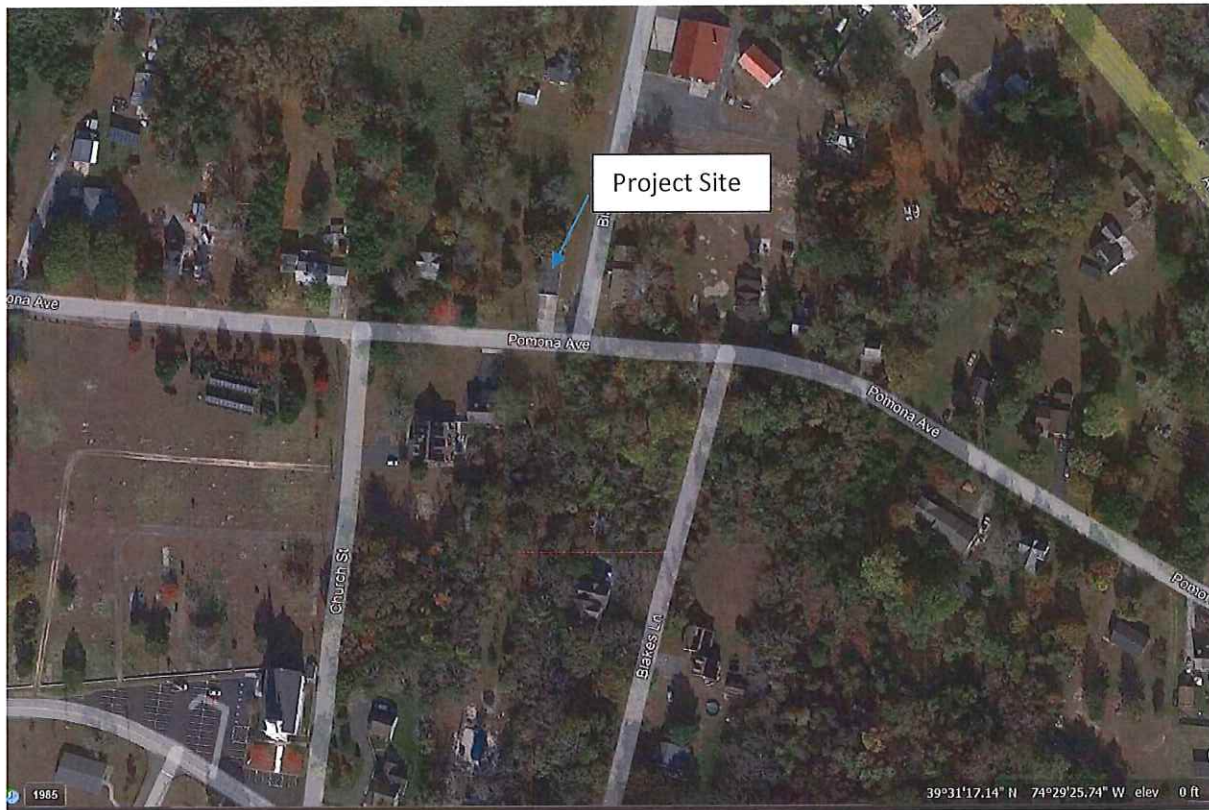


REQUEST FOR PROPOSALS

Architectural/Consulting Engineering Services for the Structural Evaluation and Recommendations for the Repairs and the Design, Plans, Specifications, Construction Management and Inspection

For:

**The Repair and Reconstruction of the Old City Garage
Port Republic, NJ**



A. INTENT

The City of Port Republic requires the services of a Professional Architectural/Engineering firm with appropriate personnel, who are experienced in the planning and design of building repairs. The project will entail the structural analysis and design of repairs to existing City garage, located at the corner of Pomona Avenue and Blakes Lane. It is the City’s intent in Phase one to evaluate the existing structure and formulate a structural repair report. Phase two, if the building can be repaired, the Architectural/Engineering firm will provide plans and specifications for the rehabilitation of the property for public bid. This will include the change in use of the building from a garage to a community/public assembly building.

Phase one of the project will be for the selected professional to provide an evaluation of the necessary structural work needed to utilize the existing building. Phase two will be for the preparation of the plans and specifications for public bid, and the third Phase will be the Construction Management and Inspection of the project. The selected consultant will be the one who can demonstrate extensive professional experience comparable to that requested by the city.

