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C. Jeremy Noll, PE, CME, CPWM
Marc H. Selover, LSRP, PC

September 5, 2024
25000 00

Re: 39 Allen Avenue – Former Pinelands Library
Block # 1705, Lots 6 & 7
Medford, NJ

Timothy Prime, Esquire
Prime & Tuvel Law Office
14000 Horizon Way, Suite 325
Mount Laurel, NJ 08054-4342

Dear Tim:

Enclosed are four (4) copies of the following documents as prepared by John Dura, PLS of Environmental Resolutions, Inc.:

1. Lot Consolidation Plan dated August 23, 2024.
 2. Description of Property – Lot Consolidation, Proposed New Lot 7.01 dated August 23, 2024.
- Existing lots 6 & 7 have been consolidated into Lot 7.01. The site has recently been declared an Area in Need of Redevelopment.

Please contact me if you have any questions.

Sincerely,

Christopher J. Noll, PE, CME, FP
Township Engineer

CJN:evc

cc: Ann Bell, Dir., Medford Twp. Planning & Zoning, 49 Union Street, Medford, NJ 08055 via email abell@medfordtownship.com
Daniel Hornickel, Medford Twp. Mgr., 49 Union Street, Medford, NJ 08055 via email: dhornickel@medfordtownship.com
Scott Taylor, Taylor Design via email: STaylor@tdsplanmng.com

G:\25000 - Medford Twp\25000 00 Medford General\25000 00 - Former Pinelands Library - 39 Allen Ave\25000 00 - 39 Allen Ave - Former Pinelands Library - 09.05.24.docx

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Henry R. Fox, NCEP III
C. Jeffrey Hanson, PE, CME,
Joseph R. Hersh, PE, CME, CPWM
C. Jeremy Noll, PE, CME, CPWM
Marc H. Selover, LSRP, PG

DESCRIPTION OF PROPERTY LOT CONSOLIDATION, PROPOSED NEW LOT 7.01

Block 1705, Lots 6 and 7
Township of Medford, Burlington County, NJ
ERI Project 25000_00

August 23, 2024
Proposed new Lot 7.01

Medford Township
Burlington County, New Jersey

ALL THAT CERTAIN tract or parcel of land being Block 1705 Lots 6 and 7 to be consolidated into Proposed New Lot 7.01, lands now or formerly of the Township of Medford, in the Township of Medford, the County of Burlington, State of New Jersey, bounded and described as follows:

BEGINNING at a point on the westerly line of South Main Street (66' wide Right of Way), County Rt. 541, at its intersection with the northerly corner of Allen Avenue (50' wide), said point being the proposed southeasterly corner of Block 1705, New Lot 7.01, lands now or formerly of The Township of Medford, said point being 13.2 feet from the existing face of curb, being marked by a P.K. nail set and having New Jersey State Plane Coordinates (NAD 83) of Northing 387,299.99 and Easting 401,315.38, and from said point of beginning, running thence-

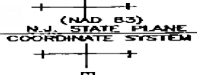
- 1) N89°22'41"W, 285.26 feet, along the northerly line of Allen Avenue (50' wide), to a concrete monument found, said point being the southeasterly corner of Block 1705, Lot 1, lands now or formerly David M. Jr. and Elizabeth T. Sullivan, thence-
- 2) N03°58'19"E, 60.60 feet, along the easterly line of said Block 1705, Lot 1, to a point, said point being the southwesterly corner of Block 1705, Lot 8, lands now or formerly of Chabad in Medford, INC., thence-
- 3) S89°17'41"E, along the southerly line of said Block 1705, Lot 8, passing over a capped rebar found at 1.64 feet and a total distance of 281.81 feet, to a capped rebar found on the aforementioned westerly line of South Main Street, thence-
- 4) S00°42'19"W, 60.09 feet, along the westerly line of South Main Street to a P.K. nail set, said point being the point and place of BEGINNING.
Containing an area of 17.097 Sq. Ft. or 0.392 Acres of land, more or less.

Subject to the findings of a title search.

The above is intended to describe all that portion of land shown as "Proposed New Lot 7.01", on a plan entitled "Lot Consolidation, Medford Library, 39 Allen Avenue, Tax Block 1705, Lots 6 and 7, Township of Medford, Burlington County, New Jersey", prepared by Environmental Resolutions, Inc. dated 08/23/2024.

