

**REQUEST FOR PROPOSALS FOR TRANSPORTATION PLANNING SERVICES  
FOR BICYCLE AND PEDESTRIAN MASTER PLAN  
BOROUGH OF COLLINGSWOOD AND HADDON TOWNSHIP**

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**PART I  
Instructions to Vendors**

This is a 29-page document. Please be sure to read every page, including, without limitation, all attachments.

Please note: Any person or entity responding to this request for proposal (“RFP”) may be referred to as “Firm”, “Provider”, “Contractor”, “Proposer”, “Vendor”, “Respondent” or “Transportation Planning Firm (“TPF”) and shall be referred to any of these terms throughout this document.

**1.0 PURPOSE**

The Borough of Collingswood in partnership with Haddon Township, seeks to develop a bicycle and pedestrian master plan (“Study”) that creates a network that seamlessly links the two communities with a specific focus on travel to, from and along Haddon Avenue (County Route 561) and to community assets including parks, community spaces, employment, and the Greater Philadelphia multimodal transportation networks (“Project”). The Study shall help the towns to better understand the current challenges to residents of all backgrounds and abilities to identify insufficiencies and missing links in local transportation networks that can be corrected to encourage greater usage of bicycles and walking for recreation and transportation purposes.

Firms responding to this RFP shall be able to, at a minimum, exhibit the requirements listed below and which shall include extensive experience, a knowledgeable background and qualifications in the field of Alternative Transportation Planning including the following:

- Principles and practices of alternative transportation, transit, land use, and environmental planning; regional, suburban and urban transportation planning and policy development.
- Pertinent Federal, State, and local laws, codes, and regulations, particularly related to Federal and State Departments of Transportation.
- Knowledge of existing regional transportation networks in the Camden County, Southern New Jersey, and Delaware Valley.
- Knowledge of Delaware Valley Regional Planning Commission’s *Connections 2045* key principles.
- Applicable local, state, and federal laws and regulations.
- All legal and technical requirements as set forth in this RFP.
- Applicable educational training and licensure and/or certifications related to Alternative Transportation Planning.

**Notwithstanding anything to the contrary contained herein, this RFP does not constitute a bid and is intended solely to obtain competitive proposals from which the Borough of Collingswood may choose a Vendor that best meet(s) Project needs. The Borough intends to select a Vendor pursuant to N.J.S.A. 40A:11-5(1)(a)(i). RFP documents are available from the Borough in**

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accordance with the procedures stated herein at no cost to any Vendor. Potential Vendors are advised that they are proceeding at their own risk if they respond to RFP documents obtained from a source other than the Borough. The Borough shall not be responsible for documents obtained from any other source. The Borough reserves the right to reject any and all proposals received in response to this RFP or to negotiate with any Vendor in any manner necessary to serve the best interest of the Borough and its governmental partners in the Project. Vendors whose proposal is not accepted will be notified in writing.

**2.0            BACKGROUND INFORMATION**

The Borough of Collingswood in partnership with Haddon Township submitted an application to the DVRPC in April of 2018 for their Transportation and Community Development Initiative Program. Awards were announced in June of 2018 for a cooperative multi-municipal grant to develop a bike and pedestrian master plan. The Project will be managed by the Borough of Collingswood as the lead municipality for the grant.

**3.0            COMPLIANCE WITH LAWS**

The selected Vendor(s) shall comply with all applicable federal, state and local statutes, rules and regulations. In addition to any other Federal requirements that apply, including specific and/or additional Buy America and Davis Bacon Act Prevailing Wage requirements or other specific requirements that apply under Title 23 and Title 49 of the Code of Federal Regulations, performance by the Vendor providing Transportation Planning Services for the Borough, funding shall be governed by and in compliance with the following requirements as may apply to the Vendor or any sub-contractors:

**3.1**        If applicable, the awarding of contract for professional engineering services as defined in 23 U.S.C. § 112 (b) (2) (A) and 23 C.F.R. §172 include program management, construction management or other professional engineering related services, or incidental services that may be performed by a professional engineer, or individuals working under their direction, who may logically or justifiably perform these services.

In accordance with FHWA policy, an indirect cost rate proposal will not be accepted by the Borough from a TPF and no agreement will be made between The Borough of Collingswood and any TPF establishing final indirect cost rates, unless the costs have been certified by an official of the TPF as being allowable in accordance with the applicable FAR cost principals of 48 CFR, part 31, and approved by a cognizant government agency.