The Consulting firm shall assign a New Jersey licensed Professional Architect/ Engineer who will supervise the project team being assigned to the project. The licensed Architect/Engineer shall report to the City Engineer. The selected consulting firm shall meet all insurance requirements of the City, including, but not limited to, the provisions of personal and property liability, automobile coverage and workers compensation, and professional liability errors and omissions policy.

Award of contract by the City Council, if any, will be made in the interest of the city and shall be based upon various factors, including but not limited to the following: proposer’s qualifications, experience with municipal building repairs, including, availability and cost. The City of Port Republic reserves the right to accept or reject any or all proposals, to be the sole judge of the merits and qualifications of the service and the ability of the proposer to responsibly perform. The city reserves the right to waive any informalities or irregularities in any proposal submitted or in the procedure. An award of contract may be made to other than the firm offering the lowest cost.

Access to the garage may be obtained by contacting Kim Campellone, City Clerk, at 609-652-1501. A key can be picked up at City after contacting Kim. The key needs to be returned to the Clerk’s office when the inspection is completed’

B. BRIEF DESCRIPTION OF PROJECTS

The City of Port Republic is requesting proposals from an appropriate professional for the evaluation and recommendations for the structural evaluation and recommendations for repair, design, plans, and specifications needed for public bidding purposes, and construction management/inspection services, for the repair and change of use of the existing garage to a community/public assembly use. Following is an outline of the scope of work anticipated by this RFP:

Phase 1

- a. Review of the need for a new septic system or holding tank, review and analysis of the existing well to determine if the well can be used or a new well is needed.
- b. A structural evaluation of the building in order what repairs are necessary for the building to be utilized as a community use. A structural report is available on the condition of the existing building. (Copy of the report is attached.) The report is informational only. The consultant shall prepare a separate report for the city to review. The report from the consultant shall address the footing, foundation, wall cracks, lintels, roof structure, and any other items deemed necessary by the consultant needed to determine the extent of the needed structural repairs to utilize the existing structure for habitation.
- c. A cost estimate, addressing the structural repairs needed to provide a structurally sound building needed to move forward with Phase two of the project.

The report shall outline methods and procedures recommended for the work that is needed. Upon receipt and review of the report and the costs associated with the recommendations in the report, the city will decide whether the project will move forward to Phase 2, or not. As part of Phase 1, the consultant will be required to attend up to two (2) meetings with either City Council or a designated committee.

Attached is a guidance letter from City Councilwomen Riegel, concerning the process moving forward. The items noted in the letter shall be specifically addressed in all preliminary reports as to the viability of each of the items. As part of the Phase 1 report, a preliminary floor plan shall be provided, noting the necessary repairs to the building to make the structure structurally sound. The floor plan shall also provide an interior proposed floor plan showing suggested wall, floor, finishings schedule for review. A cost estimate shall also be provided at this phase of the project. Upon completion of Phase 1, City Council shall review structural reports and floor plans. Upon acceptance by the City Council, the Architectural/Engineering firm will be give approval to being Phase 2.

The following is a general list of items to be addressed as part of Phase 1:

1. Review of how the property will be serviced by sewer/septic.
2. Review of the viability of use of the existing well.
3. Structural review and repair plan for the building, including a cost estimate.
4. Floor plan and recommended finish schedule incorporating the recommendations in the letter from Councilwomen Rigel, including a cost estimate.

Phase 2

Upon acceptance by the City Council of the recommendations of the structural repairs for the garage, and an acceptance of the floor plan and finish schedule, the Architect will be given approval to move to phase 2.

Phase 2 shall include preparation of the plans and specifications for the total refurbishing of the building for the items outline in Phase 1 of the report, including a new septic design of holding tank, new well, if needed, structural repairs and building plans for the new use, in a form acceptable for public bidding.

The Architect shall evaluate all bids received and make a recommendation to the City Council for award or rejection of the bid to the successful bidder. Upon award, the Architect shall prepare contracts for signature of the city and contractor.

