



**REQUEST FOR PROPOSALS
OUTSIDE LEGAL COUNSEL**

**OPERATIONS TRANSFER AGREEMENT
CRAMER HILL WATERFRONT PARK
(FORMERLY KNOWN AS THE HARRISON AVE. LANDFILL)
BLOCK 89, LOTS 7 AND 13
CITY OF CAMDEN, NEW JERSEY**

ISSUE DATE: THURSDAY, JUNE 17, 2021

**ISSUED BY:
CITY OF CAMDEN REDEVELOPMENT AGENCY**

**DUE DATE AND TIME
2:00 P.M.
FRIDAY, JULY 16, 2021**

**ADDRESS ALL PRICE SUBMISSIONS TO:
OLIVETTE SIMPSON
INTERIM EXECUTIVE DIRECTOR
CITY OF CAMDEN REDEVELOPMENT AGENCY
CITY HALL, 520 MARKET ST # 1300, CAMDEN, NJ 08101**

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ATTACHMENTS (DOCUMENTS TO BE REVIEWED)

Documents are available through download only: <https://spaces.hightail.com/space/rCZLLUhpy5>

- A. Cramer Hill Waterfront Park Operations Transfer Plan dated February 8, 2021.
- B. Draft Second Amendment to the 2018 MOU with NJDEP dated February 24, 2021.
- C. Draft Operations Transfer Agreement Framework dated February 20, 2021.

APPENDIX (REQUIRED FORMS)

- Form I - Stockholder Disclosure Statement
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ADVERTISEMENT
REQUEST FOR PROPOSALS (RFP)

NOTICE IS HEREBY GIVEN THAT SEALED PROPOSAL SUBMITTALS will be received at **2:00 P.M. on FRIDAY, JULY 16, 2021**, by Olivette Simpson, Interim Executive Director, City of Camden Redevelopment Agency, City Hall, 520 Market St # 1300, Camden, NJ 08101 for the following project:

OUTSIDE LEGAL COUNSEL
OPERATIONS TRANSFER AGREEMENT
CRAMER HILL WATERFRONT PARK

The Request for Proposals (RFP) may be downloaded from the Camden Redevelopment Agency website <http://camdenredevelopment.org/>. It is the responsibility of prospective Respondents to check the Camden Redevelopment Agency website for any addenda to the Request for Proposals that may be issued prior to the submittal due date.

Inquiries regarding the RFP shall be sent by fax or email no later than **2:00 P.M. on THURSDAY, JUNE 24, 2021**, to Deirdra Williams at DeWillia@ci.camden.nj.us. No oral response to any question by any Camden Redevelopment Agency employee or agent shall be binding on the Camden Redevelopment Agency or in any way considered to be a commitment by the Camden Redevelopment Agency.

During the RFP preparation of response period, CRA may issue addenda, including amendments or answers to written inquiries. Those addenda will be noticed by CRA and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the Submission Date. Addenda shall be issued no later than **2:00 P.M. on FRIDAY, JUNE 25, 2021**.

Proposals shall be submitted to the CRA in sealed envelopes with two printed copies of the submission, prepared as described in the RFP, along with a link to an FTP or other website that would allow the CRA to download an electronic cover-to-cover copy of the submission in Acrobat PDF format. The link shall be emailed to Deirdra Williams at DeWillia@ci.camden.nj.us by the submission due date.

The sealed envelopes containing the proposal documents shall be marked clearly on the outside of the envelope with the following words: “**Request for Proposals, Outside Legal Counsel – Cramer Hill Waterfront Park**” and the Respondent's name, address and telephone number clearly marked on the envelope. The sealed envelopes containing the proposal documents shall be delivered to the following address: **Attn: Olivette Simpson, Interim Executive Director, City of Camden Redevelopment Agency, City Hall, 520 Market St # 1300, Camden, NJ 08101.**

The CRA reserves the right to modify any portion of or cancel this RFP at any time; and/or reject any and all submissions.