**3.2**        Americans with Disabilities Act (ADA) compliance is required by Federal law. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 requires all public right-of-way and facilities to be accessible by all users during construction and after the completion of construction. ADA compliance is required for all projects funded with public monies. The Project must be planned, designed and constructed in accordance with AASHTO standards and the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

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- 3.3 This technical effort is federally funded, therefore, any response to this RFP and any contract related documents shall exclude any references to N.J.S.A. 19, ie., the "fair and open process under N.J.S.A. 19:44A-20.7 (Chapter 19); disclosure language related to political contributions N.J.S.A. 19:44A-20.26-27 ( Chapter 271) & P.L. 1973, c. 83 (C.19:44A-1 et al); and Election Law Enforcement Commission (ELEC) political contribution disclosures requirements N.J.S.A. 19:44A-20.27.
- 3.4 The TPF and any sub-contractor listed in any response must be Cost Basis Approved by NJ Department of Transportation at the time the response is submitted. Consultant services funded in wholly or partially with FHWA funds are to be procured and administered by the Borough in accordance with 49 CFR Part 18.”

All contracts for engineering services that may be required for the Project will comply with the requirements of 23 CFR 172 and the federal Brooks Act. All such contracts will also comply with Federal Acquisition Regulation (FAR) cost principles for determining allowable costs on consultant services contracts, including consultant costs directly associated with the specific contract, and consultant’s overhead costs, formally referred to as their indirect cost rate, that can only be approved by either a Federal agency or NJDOT for use for purposes of estimating, negotiating, and making payment on the contract.

Pursuant to N.J.S.A. 52:32-58, the TPF must certify in their cover letter that neither the TPF, nor any of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), or sub-consultants, is/are listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the TPF is unable to so certify, the TPF shall provide a detailed and precise description of such activities.”

- 3.5 Section 49 C.F.R. Part 20 entitled “New Restrictions on Lobbying” found at <http://www.dot.gov/ost/m60/grant/49cfr20.htm#20.100>

4.0 **PROCEDURE FOR RESPONDING TO RFP (“Proposal”)**

4.1 **SUBMISSION OF PROPOSALS**

Five (5) copies of the Proposal, INCLUSIVE OF ALL INFORMATION required in Part II, shall be provided to the Borough of Collingswood in the municipal offices located at 678 Haddon Avenue, Collingswood, New Jersey, 08108. **Proposals are scheduled to be opened on Thursday December 27, 2018 at 2:00 p.m.** All Proposals must be received prior to that time. Any Proposals received after the scheduled opening whether by mail or otherwise (hand delivery is recommended), will be returned to the Vendor unopened. **Proposals must be submitted in a sealed envelope(s) with the title of the RFP name clearly marked on the outside. The Proposal shall include a specific cost itemization of services to be rendered which shall be contained in a separate sealed envelope within the main Proposal envelope with the RFP name and “COST PROPOSAL-DO NOT OPEN” written on the outside.** The Borough assumes no responsibility for delays in any form of carrier, mail, or

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delivery service causing the proposal to be received after the above-referenced due date and time. (Submission by fax, telephone, or e-mail is **NOT PERMITTED**.)

Final selection of the TPF shall be made by the Board of Commissioners of the Borough of Collingswood and confirmed by resolution. Contract(s) for services will be provided by the Borough's Counsel.

**4.2 QUESTIONS REGARDING REQUEST FOR PROPOSALS**

Any questions regarding this RFP must be made in writing to:

Cassandra Duffey  
Office of Community Development  
Borough of Collingswood  
678 Haddon Avenue  
Collingswood, New Jersey 08108  
[cduffey@collingswood.com](mailto:cduffey@collingswood.com)

**4.3 ADDENDA/REVISIONS TO REQUEST FOR PROPOSALS**

Any addenda/revisions to this RFP shall be provided to all Firms who have received this RFP.

**4.4 ACCEPTANCE OF OFFER**

The signed Proposal shall be considered an offer on the part of the Vendor subject to acceptance by the Borough or further negotiations as set forth herein. Such offer shall be deemed accepted upon written notification to the TPF following the opening and selection of the TPF .

**5.0 INSURANCE**

Prior to commencing work under contract, the TPF shall furnish the Borough with a certificate of insurance as evidence that it has procured the insurance coverage required herein. This coverage must be provided by a carrier approved by the borough and rated appropriately through A.M. Best. Any certificate of insurance or such other written proof acceptable to the Borough shall confirm that the Borough shall be required to receive from the TPF's insurer a thirty-day notice of cancellation, non-renewal or change in insurance coverage.

The selected TPF shall provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this RFP and provide proof of same by supplying a certificate of insurance naming the Borough of Collingswood and Haddon Township as additional insureds with the signed contract. The notice to proceed and/or

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purchase order will not be issued by the Borough until the certificate of insurance is provided with the signed contract.

**5.1 PROFESSIONAL LIABILITY**

\$1,000,000.00 errors and omissions/malpractice for occurrence.

