A minimum of 25% (5% Category 1, 5% Category 2, 5 % Category 3 and the remaining 10% to be allocated among Categories 1, 2, and 3).

**NJ STATE GOALS:**

- Category 1: SBE's with gross revenue not exceeding \$500,000
- Category 2: SBE's with gross revenues exceeding \$500,000, but not greater than \$5,000,000
- Category 3: SBE's with gross revenue exceeding \$5,000,000, but not greater than 12,000,000

Pursuant to Executive Order #34, NJSDA is currently monitoring minority/woman-owned participation on all construction and goods and services contracts. **Please note**, if any of the named subcontractors are a minority or woman owned firm, as well as an SBE, indicate this where appropriate.

**ATTACHMENT D**

**NJSDA FEE PROPOSAL**

**PROFESSIONAL STAFFING SERVICES**

**Contract No.: PW1204**

Name of Consultant: \_\_\_\_\_ (“Consultant”) will  
provide its services based on a Direct Labor Multiplier of 1.9.

Example: \$100/hr. team member rate with 1.9 multiplier is \$190/hr. paid to consultant

Please note that the Direct Labor Multiplier shall include all costs the Consultant intends to recoup through compensation under the Agreement, including, but not necessarily limited to, the following: employee base salary and vacation, holiday, other leave pay, social security contributions, unemployment taxes, Insurance costs in accordance with Section 5.1, travel expenses, and any other fringe benefits, payroll burden, and per diem, as well as an appropriately proportionate amount of company overhead and profit.

I am duly authorized to sign this Fee Proposal on behalf of the named consultant.

Consultant: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

**ATTACHMENT E**

**MORAL INTEGRITY QUESTIONNAIRE**

<b>NEW JERSEY STATE POLICE/SDA QUESTIONNAIRE NEW JERSEY SCHOOL DEVELOPMENT AUTHORITY PROCUREMENT &amp; CONTRACT SERVICES 1 WEST STATE STREET, P.O. BOX 991 TRENTON, N.J. 08625-0991</b>		
<b><u>CHECK ALL THAT APPLY:</u></b> <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> PROFESSIONAL SERVICES <input type="checkbox"/> VENDOR/SUPPLIER	<b>CHECK ONE:</b> <input type="checkbox"/> INITIAL <input type="checkbox"/> RENEWAL	<b><u>FEDERAL TAX ID #</u></b> _____ _____
<b>BUSINESS LEGAL NAME AND ADDRESS:</b>        <b>“DOING BUSINESS AS” NAME(S):</b>	<b><u>TELEPHONE #</u></b> _____	<b>DUNS # (if known)</b> _____ _____
	<b><u>FAX #</u></b> _____	<b>TYPE OF BUSINESS:</b> <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> L.L.C. <input type="checkbox"/> OTHER (SPECIFY) _____
	<b><u>E-MAIL ADDRESS</u></b> _____	
	<b>WEB ADDRESS</b> _____	
<b>If the books and accounts of the Applicant Business Concern are not at the above address, disclose the address of the location where the books and accounts are kept:</b>	<b>NEW JERSEY COMMERCE &amp; ECONOMIC GROWTH COMMISSION</b> <input type="checkbox"/> SBE REGISTRATION (Attach copy) <input type="checkbox"/> MBE REGISTRATION (Attach copy) <input type="checkbox"/> WBE REGISTRATION (Attach copy)	

**CONTACT PERSON**

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
\_\_\_\_\_

NOTE: Accurate, truthful and complete information will help speed the review of your questionnaire and expedite action on your Business Concern's application to be FISC Bureau approved. If there is not enough space on this form to give a complete answer, attach additional sheets of paper. Please be sure that each additional sheet includes the Applicant Business Concern's name and Federal Tax ID Number to identify the page as yours and that you clearly identify the question you are answering. This application will not be sufficient to merit prequalification if you fail to provide additional information if requested to resolve questions about any of the disclosures made in this questionnaire.

**FOR CORPORATIONS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS ONLY**

Name of Registered Agent in New Jersey:  
\_\_\_\_\_

Address of Registered Office in New Jersey:  
\_\_\_\_\_  
\_\_\_\_\_

If the Applicant Business Concern is a corporation, provide the following:

Date Incorporated: \_\_\_\_\_ State in which incorporated: \_\_\_\_\_

NJ Corporate ID: \_\_\_\_\_

IF NOT A N.J. CORPORATION, SUBMIT A COPY OF THE CERTIFICATE OF AUTHORITY TO PERFORM WORK IN N.J. AS ISSUED BY THE N.J. DEPARTMENT OF THE TREASURY, DIVISION OF REVENUE, COMMERCIAL RECORDING.