Phase 3

Construction Management and Construction Inspection: The Architect shall provide all Construction Management services needed to manage all items needed to run the project, including, but not limited to review of all shop drawings, process all requests for payment or change orders, provide a written report to City Council on monthly basis, and provide onsite inspections needed to verify the quality and quantity of the work. Each request for payment from the contractor shall be reviewed by the Architect and a recommendation made to the council for payment.

The architect shall also review all requests for change orders and make the appropriate recommendation to council for acceptance or denial of the request.

At completion of the project, the Architect shall provide a final breakdown and tally of costs associated with the project. This information will be used to prepare the Final Change Order.

The Architect will be required to attend up to four (4) meetings at the request of the City Council or Mayor.

C. PROPOSED SCHEDULE

The city anticipates the project schedule to be as follows:

May 10, 2023	Notice published in the Press
July 6, 2023	Proposals due at the City Clerks Office by 11:00 am
July 11, 2023	Contract Award by City Council
July 21, 2023	Execution of Contract and Notice to Proceed
September 6, 2023	Phase 1 Study and Floor Plan is due

D. CONTRACT FEE

Proposals must be priced on a Lump Sum basis for each task identified on the proposal form. The proposal prices shall include such amounts as the Proposer deems appropriate for overhead and profit. No separate or additional payment shall

be made for overhead and profit, and no separate or additional payments will be made for transportation, telephone calls, postage, equipment usage or rental, copies, printing, fax, overtime, meetings, conferences or any other related fee. **Travel time to and from the project site shall be included in the Lump Sum Price. No separate payment will be made.**

E. PROPOSAL ELEMENTS

In order to assist the selection committee with making a determination, the City requires that all Proposers adhere to the response format outlined below. Firms failing to meet this requirement will be negatively evaluated. Missing sections or inadequate information presented may mean disqualification of the company from consideration. Responses shall be simply prepared, brief and to the point. Needlessly lengthy documents filled with extraneous material will not be favorably received.

Responses to this *Request for Proposal* should include the following in this order:

1. Cover Letter.
2. Introduction/Executive Summary. Highlight the company's unique qualifications and relevant experience.
3. Consultant understanding of the project and approach to the work. Include scope of work listing tasks, descriptions, methods, and techniques.
4. A staffing chart by job description or title. Indicate which staff is in-house and which are sub-consultants.
5. Designation of Sub-Contractors/Sub-Consultants Form
6. Cost Proposal Form. Shall be provided in a separate sealed envelope marked "Cost Proposal – Reconditioning of the Public Works Building". The cost proposal shall be prepared on Lump Sum not-to-exceed basis. Include a time and materials reimbursement schedule and an hourly rate for each position.

F. SELECTION CRITERIA

The city intends to retain the Architectural/Engineering firm whose proposal it believes is most advantageous to the city. Evaluation of the proposal will be based on qualifications of the respondents. The city wishes to hire a firm with significant professional credentials. Selection will be made on the following factors:

1. Qualifications of the project team, including personnel and sub consultants.
2. Relevant recent project experience.
3. Overall Cost.
4. Soundness of technical approach
5. Ability to meet required timelines.

G. Architectural/ ENGINEERING STANDARDS AND REQUIREMENTS

All work shall be done in strict compliance with all applicable Federal, New Jersey State, Atlantic County, and local municipality laws, rules and regulations.

Deliverables

- The successful Firm shall submit all deliverable work products on or before the project close out date, as appropriate for the type of work ordered, the deliverables shall include all the following or such other items as may be required:
- Architectural/Engineering surveys of the areas of work as well as review of the existing equipment and controls.

- Preparation of a report that clearly provides the evaluation of the condition of the equipment and controls, together with a recommendation to repair, replace, and/or upgrade all system.
- Provide cost estimates for each different recommendation made. These estimates will be used to evaluate which option will be selected.
- Preparation of three (3) paper copies, signed and sealed by the appropriate professional.
- Preparation of construction cost estimates for all options.
- Additional items as may be applicable.