**5.2 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**

Statutory coverage for New Jersey; \$500,000.00 Employer's Liability

**5.3 GENERAL LIABILITY**

\$1,000,000.00 per occurrence/ \$3,000,000.00 aggregate for bodily injury and property damage.

**5.4 AUTO LIABILITY**

\$1,000,000.00 per occurrence. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

**6.0 INDEMNIFICATION**

The consultant shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the Borough of Collingswood and Haddon Township and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

**7.0 MISCELLANEOUS REQUIREMENTS**

**7.1** All consultant agreements for Local Public Agency projects funded through the Federal-Aid Highway Program must be Cost-Plus Fixed Fee type agreements. Cost-Plus Fixed Fee agreements reimburse the consultant for costs associated with salaries, overhead, direct expenses, and a negotiated fee.

**7.2** As noted the cost proposals shall be in a **separate, sealed envelope** with the Proposal. The cost proposal must include a price and level of effort for the Scope of Work the TPF has

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described in the technical component of their Proposal. Indirect charges, such as fringe benefit, overhead, profit, etc., must be identified, yielding a total project cost. A list of key personnel arranged by title and level with hourly rates shall be included in the cost proposal.

- 7.3 The TPF is requested to prepare the Proposal based upon their interpretation of the scope of services outlined herein . Each Proposal shall provide an itemization of the anticipated labor hours by job title, labor rate and shall use a multiplier to cover overhead expenses such as fringe benefits, insurance, etc.
- 7.4 The Proposal shall provide the fixed fee for the expected profit and expenses not allocated to overhead on the project and provide a total not to exceed ceiling amount for the project.
- 7.5 THE COST PROPOSAL SHALL PROVIDE, AT A MINIMUM, THE FOLLOWING INFORMATION
1. Items expected to be considered for reimbursable expense.
  2. Multiplier for overhead.
  3. Profit and expenses not allocated to fixed fee.
  4. Mileage calculations are based on, i.e. from office to job site or just job site mileage.
  5. Number hours and wage rate by job classification for the consultant or sub-consultant(s).
  6. Number hours and wage rate by job classification for DBE sub-consultant(s).
  7. Items expected to be considered for reimbursable expense by DBE sub-consultant(s).
  8. Total not-to-exceed ceiling amount of the project.
  9. Escalation factor.
  10. Total costs on an annual basis.

The TPF shall submit a fee schedule showing the hours proposed by personnel classification for each TASK listed in SECTION A - Scope of Services

1. The proposed man hours per personnel classification chosen for project per task
2. The proposed direct hourly rate per personnel classification chosen
3. Profit shown as a separate line
4. Overhead shown as a separate line
5. Any fees for non-hourly costs or services which are proposed to be charged to the Borough of Collingswood as a separate line. Non-hourly costs should be explained and a separate backup chart for non-hourly costs.

Fee schedule must be included on the **attachment** and the fees schedule shall be submitted in **a separate sealed envelope**, in accordance with section 7.2

**Compensation for professional services will not include telephone calls, postage, office equipment usage or rental, copy fees, printing fees, fax, transportation, or any mileage traveled to the Borough of Collingswood or elsewhere in the performance of the services to be provided. No separate or additional payment shall be made for overhead and profit, or any other related fee except those specifically submitted with the consultants' response.**

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- 7.6** Any changes to the Project lead will require prior approval and the substitute personnel must be as qualified and experienced as the original approved Project lead. Any changes to personnel must be submitted in writing with resume(s) and work experience at least 30 days prior to the need.
- 7.7** The Borough assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the Response to be received after the above-referenced due date and time. Submission by fax, telephone, or email is NOT PERMITTED.
- 7.8** The TPF selection and negotiated contract are being awarded in accordance with certain policies and procedures followed by the New Jersey Department of Transportation and the Federal Highway Administration, and in consultation with the DVRPC. The TPF is advised that any work undertaken prior to the award of services by the Borough may not be billable.
- 7.9** The TPF shall maintain financial records, books, documents and any evidence to reflect all direct and indirect costs incurred during the Agreement. The TPF shall submit all documents and records necessary to assure compliance with the federal regulations. Said records shall be made available for inspection and audit by Borough, County, State or Federal representatives. Said records must be kept for a minimum of three (3) years after close-out of the project with NJDOT. See however, Section 7.29, below.
- 7.10** After the close of the advertisement period, all submitted proposals are evaluated and ranked according to the evaluation criteria and scoring basis outlined in the RFP. At least three highest ranked Vendor Proposals will be considered.
- 7.11** All records pertaining to the consultant procurement and executed contract for services are required to be kept on file a minimum of three years following submittal of the final reimbursement voucher to NJDOT.
- 7.12** The Borough will monitor the TPF's work throughout the life of the contract for quality and completeness. Additionally, TPF invoices will be reviewed to ensure the costs are consistent with the FAR cost principles, contract terms, and progress of the consultant's work.
- 7.13** When the contract is completed, the Borough may evaluate the selected TPF's performance of the scope of work items listed in the contract, for use to assess a TPF's past performance if the TPF competes for future Federal-aid work.
- 7.14** The Borough of Collingswood will not be responsible for any expenses incurred by any firm in preparing or submitting a Proposal. All Proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