Prepared by:

John Dura
John M. Dura, NJ P.L.S. License #GS28525



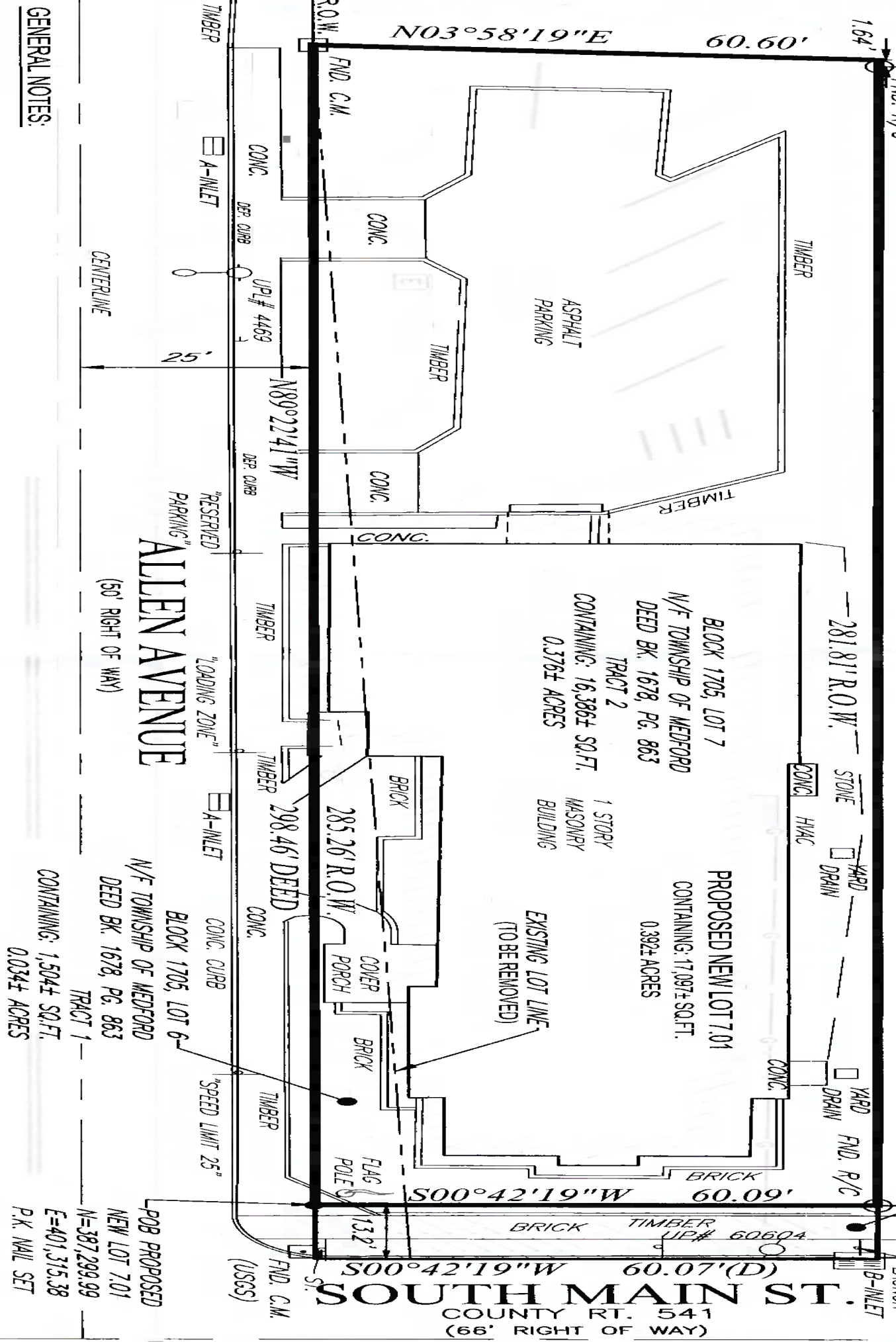
BLOCK 1705, LOT 8
N/F CHABAD IN MEDFORD, INC
DEED BK. 13106, PG. 2381

BLOCK 1705, LOT 1
N/F DAVID M. JR. AND
ELIZABETH T. SULLIVAN
DEED BK. 13225, PG. 7847

295.01' DEED

AREA IN EXISTING
ROAD RIGHT OF WAY
CONTAINING: 793± SQ.FT.
0.018± ACRES

EXIST. R.O.W.
GRANITE CURB
CENTERLINE



GENERAL NOTES:

- 1) DATUMS:
HORIZONTAL DATUM IS NAD83 (2011) GROUND.
- 2) BEING KNOWN AND DESIGNATED AS BLOCK 1705, LOTS 6 AND 7, AS SHOWN ON SHEET 17 OF THE OFFICIAL TAX MAPS OF MEDFORD TOWNSHIP BURLINGTON COUNTY, NJ, DATED JANUARY 1959.
- 3) SURVEY REFERENCES:
 - A. DEED BOOK 1678, PG. 863, LOTS 6 AND 7.
 - B. DEED BOOK 13106, PG. 2381, LOT 8
 - C. DEED BOOK 13225, PG. 7847, LOT 1
- 4) THE CONDITIONS SHOWN ON THIS PLAN ARE BASED ON THE FIELD WORK PERFORMED BY ERI IN JUNE, 2024.