I

Proposal
Architectural/Consulting Engineering Services for the Structural Evaluation and
Recommendations for the Repairs and the Design, Plans, Specifications, Construction Management and
Inspection
The Repair and Reconstruction of the Old City Garage
Port Republic, NJ

COST PROPOSAL FORM

Pursuant to and in compliance with this **Request for Proposal** and the other documents relating thereto, the undersigned proposer, having familiarized himself/herself with the scope of work, and with the terms of the contract, the local conditions affecting the performance of the contract, and the anticipated project schedule hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools expendable equipment, and all services necessary to perform, the contract and complete in a workmanlike manner all of the work required in connection with **this Request for Proposal**, for the following lump sum bid:

Project Title: **Architectural/Consulting Engineering Services for the Structural Evaluation and Recommendations for the Repairs and the Design, Plans, Specifications, Construction Management and Inspection**

1. Phase 1, structural evaluation of the building, septic Review, well review, floor plan, room finish recommendations, etc., as outlined above Lump Sum \$ _____

 2. Phase 2, Preparation of plans and specification for The public bidding of the project. This phase includes All work through award of the project. Lump Sum \$ _____

 3. Phase 3, Construction Management/Construction Inspection. This phase includes all work needed to manage and inspect all Work, process all invoices and requests for changes, and make Recommendation for these requests, summarize all final paperwork Necessary to process the final change order at the completion of the Project, etc. Lump Sum \$ _____
- TOTAL \$ _____**

The City has the right to award only Phase 1, if they so choose. Upon completion of Phase 1, the city reserves the right to stop at that point, at its own discretion.

TOTAL IN WORDS: _____

Name of Proposer: _____ ; Federal I.D. or Social Security No. _____

Authorized Signature: _____ ; date _____

Printed Name of Signature: _____

Title: _____

Address: _____

City, State, Zip: _____

Telephone Number and Fax Number: _____

Email Address _____

**CITY OF PORT REPUBLIC
RFP DOCUMENT SUBMISSION CHECKLIST**

Required
With
Response

Read, Signed
and Submitted
(Respondent's initials)

A. FAILURE TO SUBMIT ANY OF THESE ITEMS IS MANDATORY CAUSE FOR REJECTION OF RFP

- Stocker Disclosure Certification _____
- Affidavit of Non-Collusion, properly notarized _____
- Required Evidence EEO/Affirmative Action Regulations Questionnaire
Submit Copy of State Certificate of Employee Information Report _____
- Proposal Cost Form / Signature Page _____
- Acknowledgement of Receipt of Addenda (To be completed if Addenda is issued) _____

- Disclosure of Investment Activities in Iran – Submit with bid response _____
- Other: _____

B. MANDATORY ITEMS, REQUIRED NO LATER THAN TIME PERIOD INDICATED

- Business Registration Certificate – Bidder – Prefer with Bid Response
Required by Law Prior to Award of Contract _____
- License(s) or Certificates Required by the Specifications – RFP Response _____
- Certificates of the Required Insurance Naming Brigantine Additionally Insured
Required Prior to Award of Contract _____
- Evidence of Medical Malpractice or Professional Liability Insurance:
Supply Certificate Prior to Award of Contract _____

C. FAILURE TO SUBMIT ANY OF THESE ITEMS AT TIME OF RFP MAY BE CAUSE FOR REJECTION

- Qualification Statement _____
- Key Personnel Information _____
- Three (3) references for similar projects _____
- CD or USB Flash Drive with PDF of RFP along w/printed Copies
CD or USB Flash Drive must be labeled with respondent's name _____

D. READ ONLY

Americans with Disability Act of 1990 Language _____

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the respondent bidder of the need to read and comply with the specifications.

Name of Respondent: _____ Date: _____

By Authorized Representative:

Signature: _____

Print Name & Title: _____ Phone: _____

**CITY OF PORT REPUBLIC
PROPOSAL COST FORM / SIGNATURE PAGE**

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services per the attached schedule of fees for the following:

PROFESSIONAL AND LEGAL SERVICES

The undersigned is a ^(Corporate)
(Partnership) under the laws of the State of _____ having
(Individual)

Its principal office at _____

Company

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Telephone Number

Date

Fax Number

Email Address

**CITY OF POT REPUBLIC
OWNERSHIP DISCLOSURE FORM**

LEGAL NAME OF BIDDER: _____

Check the box that represents the type of business organization:

- | | | |
|---|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation | <input type="checkbox"/> Other, Please List _____ | |

The list below contains the names and addresses of all stockholders who own ten (10%) percent or more of the above company's stock, and if there are **NO STOCKHOLDERS OF 10% OR MORE**, simply check the second box below. If one or more such stockholders or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, must also be listed.