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- 7.15 The contents of the Proposal submitted by the selected TPF and this RFP may become part of the contract for these services. The selected TPF will be expected to execute said contract with the Borough of Collingswood.
- 7.16 Proposals shall be signed in ink by the individual or authorized principal of the Vendor. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.
- 7.17 The Borough of Collingswood reserves the right to reject any and all Proposals received in response to RFP, or to negotiate separately in any manner necessary to serve the best interests of The Borough of Collingswood, Haddon Township or DVRPC.
- 7.18 Any selected TPF is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the contract for services or its rights, title, or interest therein or its power to execute such contract to any other person, company or corporation.
- 7.19 The selected TPF and subcontractors shall be required to comply with the requirements of P.L. 1975, c. 127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of the agreement.

This Project is federally funded and as such, goals related to the Disadvantaged Business Enterprise (DBE) program, as defined in 49CFR, Part 26, Subpart B and FTA Circular 4716.1A are required. **The current DBE goal provided by the NJDOT Division of Civil Rights Unit is 12.44% for professional services contracts.** See: <https://www.state.nj.us/transportation/business/civilrights/pdf/DBEGoalFedFY17-19.pdf> Proof of DBE prime or sub-consultant Commerce registration will be required upon submission of the Proposal. Firms can register as a DBE or can check if a firm is registered as a DBE in the State of New Jersey Unified Certification Program Business Directory at the website link <http://www.njucp.net>.

DBE firms listed in the Proposal must be current with their certifications and also be listed on the aforementioned website. Firms who wish to be considered for DBE certification are encouraged to contact the NJDOT Office of Civil Rights directly for information on the certification process. Once a firm is certified, the federal portion of the dollar value of the contract or subcontract awarded to the DBE is generally counted toward the applicable DBE goal.

The Proposal must describe how the DBE firm(s) is to be used on the Project, their responsibilities and how the Project lead will ensure that the DBE participation goal is obtained. Qualifications, experience and office address of DBE firm(s) shall be provided. A copy of the valid DBE firm's NJDOT or NJ Unified Certification Program certificate shall be included in the Proposal. Resume(s) of the DBE personnel to be used on the Project shall also be provided. Qualifications and work experience shall be similar to the requirements requested of the Project lead for the subject Project.

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- 7.20 The selected TPF and subcontractors shall be required to complete the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions (see attached certification) prior to the commencement of services. Debarred Contractors or Consultants, Prime or Sub are not eligible to work on a public project. This requirement will be addressed upon execution of the agreement.
- 7.21 All responses to this RFP shall be subject to public record requests in accordance with New Jersey statutes, rules, and regulations.
- 7.22 Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose annually.
- 7.23 Contracts awarded pursuant to this RFP may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award. Any contract amendment for closely related services must be approved by resolution of the Borough of Collingswood.

If, at any time the TPF intends to subcontract or modify any portion of the work already under contract, or intends to purchase material or lease equipment not contemplated during the original preparation of the Proposal, the Borough must be notified in advance in writing. If, as a result of any subcontract, modification, purchase order, or lease, the actual DBE or participation rate for the TPF's contract is in danger of falling below the DBE participation goal, then a request must be made for a DBE Goal Exemption Modification through the Borough. If there is modification for an increase in the Contract, the DBE participation amount must also be increased to continue to obtain the desired the DBE participation goal.

- 7.24 The selected firm(s) shall be prohibited during the term of its contract from representing any individual or entity in any matter in which an adverse party is the Borough of Collingswood, Township of Haddon, or any officers, employees, departments or subdivisions of the Borough or in any matter which, in the sole discretion of the Borough, Township or DVRPC shall constitute a conflict of interest or shall have the appearance of impropriety.
- 7.25 All firms are further advised that effective September 1, 2004, c. 7 expands the State Contractor Business Registration Program to contracting units as defined in the Local Public Contracts Law. Effective January 18, 2010, P.L. 2009, c.315 revises the State Contractor Business Registration requirement and permits filing a Business Registration Certificate (BRC) prior to award of contracts if not filed with bid or RFP. **ALL VENDORS (AND THEIR SUBCONTRACTORS) COMPETING FOR BOROUGH CONTRACTS MUST PROVIDE A COPY OF THEIR BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE PROPOSAL IS SUBMITTED . FAILURE TO DO SO WILL RESULT IN A REJECTION OF THE PROPOSAL. (see also Part II, Section I, herein).**
- 7.26 APPROVAL AND CERTIFICATION OF BILLING STATEMENT: Authorization for payment of periodic billing, final payments or retainage monies requires approval and certification by formal resolution of the Borough Commission. Pursuant to P.L. 2006, c. 96, all billing amounts due under a contract with the selected TPF must be received at least