COVID 19 NOTICE

Due to City Hall closures associated with COVID-19, Respondents are encouraged to submit responses prior to the due date via certified mail or overnight delivery carrier. If hand-delivered, sealed proposals may be dropped off in a monitored drop box accessible from the front entrance of City Hall, 520 Market Street, Camden NJ during normal business hours. Respondents are encouraged to confirm receipt of their proposal by emailing Deirdra Williams at DeWillia@ci.camden.nj.us.

1. REQUEST FOR PROPOSALS

The Camden Redevelopment Agency (the “CRA”) is requesting proposals and qualification statements from qualified individuals and firms (“Counsel”) to provide outside legal services to represent and assist the CRA with the drafting, negotiation, and execution of a new multi-party agreement regarding the future funding, operation, and property transfer of the new Cramer Hill Waterfront Park located at the northwest corner of Harrison Avenue and East State Street in the City of Camden, New Jersey (Block 809, Lot 7 &13).

Proposals will be evaluated in accordance with the criteria set forth in this Request for Proposals (“RFP”). If selected, the CRA Board of Commissioners will approve a resolution awarding a “fair and open” contract, pursuant to N.J.S.A. 19:44A-20.4 et seq., for professional services for a sum not to exceed a specified amount to be determined by CRA based on the submissions associated with this solicitation. Work will be funded by grant funding from the US Environmental Protection Agency.

Questions

Inquiries regarding the RFP shall be sent by fax or email no later than **2:00 P.M. on THURSDAY, JUNE 24, 2021**, to Deirdra Williams at DeWillia@ci.camden.nj.us. No oral response to any question by any Camden Redevelopment Agency employee or agent shall be binding on the Camden Redevelopment Agency or in any way considered to be a commitment by the Camden Redevelopment Agency.

Addenda

During the RFP preparation of response period, CRA may issue addenda, including amendments or answers to written inquiries. Those addenda will be noticed by CRA and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the Proposal Submission Date. Addenda shall be issued no later than **2:00 P.M. on FRIDAY, JUNE 25, 2021**.

Submission of Proposals

Proposals are due no later than 2:00 p.m. local time on **FRIDAY, JULY 16, 2021**, by mail or hand delivery to the following address:

Attn: Olivette Simpson, Interim Executive Director, City of Camden Redevelopment Agency, City Hall, 520 Market St # 1300, Camden, NJ 08101

Proposals shall be submitted to the CRA in sealed envelopes with two printed copies of the submission, prepared as described in the RFP, along with a link to an FTP or other website that would allow the CRA to download an electronic cover-to-cover copy of the submission in Acrobat PDF format. The link shall be emailed to Deirdra Williams at DeWillia@ci.camden.nj.us by the submission due date.

The sealed envelopes containing the proposal documents shall be marked clearly on the outside of the envelope with the following words: “**Request for Proposals, Outside Legal Counsel – Cramer Hill Waterfront Park**” and the Respondent's name, address and telephone number clearly marked on the envelope.

The CRA reserves the right to modify any portion of or cancel this RFP at any time; and/or reject any and all submissions.

COVID 19 NOTICE

Due to City Hall closures associated with COVID-19, Respondents are encouraged to submit responses prior to the due date via certified mail or overnight delivery carrier. If hand-delivered, sealed proposals may be dropped off in a monitored drop box accessible from the front entrance of City Hall, 520 Market Street, Camden NJ during normal business hours. Respondents are encouraged to confirm receipt of their proposal by emailing Deirdra Williams at DeWillia@ci.camden.nj.us.

2. SELECTION AND EVALUATION CRITERIA

All Respondents will be judged as whether they are responsive to the RFP as well as qualified to perform the Scope of Services. The complete Form of Proposal as specified must be submitted for a firm to be considered responsive. If any of the items are missing, a firm will be considered non-responsive. Proposals will be evaluated using the following criteria:

Category	Maximum Points
Qualifications and Experience for Similar Work	45
Completeness, Responsiveness, Quality of Proposal	30
Client References	10
Price Proposal	15
Total:	100

3. BACKGROUND

The Cramer Hill Waterfront Park is situated within the footprint of the former 86-acre Harrison Avenue Landfill. The former municipal landfill operated from approximately 1952 to 1971. Sixty-two-acres of the former landfill that is now occupied by the Cramer Hill Waterfront Park (Block 809, Lot 7 & 13) is owned by the CRA. The remaining 24-acres of the former landfill that adjoin the Park to the east and south (Block 810, Lots 4, 5, 6) were acquired in 2015 by the Salvation Army and redeveloped as the Ray and Joan Kroc Corps Community Center at 1865 Harrison Avenue (the “Kroc Center”). Throughout this document the 62-acre CRA property that comprises the Cramer Hill Waterfront Park is referred to as “the Site”. References to “the landfill” pertain to the former 82-acre Harrison Avenue Landfill, of which the park comprises a part.