5) THIS PLAN WAS PREPARED WITHOUT A TITLE REPORT AND IS SUBJECT TO ANY RESTRICTIONS AND EASEMENTS THAT A TITLE REPORT MAY DISCLOSE.

HEREBY CERTIFY THAT THIS SURVEY AND PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS STATE OF NEW JERSEY.

John M. Dura
John M. Dura

NJ Professional Land Surveyor
License # 0528525



ENVIRONMENTAL
RESOLUTIONS, INC.

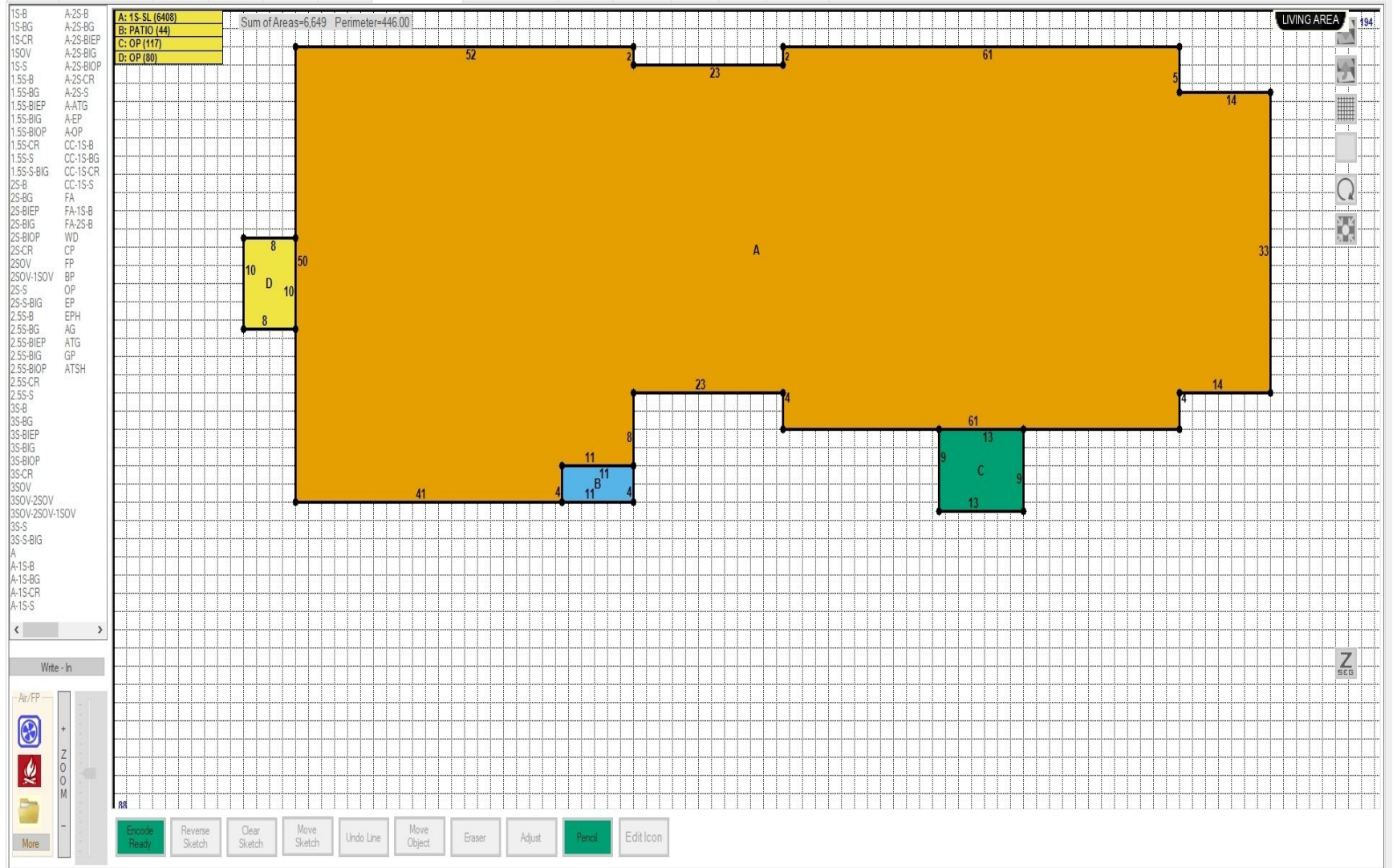
Engineers • Planners • Scientists • Surveyors
815 East Gate Drive - Suite 103
Mount Laurel, New Jersey 08054-3415
Tel. 856-235-7170 Fax 856-273-9239