1. How long has the Applicant Business Concern done business under its present name? \_\_\_\_\_ years
2. List each other name the Applicant Business Concern has done business under in the past ten (10) years:  
D/b/a: \_\_\_\_\_ Dates Name  
Used: \_\_\_\_\_  
D/b/a: \_\_\_\_\_ Dates Name  
Used: \_\_\_\_\_  
D/b/a: \_\_\_\_\_ Dates Name  
Used: \_\_\_\_\_



3. At any time during the past five (5) years, has the Applicant Business Concern shared office space, warehouse space, yard, plant or shop facilities, staff, equipment, telecommunications or other assets with any other business concern? (If yes, disclose the name of the other business concern and provide a description of the sharing arrangement, including the location of the facilities.)  
 Yes       No

**DISCLOSURE OF OWNERS AND KEY PERSONS**

“Key Person” means any individual employed by the Applicant Business Concern in a supervisory capacity or empowered to make discretionary decisions with respect to bids and/or contracts within the State of New Jersey. “Key Person” also means any person who owns a beneficial interest of **10%** or more in the business concern, and the managing members of limited liability companies and corporate directors and officers (e.g., president, vice presidents, secretary and treasurer).

For purposes of this questionnaire, “supervisory capacity or empowered to make discretionary decisions” means able to bind the Applicant Business Concern to New Jersey bids and/or contracts of \$50,000 or more and/or authorized to sign checks to make payments of \$50,000 or more in connection with New Jersey contracts.

4. Use this table to enter identifying information for each individual who is a “Key Person” of the Applicant Business Concern. **Identify any entity or business concern that owns a beneficial interest of 10% or more as well. For entities or business concerns, disregard birth date and provide federal tax identification number instead of social security number.**

Name (Last, First, Middle)	Address	Birth Date (MM/DD/YYYY)	Social Security Number*	Position	Ownership %

\*Disclosure of Social Security Number is voluntary. However, disclosure will help speed review and action on your application to be prequalified.

**AT ANY TIME DURING THE PAST TEN (10) YEARS, HAS THE APPLICANT BUSINESS CONCERN:**

5. Been indebted to an individual or entity, other than a bank or other commercial lending institution, in the cumulative amount of \$100,000 or more? (If yes, give details, including the name of each party to the transaction, the date and the amount of indebtedness.)       Yes       No
6. Loaned monies generated by this business concern, in the cumulative amount of \$100,000 or more, to another business concern or individual? (If yes, give details, including the name of each party to the transaction, the date and the amount of the indebtedness.)       Yes       No

7. Had an injunction, order or lien entered against it in favor of any government agency including, but not limited to, judgments or liens based on taxes assessed or fines and penalties imposed by any government agency? (If yes, give details, including name of the government agency, caption, date, case number or docket number, and disposition. Be sure to note any judgments or liens that have not been fully satisfied.)  Yes  No
8. Been a party in any civil litigation or administrative proceeding alleging violation of any of the following: antitrust statutes; racketeering statutes; environmental laws; laws banning workplace discrimination; laws governing wages, hours or labor standards; laws governing the conduct of occupations, professions or regulated industries; or any other law indicating a lack of business integrity or honesty? (If yes, give details, including the nature of the claims and defenses, the caption, date, case number or docket number, and name of the court or agency before which the case is pending or before which it was heard and current status.)  Yes  No
9. Paid a fine or otherwise paid to settle any of the allegations listed in Question 8, whether with or without an admission of responsibility? (If yes, give details, including the caption, date, case number or docket number, and name of the court or agency before which the case was brought.)  Yes  No
10. Been denied any license, permit or other similar authorization required to engage in the business concern's trade(s) or professional discipline(s), or has any such license, permit or similar authorization been suspended or revoked by any agency of federal, state or local government? (If yes, give details, including name of the licensing or permitting agency, caption, date, case number or docket number, and disposition.)  Yes  No
11. Been suspended, debarred, disqualified, denied a classification rating or prequalification or otherwise been declared not responsible to bid on or to perform work on any public contract or subcontract? (If yes, give details, including name of the contracting agency, caption, date, case number or docket number, and disposition.)  Yes  No
12. Been required by an agreement or settlement with any governmental agency (including any school board) to refrain from bidding or proposing on any public contract? (If yes, describe the agreement and give the name of the government agency, date, caption and case number or docket number, if any.)  Yes  No
13. Been required to engage a monitor or independent private sector inspector general (IPSIG) as a condition of being classified or prequalified, or as a condition of any contract award, or as a condition for being permitted to complete a contract? (If yes, describe the agreement and give the name of the government agency, date and the name of the monitor or IPSIG.)  Yes  No
14. Been indicted or otherwise charged as a defendant, or named as an unindicted co-conspirator, alleged to have committed any crime or offense other than a motor vehicle offense? (If yes, give details, including the conduct alleged, the caption,