Closure of the former landfill and redevelopment of the Site into the Cramer Hill Waterfront Park is currently being undertaken by the NJDEP Office of Natural Resource Restoration (ONRR) operating under a March 2018 Memorandum of Understanding (MOU) between NJDEP and CRA. As per the March 2018 MOU, NJDEP ONRR provided funding, planning, design, and construction oversight for the project, which includes capping and closure of the former landfill, the installation of shoreline protection along the Delaware River, natural resource restoration, habitat protection, and park construction. Landfill closure and park construction activities commenced in February 2019. It is anticipated that the work will be completed in the fall or winter of 2021.

As per the terms of the 2018 MOU, NJDEP has assumed control of the entire 62-acre Site from CRA for purposes of landfill closure and park construction. As agreed under the MOU, it was anticipated by CRA and NJDEP that NJDEP would return control of the park to CRA after completion of the construction work and a one-year period during which the park would remain closed to the public while the

NJDEP construction contractor would fulfill commitments to monitor and guarantee the completed work. At the time that the 2018 MOU was executed, construction completion was anticipated for April 2020, with subsequent return of control of the park to CRA by April 2021, following the one-year monitor and guarantee period.

Although not explicitly stated in the MOU, it was understood by CRA and NJDEP that the park would be subsequently opened to the public once the one-year monitor and guarantee period was completed and control of the park had been returned to CRA. CRA will continue to own the park, however it will not operate the park once opened to the public, or directly fund park operations. It is the principal purpose of the Agreement to define the terms under which the park shall be opened, funded, and operated.

Completion of construction and closure activities is currently expected no earlier than September 2021, almost 18 months later than originally planned. Due to this delay, CRA and NJDEP now wish to open the park as soon as possible after construction completion (i.e., without waiting for the one-year post-construction monitor and guarantee period to be completed). Therefore, CRA and NJDEP have agreed to amend the 2018 MOU (the “2nd Amendment”¹) to allow for return of control of the park to CRA in the fall of 2021, prior to the completion of the one-year monitor and guarantee period. It is expected that this second amendment to the 2018 MOU will be executed by CRA and NJDEP no later than October 1, 2021. Negotiation and execution of either of the 2018 MOU amendments is not part of the Scope of Services of this RFP.

Documents to Be Reviewed

To gather pertinent information and provide a basis for coordination and negotiation of the 2018 MOU 2nd Amendment with NJDEP and the Operations Transfer Agreement with the Parties, Brownfields Redevelopment Solutions, Inc. (BRS), prepared a document entitled “Cramer Hill Waterfront Park Operations Transfer Plan” on behalf of CRA. A copy of this document, along with the draft 2nd Amendment to the 2018 MOU (dated February 24, 2021, and the draft Operations Transfer Agreement Framework (dated February 20, 2021) is available through download only using this link:

<https://spaces.hightail.com/space/rCZLLUhpy5>

4. SCOPE OF SERVICES

The Scope of Services required under this RFP includes all legal services necessary to assist CRA with the drafting, negotiation, and execution of a new multi-party agreement regarding the future funding, operations, and property transfer of the park (the “Operations Transfer Agreement” or the “Agreement”). The parties to the Agreement, in addition to CRA, are expected to include the NJDEP, the City of Camden, the Camden County Parks Department, and the Coopers Ferry Partnership (the “Parties”). It is expected that the Agreement may take the form of a Memorandum of Understanding (MOU) between the Parties.