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ten (10) days in advance of the next scheduled public meeting of the Borough of Collingswood for the month in which payment is requested. Approved and certified amounts due will be paid during the Borough's subsequent payment cycle.

**7.27** N.J.A.C. § 17:44-2.2 AUTHORITY TO AUDIT OR REVIEW CONTRACT RECORDS:

(a) Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d).

(b) As of November 15, 2010, all covered entities shall insert the following language in any new contract:

"(The contract partner) shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request."

**7.28** It is expected that the Borough of Collingswood will spend four to six weeks to review, negotiate and select the TPF. Therefore, all Project schedules should start a minimum of four to six weeks from the date of the Proposal.

**7.29** Following receipt of Proposals, some Vendors may be invited to an interview for the purpose of clarification, verification of evaluations, review of personnel, or other reasons. At such time, the Borough may require the Vendor being interviewed to present specific personnel from their staff to attend. The decision to conduct interviews with either individual Vendor, all Vendors, or no Vendor is at the sole discretion of the Borough of Collingswood. If selected for an interview, Vendors will be contacted to schedule the date and time of the interview.

**7.30** The Borough will negotiate with the Vendor having the highest ranked Proposal in order to procure the professional consulting services at a fair and reasonable cost. If an agreement cannot be reached following negotiations, the Borough may proceed with negotiations with the next ranked TPF and thereafter so on until a contract for professional services is successfully negotiated.

**7.31** Regardless of any language to the contrary, the Borough shall not be responsible for the payment of any interest or late fees.

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**8.0 CRITERIA FOR EVALUATION OF PROPOSALS**

The Borough will independently evaluate each submission and selection will be made upon the basis of the criteria listed below. Price will **NOT** be included in the criteria for evaluation.

Sect.	Criteria	POINTS	PERCENT
8.1	<u>Project Planning Experience</u>		
	Project Specific Qualifications	20	
	Past Performance on Similar Project(s)	10	
	SUBTOTAL	30	30%
8.2	<u>Key Staff</u>		
	Senior Planner/Principal Qualifications	10	
	Proposed Personnel Qualifications	10	
	Overall Firm Experience/Organizational Chart	2	22%
SUBTOTAL	22		
8.3	<u>Overall Experience</u>		
	FHWA, NJDOT, Municipalities, Other Public Entities	5	
	Referrals/References	3	
	Experience with Similar Projects	10	18%
SUBTOTAL	18		
8.4	<u>Team Availability and Commitment</u>		
	Location of Office & Availability of Personnel	2	2%
8.5	<u>Project Approach</u>		
	Project Understanding	10	
	Completeness and Clarity of Submission	10	
	Key Issues and Critical Problems	8	
SUBTOTAL	28	28%	
8.6	Firm's Capability / Performance	100	100%

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PART II  
PROPOSAL REQUIREMENTS**

Vendors are requested to propose Planning Services for the Development of a Bike and Pedestrian Master Plan for the Borough of Collingswood and Haddon Township.

**FORMAT**

To assure consistency, responses must conform to the following format:

- A. Scope of Services/Project Methodology
- B. Project Schedule
- C. Resume
- D. Facilities
- E. Conflict of Interest
- F. Fees
- G. Form of Contract
- H. Other Information
- I. MBE/WBE/DBE Tracking Information
- J. State Contractor Business Registration Program
- K. Certification of Debarment
- L. Disclosure of Investment Activities in Iran - **must sign and return with RFP**

**All sections are to be addressed and specifically referenced in the section/page title.**

The following explains the expectations for each of the major sections.

**SECTION A - SCOPE OF SERVICES**

The Borough of Collingswood in partnership with Haddon Township, the Delaware Valley Regional Planning Commission seeks to develop a bicycle and pedestrian master plan that creates a network that seamlessly links the two communities and to community assets including parks, community spaces, employment, and the Greater Philadelphia multimodal transportation networks. A specific focus on travel to, from and along Haddon Avenue (County Route 561) is an important goal of the project. The final product shall help the towns to understand better the current challenges to residents of all backgrounds and abilities in order to identify insufficiencies and missing links in our transportation networks that can be corrected to encourage greater usage of bicycles and walking for recreation and transportation purposes.