- date, case number or docket number, and name of the court before which the case is pending or before which it was heard.)  Yes  No
15. Been convicted, after trial or by plea, of any crime or offense other than a motor vehicle offense? (If yes, give details, including the crime or offense, the caption, date, case number or docket number, and name of the court before which the case was heard.)  Yes  No
16. Filed with, or submitted to, a government agency, or to any employee or representative thereof, any document which contained a false statement or false information? Filing or submission could be by any means, including telefax, e-mail, and any other form of electronic communication. (If yes, explain. Your explanation should include a description of the document(s), the date and the name of the government agency.)  Yes  No
17. Paid anyone other than its own key persons or its own employees commissions or finders fees to obtain contracts or work? (If yes, give details, including a description of the transaction, the name of each party to the transaction, the date and the amount of the commission or finders fee paid.)  Yes  No
18. Given, or offered to give, money, gifts or anything of value, or any other benefit, to a labor official, public official, public employee or public servant with whom the Applicant Business Concern, or any affiliated entity disclosed in this questionnaire, conducted business? (If yes, give details, including the date(s), location(s), a description of the benefit(s) and the name(s) of the individual(s) to whom the benefits were given or offered.)  Yes  No
19. Agreed with another business concern or representative thereof to submit identical or complementary bids, prices or proposals or to otherwise not bid competitively or to withdraw or abstain from bidding or proposing? (If yes, give details, including the date(s), location(s), description(s) of the contract(s) that were the subject of the bid(s), who put the contract(s) out to bid and the name(s) of the other individual(s) with whom the Applicant Business Concern or any affiliated entity disclosed in this questionnaire agreed.)  Yes  No

**REQUIRED SUBMITTALS CHECKLIST**

- Any additional attachments necessary to support disclosures made in answer to any questions above.
- Notarized affidavit (see page 4 attached) of the individual submitting this FISC Bureau Questionnaire on behalf of the Applicant Business Concern.

**AFFIDAVIT**

State of \_\_\_\_\_:  
SS

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

I, \_\_\_\_\_, hereby represent and state as follows:  
(full name)

That I am \_\_\_\_\_ of \_\_\_\_\_, that I  
am duly authorized to  
*(title)* *(business concern name and Federal Tax ID*  
*Number)*

submit this FISC Bureau Questionnaire ("Questionnaire") on behalf of the Applicant Business Concern,  
and that I have read and understood the nineteen (19) questions asked in the previous three (3) pages..

I represent and state that the information given in response to each question is full, complete and  
truthful. Further, I represent and state that truthfully answering this Questionnaire is an event  
entirely within my control.

I recognize that all the information submitted is for the express purpose of inducing the State of  
New Jersey to award a contract and/or allow the Applicant Business Concern to participate in  
school facilities projects financed through the Educational Facilities Construction and Financing  
Act as a prime contractor or subcontractor. I understand and agree that the Questionnaire and any  
attachments filed with the State of New Jersey shall become the property of the State.

I acknowledge that the State of New Jersey may, by means it deems appropriate, determine the  
accuracy, truth and completeness of the statements made in this Questionnaire and any  
attachments submitted with it and the statements made in any application or request for  
classification or prequalification made to the Department of Treasury, Division of Property  
Management and Construction and the attachments thereto. Therefore, I authorize the State of  
New Jersey to contact any entity or person named in this Questionnaire for purposes of  
determining the accuracy, truth and completeness of the information supplied by me on behalf of  
the Applicant Business Concern. If required, a photocopy of this affidavit shall be considered as  
effective and valid as the original as evidence of the permission given by the Applicant Business  
Concern for others to release information to the State for purposes of verifying the accuracy, truth  
and completeness of the information supplied by me.

I represent that the foregoing statements made by me are true. I am aware that if any of the foregoing  
statements made by me are willfully false, I am subject to punishment. Further, I am aware that a false  
statement or omission made in connection with this application may subject me to civil and criminal  
penalties available at law and is sufficient cause for denial of the application, revocation of a prior  
approval or termination for cause of any school facilities project contract that may be awarded to the  
Applicant Business Concern.

Sworn and subscribed to before me

on this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_

\_\_\_\_\_  
(Notary Public: Not an officer of the  
firm)

\_\_\_\_\_  
SIGNATURE

Name: \_\_\_\_\_  
(PRINT OR TYPE)

SSN: \_\_\_\_\_  
(or Alien Registration Number or Date of Birth)

Affix Corporate  
Seal  
if Applicable