The following section presents the specific tasks, which shall be performed as part of this Scope of Services. Counsel shall provide all required labor, equipment, materials, and services and all else necessary to perform the tasks presented in the Scope of Services.

¹ It should be noted that there are two amendments to the 2018 MOU that have been authorized by the CRA board. The 1st Amendment, which is outside the scope of this RFP, pertains to a required easement for a county-owned bridge that adjoins the Site.

Certain assumptions have been made in preparing this Scope of Services. To the extent possible, these assumptions are stated herein. If the work tasks required are different from the assumptions presented herein or if the CRA desires additional services, the resultant changes in scope and budget may serve as a basis for modifying this Scope of Services as agreed to by both the CRA and Counsel.

All work undertaken as part of this Scope of Services will be performed in accordance with all local, state and federal laws and regulations. It is not the intent of the following description of the specific tasks to outline those technical requirements adequately covered by referenced law, regulations, and standards. The Counsel shall furnish high quality work meeting all requirements of this RFP, industry standards, and applicable local, state and federal regulation.

Task 1: Preparation

- Document Review: The Counsel shall review pertinent documents regarding the history of the site and current agreements between CRA and NJDEP regarding the design and construction of the park. Key documents are attached to this RFP. Other documents may be provided during the course of the project as necessary and appropriate.
- Meetings: The Counsel shall prepare for and attend one kick-off teleconference with CRA and their representatives to discuss roles for all participants, exchange information, and align on the requirements for the Operations Transfer Agreement. Counsel shall participate in additional teleconferences throughout the project as necessary to discuss issues and concerns with CRA and their representatives.

Task 2: Drafting and Negotiation of Agreement

- Draft Agreement: Based on the document review and kick-off meeting with CRA and their representatives, the Counsel will prepare a draft of the Operations Transfer Agreement for review and comment by CRA and their representatives. Counsel will advise on suggested revisions by CRA and prepare a final draft text for the Parties for their review and comment.
- Final Agreement: Counsel will provide advice to CRA and their representatives regarding negotiations of the development of the Final Operations Transfer Agreement with the Parties based on the Draft Agreement and its subsequent revisions, participate in multi-party teleconferences as necessary along with CRA to address on-going issues and concerns with all Parties and their legal counsel, and provide a Final Agreement based on the coordinated efforts of the Parties. Counsel will coordinate with the Parties and their legal counsel to obtain signatures for the execution of the Operations Transfer Agreement.

5. ANTICIPATED SCHEDULE * Dates are subject to change.

- Issuance of RFP: **Thursday, June 17, 2021**
- Proposals Due: **Friday, July 16 at 2:00 p.m.**
- Award Notification: **Wednesday, August 11, 2021**
- Contract and Notice to Proceed (NTP): **Wednesday, October 6, 2021**
- Document Review and Kick-Off Call (Task 1): by **Wednesday, October 13, 2021**
- Operations Transfer Agreement (Task 2): by **Thursday, November 11, 2021**
- Execution of Operations Transfer Agreement, by **Thursday, December 9, 2021**

6. FORM OF PROPOSAL

Respondents shall demonstrate that they possess the professional, financial, and administrative capabilities to provide the described services; and a willingness to work under the compensation terms and conditions determined by CRA.

Respondents shall provide to the CRA a written narrative proposal containing the following elements in the order listed and as described below:

1. Cover Letter

Provide a cover letter on the Respondent company letterhead and signed by the Principal-in-Charge or other company official authorized to provide proposals and make agreements on behalf of the Respondent firm. The letter shall certify that the Respondent firm possesses the professional, financial and administrative capabilities to provide the required services; and confirm willingness to work under the compensation terms and conditions determined by CRA. The contact information including phone number and email address for the Respondent's contact for the proposal shall be included.

2. Table of Contents & Checklist

The proposal shall include a detailed Table of Contents indicating the title of each section of the proposal matching the required inclusions as listed in this section, with the page number of its location in the document. The Table of Contents shall serve as a checklist to assure the inclusion of all required documents and information.