The disclosure shall be continued until names and addresses of every person who is a non-corporate stockholder, or individual partner, exceeding the 10% ownership criteria established in this act, has been listed, in full compliance with Chapter 33 of the New Jersey Public Laws of 1977.

BIDDERS/RESPONDENTS MUST CHECK THE APPROPRIATE BOX:

- I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Publicly Traded - For publicly traded entities to comply with N.J.S.A. 52:25-24.2 they may submit the name and address of each publicly traded entity, and the name and address of each person holding 10% or more beneficial interest in the publicly traded entity as of the last annual filing with the Security Exchange Commission (SEC), or foreign equivalent

Submit here the Website (URL) providing the last annual Security Exchange Commission (SEC) filing, or foreign equivalent:

The requested information is available on the following page number(s) of the SEC, or foreign equivalent, filing:

Stockholder Name _____

Address _____

Percentage of Ownership _____ %

Stockholder Name _____

Address _____

Percentage of Ownership _____ %

Stockholder Name _____

Address _____

Percentage of Ownership _____ %

(Note: Attach additional pages if necessary)

(Respondent/Respondent Authorized Signature)

(Date)

(Print name of authorized signatory)

(Title)

**CITY OF PORT REPUBLIC
NON-COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15)**

State of _____

County of _____ ss:

I, _____ residing in

(Name of Affiant) (Name of Municipality)

in the County of _____ and State of _____ of full
age,

being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of

(Title or Position) (Name of Firm/Company)

the Bidder/Respondent making this Proposal for the Bid/RFP entitled

(Title of Proposal)

and that I executed the said Proposal with full authority to do so; that said Bidder/Respondent 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 City of Port Republic relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract. 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/Company)

(Signature of Affiant)

(Type or Print Name of Affiant)

**CITY OF PORT REPUBLIC
EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

All successful bidders are required to submit evidence of appropriate affirmative action compliance to the City and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the city files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the City, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the City and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally approved or sanctioned EEO/AA program? Yes No
If yes, please submit a photocopy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the City as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? Yes No
If yes, please submit a photo copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the City. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

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

Company: _____ Title: _____

Print Name: _____ Signature: _____

Date: _____

**CITY OF PORT REPUBLIC
EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-36 et seq. (P.L. 1975, C. 127) and N.J.A.C. 17:27 et seq.
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 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 city employment goals established in accordance with N.J.A.C. 17:27-5.2.

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

**CITY OF PORT REPUBLIC
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
(CONTINUED)**

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; and

Employee Information Report Form AA302

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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Submitted by: _____
(Name of the Firm)

Name: _____
(Please print or Type)

Signature: _____

Title: _____

Dated: _____

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

**SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625**

VOID



State Treasurer

CITY OF PORT REPUBLIC

AMERICANS WITH DISABILITIES ACT 1990
Equal Opportunity for Individuals with Disability

The Contractor and the Owner, do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, if any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

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

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

CITY OF PORT REPUBLIC

THESE ARE SAMPLES OF THE ONLY ACCEPTABLE
BUSINESS REGISTRATION CERTIFICATES

PREFER SUBMITTED WITH BID RESPONSE
REQUIRED BY LAW PRIOR TO AWARD OF CONTRACT

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 352 TRENTON, NJ 08646-0352
TAXPAYER NAME:	TAX REGISTRATION TEST ACCOUNT	TRACE NAME: CLIENT REGISTRATION
TAXPAYER IDENTIFICATION#:	970-097-3821500	SEQUENCE NUMBER: 0107390
ADDRESS:	847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04
EFFECTIVE DATE:	01/01/01	<i>J.P. & Tully</i> Act. Director
FORM BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

CITY OF PORT REPUBLIC
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder does hereby acknowledge the receipt of the following Addenda:

ADDENDUM NUMBER	DATE	ACKNOWLEDGE RECEIPT (Initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledgement for: _____
(Name of Bidder)

By: _____
(Signature of the Authorized Representative)

Name: _____
(Please Print or Type)

Title: _____

Date: _____

FORM NOT REQUIRED IF NO ADDENDA ISSUED

**CITY OF PORT REPUBLIC
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Bidder: _____

PART 1: CERTIFICATION

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING EITHER BOX BELOW

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid 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 will render a bidder's proposal nonresponsive. If the Director finds a person or entity to be in violation of law, that they 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.