The anticipated project schedule is 12months.

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**Background Information**

Collingswood Borough and Haddon Township are inner-ring suburbs of Camden/Philadelphia metropolitan area. They share a traditional neighborhood development pattern that encourages walkability, featuring mixed-use town centers in close proximity to single and multi-family residential neighborhoods. According to US Census Bureau data, the municipalities are home to

a combined population of over 28,500 residents and 764 businesses, employing 4,991 people. It also features two PATCO Speedline stations which connect to jobs, services, and attractions in

Philadelphia and the region through transportation connections such as SEPTA, Greyhound, Amtrak and New Jersey Transit.

In recent years, both towns have seen a significant rise in property values as new residents and of young families have sought out the walkability and vibrant downtowns these communities offer, all with easy access into Center City and other important regional job centers. However, there remain significant challenges facing pedestrians and bicyclists wishing to reach the downtown business districts and other community assets such as parks, community spaces, and public transportation.

There have been a total of 126 combined crashes involving bicycle and pedestrians in Collingswood and Haddon Township during a five year period between 2012-2016. Pedestrian crashes accounted for 72 crashes, while 56 crashes involved a bicyclist. Moderate injuries resulted from 58 of the pedestrian crashes along with three incapacitating injuries and two fatalities. Moderate injury resulted from 39 of the bicycle crashes. Also, rates of residents biking and walking to work could be higher. According to 2016 American Community Survey Data, only 1.9% of Collingswood residents bike or walk to work, while 1.2% of Haddon township residents do. These rates fall below the state and national averages of 3.4% and 3.3% respectively.

Currently, neither town has any bike lanes. While both communities feature largely connected sidewalk networks, there are still gaps, with some sidewalks missing or is a state of disrepair. Also, crosswalks are faded and lack uniformity in design and safety standards. Furthermore, there are no clear indications provided to those biking or walking as to ideal routes to reach important destinations such as public transportation, community assets, or regionally significant Circuit Trails, such as the Cooper River Trail.

Both towns have an above average population of disabled residents, females and senior citizens. These are vulnerable populations that stand to benefit greatly from improvements to alternative transportation networks that reduce auto-dependence. Providing clear connections of these areas in both municipalities to community assets and alternative modes of transportation is an important aspect in ensuring equitable access to transportation and recreation for these populations.

Of critical importance is Collingswood and Haddon Township's Haddon Avenue (County Route 561) corridor, which functions as the primary business corridor and connection between the two

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towns. Haddon Avenue features bustling downtown business districts and commercial activity. Haddon Avenue is largely walkable and has a high pedestrian volume and a considerable number of bicyclists based on observation. However, some spots are precarious for pedestrians and bicyclists. There were 34 crashes involving bicyclists and pedestrians along Haddon Avenue in the latest five-year period (2012-2016), with 26 resulting in moderate injury and two resulting in an incapacitating injury.

**Scope of Work and Methodology**

The goal of the Collingswood and Haddon Township Bicycle and Pedestrian Master Plan is to develop a bicycle and pedestrian network that seamlessly links the two communities with a specific focus on travel to, from and along Haddon Avenue (County Route 561) and to public transportation connections. The Study shall help the towns to understand better the current challenges to residents of all backgrounds and abilities in order to identify insufficiencies and missing links in our transportation networks that can be corrected to encourage greater usage of bicycles and walking for recreation and transportation purposes.

The desired outcome of the Study is to create a comprehensive bicycle and pedestrian plan that will meet current and future demands for alternative and sustainable modes of transportation and connect two (2) suburban towns with transportation and community assets throughout Camden County, Philadelphia and the Greater Philadelphia Region.

The plan will act as a roadmap for the municipalities and stakeholders to improve existing conditions by developing routes and other improvements that will encourage residents to increase their use of alternative transportation.

The Project will help to implement the DVRPC's Connections 2045 key principles by encouraging the alternative transportation modes, of bicycling and walking. Encouraging more people in these communities to bike and walk will benefit the environment by reducing carbon emissions and improve the overall health of our community's resident by getting them more active.

In addition, the Project will result in both towns connecting to community assets including parks, community spaces and the Greater Philadelphia multimodal transportation networks. This will not only allow residents in the project location greater access to the region and to travel within the town, but also provides greater opportunity for residents and commuters who live out of town to visit or work here creating tourism and economic development that will help expand the economy in our region.

**Public Outreach**

Public outreach is an important aspect of any great community. It must go beyond the obligatory two (2) public meetings that we plan to conduct. In addition, the Project team should be structured inclusively by forming a committee consisting individuals who represent groups and a wide range of residents in the Project communities.