3. Professional Information

Respondents shall provide a demonstration of the required experience and expertise to perform the required services of this RFP. Include details of the Respondent firm's relevant experience and competence to perform the required work. This section of the proposal shall contain a detailed description of the following items:

- A. Company Profile
- B. Qualifications & Experience for similar work previously performed (Limited length of six pages for this information)
- C. Methodology for Scope of Work

Respondents shall take special care to describe the proposed activities to complete the Scope of Services included with the Respondent's proposal. This description should detail

all activities necessary to complete the work, a tentative schedule for the number of days expected to be required to complete all requirements of the Scope of Work.

Respondents may also provide separate alternative proposals to this scope of work in addition to responding to the scope of work presented in the RFP. Proposals that do not address the scope of work provided will be considered non-responsive.

D. MBE/WBE Utilization / Local Hiring

List any MBE/WBE team members that will be used for implementation of the scope of work. MBE/WBE certification documentation must be provided in the proposal. The Counsel awarded the contract will be required to provide information pertaining to MBE/WBE utilization to include contract / fee amounts.

The CRA encourages the hiring of Camden residents. Please provide information regarding the use of Camden residents, if applicable, for the implementation of the scope of work.

E. Client References

List public sector entities for which the Respondent firm provided services of similar nature than contained in this RFP in the past four years. Provide three recent client references and their telephone numbers.

F. Key Personnel, Certifications and Qualifications

Provide the name of all key personnel assigned to the project. Include qualifications and references of all relevant licenses.

G. Conflict of Interest Statement

Respondents must fully vet any potential conflicts of interest with may exist with the firm or with key personnel assigned to the project. Such vetting shall evaluate all parties anticipated to be included in the negotiations of the multi-party agreement.

4. Required Form Submittals

Consistent with the Pay-to-Play Law, N.J.S.A. 19:44-20.4 et seq. and the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. the following documents are required to be completed and submitted with the Proposal.

- A.** State of New Jersey Business Registration Certificate
- B.** Insurance Certificates: Provide specimen certificates of insurance for all insurance coverage requirements of the RFP (see *General Requirements*).
- C.** Form I - Stockholder Disclosure Statement (see Appendix)
- D.** Form II - Non-Collusion Affidavit (see Appendix)
- E.** Form III - Business Entity Disclosure Certification Form (See Appendix)
- F.** Form IV - Debarment Certification Form (See Appendix)
- G.** State of New Jersey Certificate of Employee Information Report (Form AA302)

5. Price Proposal Submittal

Respondents shall provide to the CRA a written completed price proposal containing the following elements in the order listed and as described below:

A. Completed Price Form

Completed Form V – Price Form (See Appendix)

B. Labor Rates

Identify hourly billing rates for all personnel and subcontractors. Respondents shall provide a single “blended hourly rate” for each of the tasks below on the attached Price Form that shall apply to the services provided by all Counsel staff members under the Scope of Services.

7. GENERAL REQUIREMENTS

The following items represent general requirements for the contracted services to be performed by the Counsel selected as part of this RFP process.

1. Project Coordination

- A. The CRA will designate a Project Manager (referred to as the “CRA Representative”), who shall have the authority to inspect all work and materials, and to stop work when it appears to the CRA Representative that the requirements of the Scope of Work are not being met.
- B. Immediately report to the CRA Representative any questionable or obvious error or omission that may be contained in the Scope of Work. Do not proceed with work until the CRA Representative has resolved the error or omission.

2. Contract Modification Procedures

- A. Minor Changes to The Work: Supplemental instructions authorizing minor changes in the Scope of Work, not involving an adjustment to Contract Sum or Contract Time, may be issued by the CRA Representative.
- B. Stipulated Sum Change Orders:
 - 1. Counsel may propose a change by submitting a request for change to CRA Representative, describing proposed change and full effect on Work, with a statement describing reason for change, and effect on Contract Sum and Contract Time with full documentation. Document each quotation for a change in cost or time with sufficient data to allow evaluation of quotation.
 - 2. Change shall be based on Counsel’s price quotation, or Counsel’s request for a Change Order as accepted by CRA Representative and CRA.
- C. Time and Material Change Orders:
 - 1. Submit itemized account and supporting data after completion of authorized change, within two (2) weeks.
 - 2. Maintain detailed records of work done on a time and material basis. Provide full information needed for evaluation of proposed changes, and to substantiate costs of changes in Work. Provide data to support computations.