CHECK THE APPROPRIATE BOX

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 New Jersey 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 nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2 – ADDITIONAL INFORMATION

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN. 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 on additional sheets provided by you.

PART 3: CERTIFICATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge 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 recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the City of Brigantine and that the City at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant To N.J.S.A. 19:44A-20.8
CITY OF PORT REPUBLIC

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the <name of business entity> 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 <name of entity of elected officials> 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 3 – 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: _____

Signature of Affiant: _____ Title: _____

Printed Name of Affiant : _____ Date: _____

Subscribed and sworn before me this ____ day of _____, 2____.	_____
My Commission expires:	(Witnessed or attested by)
	(Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
CITY OF PORT REPUBLIC

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

~~~~~  
**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*  
“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)



# City of Port Republic

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KIMBERLY CAMPELLONE, RMC  
MUNICIPAL CLERK

March 21, 2023

Doran Engineering, P.A.  
Mr. Matt Doran, P.E., P.P., P.L.S  
840 N. Main Street  
Pleasantville NJ 08232

Dear Matt:

This letter is from City Councilwoman Donna Riegel she is stating the following in reference to the Old Garage. City Council would like for you to go out for RFPs to rehabilitate the Old Garage. Everything on your structural report must be addressed first.

The mayor has a concern regarding the septic system that the site will not allow it. I sent her the State statute regarding holding tanks. Councilwoman Doris Bugdon has concerns regarding the wainscoting and tin ceilings are not to be disturbed. Mechanicals: Mini Splits so no need for ductwork and the ceiling tin will not be disturbed. Ceiling tin, wainscot, moldings also to be painted. Also, mini split exterior lines to be encased. Holding tank (I will attach the state statute for historic buildings.) I believe this historic building will meet the criteria.

Replacement pump (hoping well is still functional) water treatment system (Iron) I believe there is an oil burner in the garage and an above ground oil tank outside that I don't think is hooked up there I do not know, there is currently electric power on in the garage. We will also need lighting fixtures. There are many reproduction fixtures now that don't cost an arm and a leg! Same footprint with the addition of an office in right rear open garage area, preserving wainscot and tin ceilings and moldings.

Block walls sealed and painted, surface mounted electrical in conduit (trying to cut corners without adding 2/6 interior walls with electrical wiring) and preserve original wainscot.

Floor-Polished concrete or LVP, bathroom same with existing tile and fixtures but handicap accessible. If original tile can not be reused then 20's era tile, yellow and black for walls and Black and White min hex floor tile.

Chalkboard in kitchenette area stays in place and kitchen area labeled as "break room" or kitchenette so no red flags for sprinkler system of fire suppression system. Still up in the air about paneling looks like 70's not original to building in kitchen area. No fiberglass craftsman rear exterior door. Green or Red to match windows (see below)

Front facade. Garage doors removed, flanked window like Amanda Blake Store with walkway (ramp ADA) centered entrance between windows.

Front door (maybe period vintage or same as rear exterior of course all exterior block walls sealed and painted.

Front roof sign area wrapped with board and batten Hardie Board instead of I think vinyl is currently on it.

New functioning windows for air exchange to utilize the mini splits. There are not that many and since the lintels are needed, would like replaced with Green or Red mullioned JELD-WEN, they add architectural interest, and the look is consistent with the period. I know it is a lot, of course we are open to all suggestions and code requirements.

Very truly yours,

*Councilwoman Donna Riegel*

Cc: City Council

## Structural Review

for:

**Old Firehouse/Port Republic Garage**

**Block 20, Lot 22, Port Republic, NJ**

Doran #P14662

March 2, 2022



Prepared For:

The City of Port Republic  
143 Main Street  
Port Republic, NJ 08241

Prepared By:

Doran Engineering, P.A.  
840 North Main Street  
Pleasantville, NJ 08232



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### **Introduction:**