LOT

CONSOLIDATION

MEDFORD LIBRARY
39 ALLEN AVENUE
BLOCK 1705, LOTS 6 & 7
TOWNSHIP OF MEDFORD
BURLINGTON COUNTY, NEW JERSEY

SCALE 1" = 20'		DATE 8/23/24		SHEET NO 1 OF 1	
DATE 6/2024		SHEET NO 25000.00		PROJECT NO 25000.00	
FIELD BOOK MEDFORD		DRAWN BY KR		CHECKED BY EFH	
FIELD CREW NEA		CADD FILE LOCATION K:\25000.00\MEDFORD GENERAL SURVEY.DWG		CERTIFICATE OF AUTHORIZATION NUMBER: 24062974500	



REQUEST FOR PROPOSALS

For

**DESIGNATED REDEVELOPER FOR FORMER MEDFORD TOWNSHIP LIBRARY
SITE, 39 ALLEN AVENUE, BLOCK 1705, LOT 7.01**

In the

TOWNSHIP OF MEDFORD, COUNTY OF BURLINGTON, STATE OF NEW JERSEY

Issued by:

**TOWNSHIP OF MEDFORD
49 UNION STREET
MEDFORD, NEW JERSEY 08055**

Issue Date: March 9, 2025

Proposal Due Date: Tuesday, May 13, 2025 at 10:00 A.M.

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1. Seeking Proposals for Redevelopment Opportunity

The Township of Medford (hereafter, the “Township”) is soliciting qualified developers or development teams (“Respondents”) to respond to this Request for Proposals (“RFP”) for designation as redeveloper for the property having a street address of 39 Allen Avenue, Medford, New Jersey 08055, and designated as Block 1705, Lot 7.01 on the official Township Tax Map (the “Property”).

By way of Resolution No. 148-2024, adopted on August 20, 2024, Township Council designated the Property as an Area In Need of Redevelopment pursuant to the New Jersey Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq. (the “LRHL” or “Redevelopment Law”). The designation of the Property as an Area In Need of Redevelopment was approved by the State of New Jersey, Department of Community Affairs on September 24, 2024.

Until recently, the Property was used as the Medford/Pinelands Branch of the Burlington County Library. With the opening of Medford’s new Branch Library and Town Hall/Municipal offices at 49 Union Street in the spring of 2021, the Township has determined it appropriate to seek redevelopment of the former library building and property.

With the proposed redevelopment, the Township continues its efforts with respect to revitalizing the Main Street Historic Village Commercial corridor. The Township is seeking Qualifications Statements and Development Proposals from Redevelopers that will build on the Township’s recent revitalization successes, in a manner that effectuates the Township’s Master Plan goals and is in the best interests of the Township.

The Property is comprised of an existing building on one consolidated lot, Lot 7.01 (formerly Lots 6 and 7), with an area of approximately 17,097 square feet, 0.392 acre, and is bound at the corner by South Main Street to the east and Allen Avenue to the south.

The Property is bordered by residential uses to the west, which front on Haines Avenue. To the east along the opposite side of Main Street are existing residences and the Eye Care Physicians & Surgeons of New Jersey. To the south is Tomlinson Park and the southwest Branch of the Rancocas Creek.

Because the Property was previously used as the Township’s public library, the site is currently within the Park/Public/Education (PPE) Zoning District which permits civic and public uses, such as educational and recreational activities, municipal buildings, churches, libraries, open space, and parks.

The adjacent Main Street commercial corridor is zoned Historic Village Commercial (HVC). The HVC Zone permits a variety of commercial uses, such as shops for retail sales, restaurants, limited breweries, offices and other related establishments. In 2013, the HVC Zoning District along Main Street was designated as a Rehabilitation Area under the LRHL, N.J.S.A. 40A: 12A-1 et. seq. As the former library site is located in the PPE Zone, it was not within this previously designated Rehabilitation Area.