5. Payment Procedures

- A. Counsel invoices may be submitted not more than once every thirty (30) days. Invoicing shall be on a lump sum / percentage completed or unit cost basis as per the task schedule in the proposal price form. Counsel's invoices shall follow the pay items in the Scope of Work and Form of Proposal Price Sheet or other as directed by the CRA.
- B. Each invoice shall be accompanied by a progress report summarizing the progress and the activities completed made in the billing period. Counsel shall be responsible to provide all necessary documentation as proof of performance of work completed during the payment period or any other proof of performance that may be required by the CRA Representative.
- C. Invoices shall be submitted to the CRA Representative for review. The CRA Representative will then either submit the invoice to the CRA for payment or will return the invoice to Counsel indicating that corrections should be made or additional information or proof of performance may be required. Counsel shall then resubmit the invoice to the CRA Representative for review and approval.
- D. Invoices will be evaluated and paid on a "percent complete" basis of the lump sum offer price or per-unit price. After consultation with the Counsel, the CRA will solely decide the percentage of completeness of the work under each lump sum Pay Item. Sufficient backup documentation as required by the Scope of Work and the CRA Representative will be required to establish measurement of completion for each item within a particular pay period and the work overall.
- E. If the contract includes a line item for a contingency allowance, the contingency will be released as needed by CRA and used by Counsel only as directed by CRA to address unknown or unforeseeable conditions.

6. Schedule

- A. Counsel shall agree to commence work immediately upon receipt of Notice to Proceed from the CRA and diligently pursue the work as per a schedule to be determined by the CRA Representative and Counsel prior to the commencement of the work.

7. Equal Employment Opportunity Provisions

- A. Companies and their subcontractors will not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.
- B. All the potential companies must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity.
- C. The potential company must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order I 1 246 and as amended in Executive Order I 1 375, Title VI and VII of Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Fair Employment Practices Act, and the American with Disabilities Act of 1990.

- D. In response to this RFP, companies should furnish detailed statement relative to their Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subcontractors.

8. Insurance and Indemnification Requirements

A. Insurance Requirements

1. Worker's Compensation and Employer's Liability Insurance

Workers Compensation insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6.

Minimum Employer's Liability \$500,000.

2. General Liability Insurance (bodily injury, personal injury, and property damage liability) including company's contingent Completed operations and contractual liability with a minimum:

- a. \$1,000,000 each occurrence;
- b. \$1,000,000 personal and advertising injury;
- c. \$2,000,000 general aggregate; and
- d. \$1,000,000 products/completed operations aggregate.

3. Automobile Liability Insurance. Covering all owned, hired, and rented vehicles and equipment, with limits of liability of not less than \$1,000,000 for injuries to, or death of one or more persons resulting from any one occurrence and property damage limit of liability of not less than \$500,000 per occurrence

4. Professional liability and errors & omissions insurance in the amount of \$1,000,000. In lieu of the insurance coverage listed under 2. above, the contractor fulfills the insurance requirements by having and maintaining umbrella liability insurance with a minimum:

- a. \$1,000,000 per occurrence.
- b. \$1,000,000 aggregate of other than products/completed operations and auto liability.
- c. \$1,000,000 products/completed operations aggregate.

B. Certificates of the Required Insurance: Certificates of Insurance for those policies required above shall be submitted with the contract. Such coverage shall be with an insurance company authorized to do business in the State of New Jersey and shall name the Camden Redevelopment Agency as an additional insured. Should the work be funded by EPA, EPA shall be named as an additional insured on all insurance certificates?

C. Indemnification: Successful Respondent will indemnify and hold harmless the Camden Redevelopment Agency from all claims, suits or actions and damages or costs of every name and description, to which the Camden Redevelopment Agency may be subjected or put by reason of injury to the person or property of another, or the property of the Camden Redevelopment Agency,

resulting from negligent acts or omissions on the part of the Respondent, the Respondent's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this contract.