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A minimum of three (3) committee meetings will be held in addition to a strong public outreach campaign that will be conducted for the duration of the Project/study. The selected consultant will have access to the municipalities' existing communications channels that include town

forums, outreach at events, social media and newsletters that go to all households. Please include information on how your firm would approach Project communication and public inclusiveness in the planning process working in cooperation with both towns. Include what materials, and resources will be provided by your firm to implement a public outreach program.

**Anticipated Project Tasks**

*Please include additional tasks you feel are necessary to complete the Project.*

- 1) Form a committee of stakeholders and conduct a minimum of three (3) meetings, these meetings shall consist of members of the public.
- 2) Analyze conditions with emphasis on improving safety for residents and visitors.
- 3) Examine bicycle and pedestrian network connectivity through appropriate methods that could include, but are not limited to, Bicycle Level of Traffic Stress (LTS) analysis and Pedestrian Level of Service (PLOS).
- 4) Provide examples of bicycle and pedestrian transportation amenities that improve safety and encourage higher rates of biking and walking.
- 5) Identify the infrastructure needs of the bicycling and walking community including but not limited to crosswalk additions or improvements, lock-up and repair stations, signage, and the creation of bike lanes.
- 6) Determine demand for bicycle lanes, develop likely user profiles through research and surveys both digitally, via regular municipal communications channels and at public meetings. Include a wide range of populations including individuals with disabilities.
- 7) Identify and map preferred bicycle travel corridors and potential locations for bike lanes that link to businesses, housing, parks, community spaces and public transportation.
- 8) Determine existing conditions and make recommendations for improvements along route/s of recommended bike lane locations.
- 9) Identify potential conflicts in land usage adjacent to recommended bike lane routes. (Residences, Schools, Parking, Commercial Properties, Natural Resources, Infrastructure, etc.)

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- 10) Work with stakeholders to prioritize recommended improvements that will connect both towns and improve access to the proposed Camden County Spine Trail, the existing
- 11) Cooper River Trail, Haddon Avenue and other commercial areas, government services, public transit connections, areas of employment, and recreational destinations.
- 12) Identify required maintenance and best practices for the upkeep of recommended improvements.
- 13) Provide implementation plan to add bicycle lanes that connect to assets utilizing and demonstrating examples of current best practices in bicycle and pedestrian infrastructure planning.
- 14) Identify potential sources of funding to build bicycle and pedestrian network and associated improvements.
- 15) Provide examples of current best practices in safety education for motorists, bicyclists, and pedestrians.
- 16) Provide examples of current best practices in encouragement programs, events, and activities that can maximize investment in bicycle and pedestrian infrastructure.
- 17) Provide examples of current best practices for enforcement programs that can ensure a safe and reliable pedestrian and bicycle network.
- 18) Provide cost estimates for recommended improvements.
- 19) Conduct a minimum of two (2) meetings for the public to solicit input to ensure buy-in from the community at large.

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**SECTION B – PROJECT SCHEDULE**

1. Provide a schedule showing the proposed start and finish times of **each task** as set forth in the Section A – Scope of Services. Major Project milestones should be shown on the schedule.

**SECTION C – RESUME**

This section shall address areas as outlined:

2. Name and address of your firm and the corporate officer authorized to execute agreements.
3. Briefly describe your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.
4. Describe in general your firm's regional, statewide, and local service capabilities.
5. Provide an organization chart showing the name of each individual along with firm name affiliated with each individual proposed to meet the Section A - Scope of Services. Identify the names, experience, qualifications, and applicable licenses held by the individuals responsible for servicing the project and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the project.
6. Provide a listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person.
7. Provide a statement that your firm will comply with the insurance coverage requirement as set forth in Part I, Section 5 of this RFP.
8. Provide a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

**SECTION D - FACILITIES**

This section should address areas as outlined.

**OFFICE LOCATIONS**

1. For your firm's facilities which are located closest to Collingswood, New Jersey, provide:

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- a. The location.
  - b. Firm personnel assigned to this location.
  - c. The activities of the firm performed at this location.
2. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

**SECTION E - CONFLICT OF INTEREST**

This section should disclose any potential conflicts of interest that the firm may have in performing these services for the Borough of Collingswood.

**SECTION F - FEES/COST PROPOSAL**

See Part I, Section 7.0, Miscellaneous Requirements, sub-sections: 7.1 to 7.6.