Township Council intends to draft a Redevelopment Plan for the site to establish the conditions for revitalization of the property. This Redevelopment Plan will include standards for modified zoning, permitted uses, bulk standards, as well as design standards, depending on the responses to this RFP. A Redevelopment Plan, and any subsequent Redevelopment Agreement may, at the discretion of the Governing Body, also include provisions for a Five Year tax exemption and abatement, as permitted by the New Jersey Five Year Exemption and Abatement Law, N.J.S.A. 40A:21-1 et. seq. to incentivize reinvestment in the area.

The Township envisions receiving proposals that will advance the recent revitalization within the downtown to make the Village an attractive destination for local residents and for visitors from the region. As the former Pinelands Library was a steady generator of patrons for merchants along Main Street and Tomlinson Mill Park, the Township desires a project that will restore the usefulness of the building or parcel, provide goods or services to the public, and will benefit other businesses within the vicinity through attracting customers who will patronize the new business and existing businesses.

Respondents should demonstrate a background of successful past experience with redevelopment of the type desired by the Township in response to this RFP. However, the Township acknowledges that the site is small in area and the existing building may need to be demolished or upgraded; the Township encourages any proposal, large or small, that meets the goals and objectives of this RFP and the Property's redevelopment.

The property is being sold "AS IS." The Township makes no guarantees or warranty as to the condition of the building or equipment affixed to the property. The building is serviced by public water and public sewer, gas and electric.

All redevelopment of the property will need to comply with the Pinelands Comprehensive Management Plan pertaining to stormwater management, as well as with the Township Code's development standards made applicable to the project through the Redevelopment Plan.

The Township reserves the right, if it is deemed to be in the public interest, to enter directly into negotiations with one or more Respondents in order to advance the redevelopment process.

2. The Township

Medford Township is located in the Burlington County and is bordered by multiple municipalities. To the north are the Township of Mount Laurel and the Township of Lumberton. The Township of Southampton and the Township of Tabernacle are located to the east. To the south are the Township of Shamong and the Township of Waterford, and the Township of Evesham is located to the west. The Borough of Medford Lakes is located in the eastern portion of the Township and is surrounded by the Township.

The Township is located at the edge of the Philadelphia Metropolitan Region to the west, and the New Jersey Pinelands National Reserve to the southeast. The southern portion of the Township, including the former Pinelands Library property, is located within the jurisdiction of the New Jersey Pinelands Commission, with Route 70 being the northern boundary of the Pinelands.

The Township is home to about 25,000 residents and has very active community groups with community sponsored events nearly year round. The Township has an excellent school system and a very large youth sports program run by the Medford Youth Athletic Association. The Township also owns several parks, including one of the largest off-leash dog parks in New Jersey within walking distance of the Property. Four primary business districts are located within the Township: Historic Medford Village, where the property is situated; the Route 70 Highway commercial district; the Stokes Road business corridor; and the Taunton Road business corridor. In addition to community wide events such as October Fest, the Apple Festival, Arts Walk, 4th of July Fireworks, Halloween Parade and Dickens Festival, the Township also hosts Third Thursday Food Trucks Nights along Main Street from March through December.

3. Property Acquisition

The Township reserves the right to obtain a qualified appraisal or appraisals to establish the value of the Property, depending on the responses to this RFP. The successful Respondent will be responsible to purchase the Property pursuant to the Local Lands and Building Law at N.J.S.A. 40A:12-13(c), permitting a sale of municipal property to a private developer by a municipality when acting in accordance with the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1, et seq. The Township will negotiate the terms of said sale with the successful Respondent. The sale of the Property will be “as is/where is”; however, the Township will guarantee that the title to the Property will be good and marketable, and insurable at regular rates.

4. Documents Regarding the Redevelopment Area

The following documents are available for review by all Respondents:

1. Township Council Resolution No. 67A-2024, adopted on June 5, 2024, entitled “Authorizing and Directing the Medford Township Planning Board to Conduct a Preliminary Investigation of 39 Allen Avenue, Block 1705, Lots 6 & 7 (the ‘Municipal Property’) for the Potential Designation as an Area in Need of Redevelopment”;
2. Township Planning Board Resolution No. 15-2024, adopted on July 24, 2024, entitled “Reviewing Investigation of 39 Allen Avenue, Block 1705, Lots 6 and 7, Determining that Said Area Qualifies as a Non-Condemnation Redevelopment Area and Recommending to the Medford Township Council that said Area be Designated as a Non-Condemnation Redevelopment Area”;
3. Township Council Resolution No. 148-2024, adopted on August 24, 2024, entitled “Designating Former Township Library Property at 39 Allen Avenue, Block 1705, Lots 6 and 7, as a Non-Condemnation Redevelopment Area and Authorizing Preparation of a Redevelopment Plan for the Property”;

4. Report entitled “Preliminary Investigation, Non-Condemnation Area in Need of Redevelopment, Block 1705, Lots 6 & 7, Medford Township, New Jersey,” prepared by Taylor Design Group, Inc., Medford Township Planner, dated July 1, 2024.