APPENDIX: REQUIRED FORMS

FORM I - STOCKHOLDER DISCLOSURE CERTIFICATE

(To be Completed by for Profit Business Entities Only)

Pursuant to the laws of the State of New Jersey as set forth in laws of 1977, Chapter 33, the undersigned does herewith certify to the CRA of Camden Redevelopment Agency (CRA) that the following is a statement with names and addresses of all stockholders, partners, members or owner ("Owner") in the corporation, partnership, limited liability company or other business entity ("Entity") who own a 10% or greater interest therein, as the case may be. If one or more such Owner is in itself an Entity, the Owner holding 10% or more or greater interest in that Entity, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every Owner exceeding the 10% ownership criteria established above have been listed.

NAME

HOME ADDRESS

(Attach another sheet if necessary)

Note: No post office box number accepted, full street address only.

Criminal Conviction to Serve as Grounds for Disqualification from Award of Contract:

Vendor must disclose whether any person(s) named above have a criminal conviction in any Municipal, County, State or Federal Court, in this State or any other State. Yes [] No []

Any rejection by CRA, based upon a prior conviction, shall not take place unless and until there has been a responsibility hearing held by CRA. Also, vendor must report any conviction of any person(s) named above in any Municipal, County, State or Federal Court during the contract or agreement period to the Corporation Counsel of CRA.

Any termination by CRA, based upon subsequent conviction, shall not take place unless and until there has been a responsibility hearing held by CRA.

IN WITNESS WHEREOF, the undersigned has caused this Certificate to be executed this _____ day of _____, 20__.

Sworn and Subscribed before me this _____ day of _____ 20__.

(Notary Public)

Affiant (Authorized Agent of Corporation)

Print Name and Title of Affiant

FORM II - NON-COLLUSION AFFIDAVIT

State of New Jersey

SS:

County of _____

I, _____ residing in _____
(name of affiant) (name of municipality)

in the County of _____ and State of _____ of full
age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____,
(title or position) (name of firm)

the bidder making this Proposal for the bid entitled _____,
(title of bid proposal)

and that I executed the said proposal with full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the CRA of Camden Redevelopment Agency relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.
(name of firm)

BY: _____
(Signature of Authorized Representative)

PRINT NAME & TITLE: _____

COMPANY: _____

DATE: _____

Subscribed and sworn to before me this _____ day of _____, 20____

_____ (Seal)

(Type or print name of affiant under signature)

(Notary public of _____)

My Commission expires _____

FORM III - BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant to N.J.S.A. 19:44A-20.8
CAMDEN REDEVELOPMENT AGENCY

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the _____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding (*date of award scheduled for approval of the contract by the governing body*) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **Camden Redevelopment Agency** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Part II – Ownership Disclosure Certification

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

Check the box that represents the type of business entity:

- Partnership Corporation Sole Proprietorship Subchapter S Corporation
 Limited Partnership Limited Liability Corporation Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part III – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signed: _____ Title: _____

Print Name: _____ Date: _____

Subscribed and sworn before me this ____ day of _____, 2__.	_____
My Commission expires:	(Affiant)
	(Print name & title of affiant) (Corporate Seal)

FORM IV - DEBARMENT CERTIFICATION FORM

This statement must be reproduced on company letterhead and signed by an authorized representative of the firm.

I, _____ an authorized representative of _____ (company) certify that _____ (company) is not debarred from transacting business in the State of New Jersey and is not debarred from receiving state or federal funds. In addition, _____ (company) has an active registration in good standing in the federal System for Award Management (SAM) which can be found at www.SAM.gov.

(signature)

(print name)

(title)

(date)

Form V – OUTSIDE LEGAL COUNSEL CRAMER HILL WATERFRONT PARK PRICE FORM

Complete and submit the following price form:

	Task Description	Unit	Estimated Qty.	Blended Hourly Rate	Total
1	Preparation	Hour		\$	\$
2	Drafting and Negotiation of Agreement	Hour		\$	\$
Total:					\$

Proposers shall provide a single “blended hourly rate” for each of the tasks listed below on the Price Form that shall apply to the services provided by all staff members under this scope of work.

Authorized Representative: _____

Respondent’s Firm: _____

Signature: _____

Date: _____