**SECTION G - FORM OF CONTRACT/AMENDMENT OF CONTRACT**

1. The Borough of Collingswood will supply the form of contract which will incorporate the terms and conditions of the within document and the successful proposer's proposal, fees and costs. Proposer may not vary the material terms of this document or include its own version of a contract with its proposal.
2. Contracts awarded pursuant to this RFP may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award. Any contract amendment for closely related services must be approved by resolution of the Borough of Collingswood.

**SECTION H - OTHER INFORMATION**

This section is for any further pertinent data and information not included elsewhere in the RFP and found necessary by your firm.

**IMPORTANT NOTE:** Please complete the following sections/pages and return along with your proposal.

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**SECTION I - MBE/WBE TRACKING INFORMATION**

Definitions:

A **Minority Business Enterprise (MBE)** is defined as "a business which is independently owned and operated and is at least 51% owned and controlled by minority group members". Minority group members are defined as "persons who are Black, Hispanic, Portuguese, Asian-American, American Indian or Alaskan Natives"

A **Women Business Enterprise (WBE)** is defined as "a business which is independently owned and operated and is at least 51% owned and controlled by women".

Using the definitions above, please check the following space which best describes your firm:

\_\_\_ **Minority Business Enterprise (MBE)**

\_\_\_ **Women Business Enterprise (WBE)**

\_\_\_ **Neither**

**NAME OF FIRM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_

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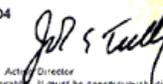
**SECTION J – STATE CONTRACTOR BUSINESS REGISTRATION PROGRAM**

Effective September 1, 2004, P.L. 2004, c. 57 expands the State Contractor Business Registration Program to contracting units as defined in the Local Public Contracts Law. (see attached sample Business Registration Certificate). Effective January 18, 2010, P.L. 2009, c.315 revises the State Contractor Business Registration requirement and permits filing a BRC prior to award of contracts if not filed with bid or RFP. **ALL BIDDERS (AND THEIR SUBCONTRACTORS) COMPETING FOR BOROUGH CONTRACTS MUST PROVIDE A COPY OF THEIR BUSINESS REGISTRATION CERTIFICATE BY THE DATE THE BID OR RFP IS AWARDED. FAILURE TO DO SO WILL RESULT IN A REJECTION OF YOUR BID OR RFP.** Questions regarding this law may be directed to the New Jersey Department of Taxation. To obtain a Business Registration Certificate go to: [www.state.nj.us/treasury/revenue](http://www.state.nj.us/treasury/revenue)

**The Borough strongly recommends that all vendors provide their BRC (and BRC's for each subcontractor) with submission of bids or RFP's.**

**Sample Business Registration Certificate**

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STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE 70 BOK BLDG TRENTON, N.J. 08646-4032
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	 <small>Act. Director</small>
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01		
FORM-BRC(08-01)		
<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>		

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

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)  
N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or

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termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

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

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

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

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

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

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

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

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1. Letter of Federal Affirmative Action Plan Approval; or
2. Certificate of Employee Information Report; or
3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

**AMERICANS WITH DISABILITIES ACT  
Mandatory Language**

Equal Opportunity for Individuals with Disabilities.

The Contractor and the Borough do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant

thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Borough pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the Borough in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the Borough, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Borough's grievance procedure, the Contractor agrees to abide by any decision of the Borough, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the Borough or if the Borough incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Borough shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Borough or any of its agents,

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servants, and employees, the Borough shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading, or other process received by the Borough or its representatives.

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

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

**SECTION K**

**CERTIFICATION REGARDING THE DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, titled Participants' Responsibilities. The Regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211)

**I am** \_\_\_\_\_ **of the firm** \_\_\_\_\_  
(Your Title) (Name of Your Organization)

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(Address of Your Organization)



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Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the USDOL.

6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participants in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may, but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the USDOL may pursue available remedies, including suspension and/or debarment.

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**SECTION L**  
**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at: <http://www.state.nj.us.treasury/purchase/pdf/Chapter25List.pdf>

Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification and return it with the RFP will render a bidder's proposal non-responsive and the RFP will be rejected.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**PLEASE CHECK THE APPROPRIATE BOX:**

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- I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25, ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

- I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**SECTION L - continued**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO  
INVESTMENT ACTIVITIES IN IRAN - add additional sheets if necessary.**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing below:

Name of Entity: \_\_\_\_\_; Relationship to Bidder: \_\_\_\_\_

Description of Activities: \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Bidder/Offeror Contact Name: \_\_\_\_\_; Contact Phone: \_\_\_\_\_

**Certification:**

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**I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that I am authorized to execute this certification on behalf of the bidder, that the Borough of Collingswood is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough to notify the Borough in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Borough of Collingswood permitting the Borough to declare any contract(s) resulting from this certification void and unenforceable.**

Full Name (Print): \_\_\_\_\_

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

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

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