Respondents who desire to access the foregoing documents may contact the Township Clerk, Tara Wicker, RMC, by phone at (609) 654-2608, ext. 334, or by e-mail to twicker@medfordtownship.com.

5. Goals of RFP

Medford Township is interested in partnering with a redeveloper to create a Redevelopment Plan for the Redevelopment Area. The Township is, therefore, seeking initial concept plans for the Redevelopment Area from interested redevelopers along with experiential information on such redevelopers in order to find the best match for the site that also aligns with the visions and needs of the Township. Responses to this RFP should give the Township sufficient detail in order to select a partner for developing and implementing a Redevelopment Plan for the former Library Property.

The successful Respondent will be formally designated as the redeveloper of the Redevelopment Area and will work with the Township to provide input and specifications for a Redevelopment Plan for the Redevelopment Area based upon a mutually agreed upon concept plan for the site. The Township Planner will draft a Redevelopment Plan with input from the redeveloper and the Medford Township Council redevelopment subcommittee. Once drafted, the Redevelopment Plan must be adopted by ordinance by the Medford Township Council as the designated redevelopment agency and reviewed for consistency with the Township Master Plan by the Township Planning Board. Once adopted, the Redevelopment Plan will become the succeeding zoning for the site.

Once the Redevelopment Plan is adopted, the designated Redeveloper must enter into a Redevelopment Agreement with the Township, including an Agreement of Sale for the Property.

The successful Respondent will be responsible for completing the necessary engineering studies and design in order to obtain site plan approval for the redevelopment of the former Library Property. All plans and design work shall be prepared by licensed architects, engineers, and other appropriate professionals. The redevelopment of the former Library Property will require site plan approval from the Medford Township Planning Board, the Burlington County Planning Board (because of its frontage on South Main Street, Burlington County Route 541), and any other Township, County, State, or Federal agencies having jurisdiction prior to construction, as well as a Consistent Certificate of Filing from the New Jersey Pinelands Commission.

The successful Respondent shall be responsible for all capital improvements and infrastructure improvements required for the redevelopment of the former library Property, unless otherwise negotiated with the Township or other entity having jurisdiction.

Respondents interested in inspecting the interior condition of the building may schedule an appointment with the Township Manager, Daniel Hornickel, at

dhornickel@medfordtownship.com. Any such inspection must take place not later than one week prior to the due date indicated within this RFP.

6. RFP Submission Requirements

General Requirements

Respondents should submit six (6) hard copies and one (1) electronic copy on a USB Drive, of their proposal/ response to this RFP. Proposals should be submitted on 8.5 x 11 sized paper and should not exceed ten (10) pages (excluding Exhibits A through G hereto, which completed Exhibits must be included with a submission). Planning diagrams may be submitted on 11 x 17 paper.

Proposals should be sent in a sealed envelope which bears the name of the Respondent, is addressed to the Township Clerk, and is clearly marked “Township of Medford – Former Library Property Redevelopment RFP.”

Proposals should be sent to:

Tara Wicker, RMC
Clerk, Township of Medford
49 Union Street
Medford, New Jersey 08055

Submissions must be received by Tuesday, May 13, 2025 at 10:00 A.M.

Any questions must be submitted in writing via e-mail to the Township Clerk, Tara Wicker, RMC, at twicker@medfordtownship.com no later than May 6, 2025. Telephone inquiries will not be accepted.

Specific Requirements

A. Development Team

Respondents should identify their development team (the “Development Team”).

For key Development Team members, identify the following:

- ☐ General experience with details including years of operation, number of projects, range of architectural project sizes and budgets, awards, prizes, citations, etc.;
- ☐ Name, address, telephone number, fax number and e-mail address of each principal, and such team member’s resume, including roles or titles within the Development Team; and

- ☐ Name, address, telephone number, fax number and e-mail address of the Development Team Members authorized to act on behalf of the Respondent.

B. Qualifications and Experience

Respondents must clearly demonstrate qualifications in completing the type of development contemplated in the Respondents' proposal and prior experience and success with such projects. The Respondent shall identify other development or redevelopment projects it has implemented or managed to include a description of the project, address and year of completion.

C. Development Approach

Respondents are required to submit the following:

- ☐ *Concept Plan:* Respondents must provide a concept site plan and sketch architectural rendering graphically showing the proposed use and Respondents proposal for the site.
- ☐ *Project Narrative/ Development Approach:* Respondents must provide a narrative that describes the Respondent's overall vision and use for the site.
- ☐ *Project Phasing Plan:* Respondents must outline their implementation strategy, including a description of any phasing plan for the overall project.

D. Financial Feasibility

Respondents should provide a brief, preliminary project financial framework plan for the redevelopment proposal. Sufficient preliminary information should be provided for the Township to determine the proposed project's financial underpinnings and ability to be self-sustaining. Respondents should identify whether they intend to self-fund or borrow for the project, or an anticipated ratio of self-funding to borrowing.

7. RFP Selection Process

The Township will evaluate RFP responses based on their completeness, feasibility, responsiveness to the RFP requirements and redevelopment goals described herein, the strength of the development approach, innovation of the proposal, the Respondent's comparable past experience and capacity to successfully complete the proposed project.

The Township will evaluate proposals based on the following key criteria:

- ☐ The Respondent's overall vision for redevelopment of the Property and the Redevelopment Area;
- ☐ The overall design of the proposal and the proposal's relationship with the physical and architectural character of the surrounding neighborhood and existing streetscape;

- ☐ The public benefits associated with the proposal;
- ☐ The Respondent's overall qualifications and experience in overseeing the design, financing, and development of projects of similar scale and magnitude;
- ☐ The Respondent's experience in meeting established schedules on similar projects;
- ☐ The Respondent's capacity to secure adequate financing to finance the proposal; and
- ☐ The Respondent's proposed strategy for implementing the proposal.

The Township reserves the following rights:

- ☐ To abandon the RFP process, including the right to not award any contract related to this RFP, for any reason or no reason;
- ☐ To accept the proposal(s) that, in the Township's sole judgment, best represents the Township's vision for redevelopment of the Redevelopment Area and best serves the interests of the Township;
- ☐ To adopt a Redevelopment Plan that best suits the redevelopment of the Redevelopment Area;
- ☐ To waive any condition, requirement or formality that would otherwise have constituted nonconformance with the provisions of this RFP;
- ☐ To reject any or all proposals;
- ☐ To reject incomplete or nonresponsive proposals;
- ☐ To change or alter the terms and/or schedule of this RFP;
- ☐ To request additional information and undertake actions necessary to clarify or verify information provided by any Respondent;
- ☐ To interview and/ or negotiate with any or all Respondents; and
- ☐ To negotiate the terms of the requisite Redevelopment Agreement with any Respondent.

Upon the designation by Township Council of a Respondent as to serve as Redeveloper of the Property, the Redeveloper shall enter into an Escrow Agreement to post an initial escrow in the amount of \$10,000 against which the Township may charge for the costs of drafting the Redevelopment Plan and Redevelopment Agreement.

8. Legal Disclaimers

- A. The award of any contracts from the Township under this RFP is subject to approval by the Medford Township Council.
- B. Respondents are responsible for ensuring that responses to this RFP are compliant with all applicable Federal, State, and local laws, regulations, and ordinances.
- C. Respondents acknowledge that the preparation and submission of responses is at their own risk and expense, and in no event may they seek reimbursement or contribution from the Township.
- D. This RFP is a solicitation of qualifications only and does not represent an offer, obligation, or agreement, whatsoever on the part of the Township.
- E. Selection of a Respondent's proposal shall not create any rights on the Respondent's part whatsoever until the execution by such Respondent and the Township of the requisite Redevelopment Agreement.
- F. In an effort to foster the timely redevelopment of the Redevelopment Area, each Respondent acknowledges that by submitting a response to this RFP, such Respondent waives its right to file or maintain, through itself or any other party with which it is affiliated, any action or proceeding challenging the Township's determinations made pursuant to this RFP.

[End of Specifications.]

Exhibit A

AFFIRMATIVE ACTION CERTIFICATION

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

The successful Respondent shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence: (a) a photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or (b) a photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or (c) a photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

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

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

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

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

COMPANY/RESPONDENT'S NAME (PRINT)

AUTHORIZED SIGNATURE

Name (print): _____

Title: _____

Date: _____

Exhibit B

EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

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

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

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin,

ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

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

- ☐ Letter of Federal Affirmative Action Plan Approval;
- ☐ Certificate of Employee Information Report; or
- ☐ Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

COMPANY/RESPONDENT'S NAME (PRINT)

AUTHORIZED SIGNATURE

Name (print): _____

Title: _____

Date: _____

Exhibit C

AMERICANS WITH DISABILITIES ACT
Equal Opportunity for Individuals with Disabilities

The Respondent and the Township of Medford do hereby agree that the provision of Title II of the Americans with Disabilities Act of 1990 (the "ADA") (42 U.S.C. Section 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit or service on behalf of the Township pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the ADA. In the event that the Contractor, its agents, servants, employees or subcontractors violate or are alleged to have violated the ADA during the performance of this contract, the Contractor shall defend the Township in any action or administrative proceeding commenced pursuant to this ADA. The Contractor shall indemnify, protect and save harmless the Township, 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 Township grievance procedure, the Contractor agrees to abide by any decision of the Township which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township or if the Township 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 Township 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 Township or any of its agents, servants, and employees, the Township shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Township or its representatives.

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

It is further agreed and understood that the Township 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 Township from taking any other actions available to it under any other provisions of this agreement or otherwise by law.

COMPANY/RESPONDENT'S NAME (PRINT)

AUTHORIZED SIGNATURE

Name (print): _____

Title: _____

Date: _____

Exhibit D

RESPONSIBLE RESPONDENT CERTIFICATION

A copy of this certification must be included with the response to the RFP and must be fully completed, signed by at least one general partner, owner, or officer authorized to legally obligate the Respondent and notarized.

The Respondent recognizes that the information submitted in response to the RFP is for the express purpose of inducing the Township to award a contract to the Respondent. The Respondent has read and understands the requirements of the response to the RFP and has read and understands the instructions for completing the response. The Respondent acknowledges that he/she is duly authorized to provide the information contained in this response and that answering the questions in this bid is entirely within his/her control.

DECLARATION

I, _____ (name), am the _____ (title)
of Respondent.

I certify that I have read and understood the questions contained in the attached response, and that to the best of my knowledge and belief all information contained herein and submitted concurrently or in supplemental documents with this bid is complete, current, and true. I further acknowledge that any false, deceptive or fraudulent statements in the response may result in non-award of contract. I authorize the Township to contact any entity named herein, or any other internal or outside resource, for the purpose of verifying information provided in the questionnaire or to develop other information deemed relevant by the Township.

Signature

Sworn and subscribed before me on the
_____ day of _____, 20____.

Notary Public

(Seal)

Exhibit E

FALSE STATEMENT PENALTIES CERTIFICATION

N.J.S.A. 40A:11-34

Any person who makes or causes to be made, a false, deceptive or fraudulent statement in the statement or answers in response to this RFP, or in the course of any hearing hereunder, shall be guilty of a misdemeanor, and upon conviction shall be punishable by a fine of not less than \$100.00 nor more than \$1,000.00, and shall be permanently disqualified from bidding on all public work or contracts of the contracting unit which submitted the questionnaire; or, in the case of an individual or an officer or employee charged with the duty of responding to the questionnaire for a person, firm, co-partnership, association or corporation, by such fine or by imprisonment, not exceeding 6 months, or both.

COMPANY/RESPONDENT'S NAME (PRINT)

AUTHORIZED SIGNATURE

Name (print): _____

Title: _____

Date: _____

Sworn and subscribed before me on the
_____ day of _____, 20____.

Notary Public

(Seal)

Exhibit F

RESPONSIBLE RESPONDENT'S CHECKLIST

The following are screening statements which shall be used to determine whether or not a prospective Respondent is responsible to enter into a contract with the Township of Medford.

Refusal to answer or omission of response to any question in this checklist shall be considered a fatal flaw and shall result in disqualification of the Respondent.

A YES answer to any statement below shall require the Respondent to explain that answer to the Township Council prior to award of contract.

1. In the last five (5) years, has your firm, or any key Person in your firm, been convicted of a crime involving the awarding of a contract of a government (local, state or federal) construction project, or the bidding or performance of a government contract? ☐ Yes ☐ No
2. In the last five (5) years, has your firm, or any key Person in your firm, been "defaulted" or "terminated" by an owner (other than for convenience of the project owner) or has your surety completed a contract for your firm? ☐ Yes ☐ No
3. At the time of submitting this bid form, is your firm or any key Person in your firm, ineligible to bid on or be awarded any public works contract, or perform as a subcontractor on a public works contract? ☐ Yes ☐ No
4. Has your firm, or any key Person in your firm, ever been found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity? ☐ Yes ☐ No
5. In the last ten (10) years, has your firm, or any key Person in your firm, ever been convicted of a crime involving any federal, state or local contracts? ☐ Yes ☐ No

COMPANY/RESPONDENT'S NAME (PRINT)

AUTHORIZED SIGNATURE

Name (print): _____

Title: _____

Date: _____

Exhibit G

TAXPAYER IDENTIFICATION

W-9 Form (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,