On Monday, February 7, 2022, Matthew F. Doran, P.E., City Engineer, conducted a visual inspection of the Old Fire House/Port Garage located at 102 Pomona Avenue, Port Republic, New Jersey. The property is identified as Block 20, Lot 22 on the City of Port Republic Tax Map and is located at the northwest corner of the intersection of Pomona Avenue and Blakes Lanes. Bill Montage was also present at the time of the inspection.

The visual inspection was performed to determine the basic condition of the existing structure.

### **Project Description:**

Based on the Atlantic County Historical Maps, it appears the Old Fire House/City Garage was constructed in the 1930s. The building measures approximately 24' x 60' and consists of a decorative, concrete block exterior walls with a wood framed "A" roof. The building has an interior concrete floor slab. There are window and/or door openings on three (3) sides of the building with an overhead door located in the wall which fronts on Pomona Avenue. A majority of the existing windows and doors have been covered with plywood. Several windows are covered with a heavy gauge mesh. The building is currently utilized for storage only.

The report includes an evaluation of the soil conditions at the site and a visual review of the existing footing/foundation, block walls, roof/attic framing and the existing concrete slab floor in the building.

### **Soils:**

The United State Department of Agriculture (USDA), National Resource Conservation Service (NRCS) from the USDA, Web Soil Survey indicates that the existing soils are DocBO, Downer loamy sand with 0 to 5% slopes, Northern Tidewater Area. The soils are normally well drained and located within the North Atlantic Coastal Plain of New Jersey, Delaware and Maryland.

A copy of the Web Soil Survey, which includes a description of the downer loamy sand is attached for review (Refer to Appendix "A").

### **Observations During the Inspection:**

#### **Footing & Foundation:**

Several areas of the existing block wall structure have visible cracks. The ground area below several of the large wall cracks was excavated in order to perform a visual inspection of the footing/foundation. Based on a visual inspection, the footing/foundation system is a monolithic poured concrete. A monolithic footing/foundation consist of both the footing and foundation wall that is one (1) solid poured concrete structure from the footing depth to the ground surface. The block wall is placed directly on the monolithic footing/foundation system.

In most areas, it appears that the monolithic footing/foundation remains solid, still maintaining its structural integrity. However, the footing/foundation wall is cracked in various locations around the perimeter of the building.

One (1) area has a large crack while two (2) other areas have a moderate cracks. (Refer to Appendix "B")

The footing/foundation excavation areas around the perimeter of the building reveal that the existing soil at the site area is consistent with a Downer loamy sand.

#### **Exterior Block Wall:**

The exterior walls of the existing building are constructed of decorative, concrete block. There are many severe and moderate cracks on all exterior walls of the structure. Minor to moderate cracks would be up to 1/8" and sever cracks are up to 3/4" and above. (Refer to Appendix "C")

A majority of the severe cracks have occurred above the windows and doors. It appears that the cracks above the window and door openings are due to a lack of proper lintels.

If the building is proposed to be restored, new pre-cast concrete lintels would need to be properly installed over each of the window and door openings. This will require that the existing wood framed roof structure be temporarily supported/braced above each window and door, removal of the appropriate damaged lintel and existing concrete block above the opening, installing the new lintels and reconstructing a new block wall above the new window or door lintel up to the roof level. Once the wall has been reconstructed, the temporary support/bracing would be removed.

It appears that all window and door openings will require a new lintel.

In my opinion, in order to keep moisture out of the wall, the minor to moderate cracks located in the body of the concrete block walls can be stabilized, repaired and sealed. Any displaced block should be removed and replaced.

There are large cracks in the right front corner of the building, next to the garage door. The cracks are vertical and appear from the top of the wall at roof level to the foundation. At this location, a visual inspection of the footing/foundation was not able to be conducted as the existing concrete driveway is constructed up against the building. This corner of the building would need to be re-built, including the footing/foundation, if the building is proposed to be restored. (See attached Appendix "D")

#### **Wood Framed Roof Structure:**

A review of the "A" frame roof structure was completed from the attic area above the main floor. The attic area was accessed from an exterior window opening. The roof structure appears to be in fair condition, with no evidence of major water infiltration. Some of the roof rafters are cracked and in need attention. This type of repair may include either "sistering" the existing roof rafter or removal and replacement of the rafter.

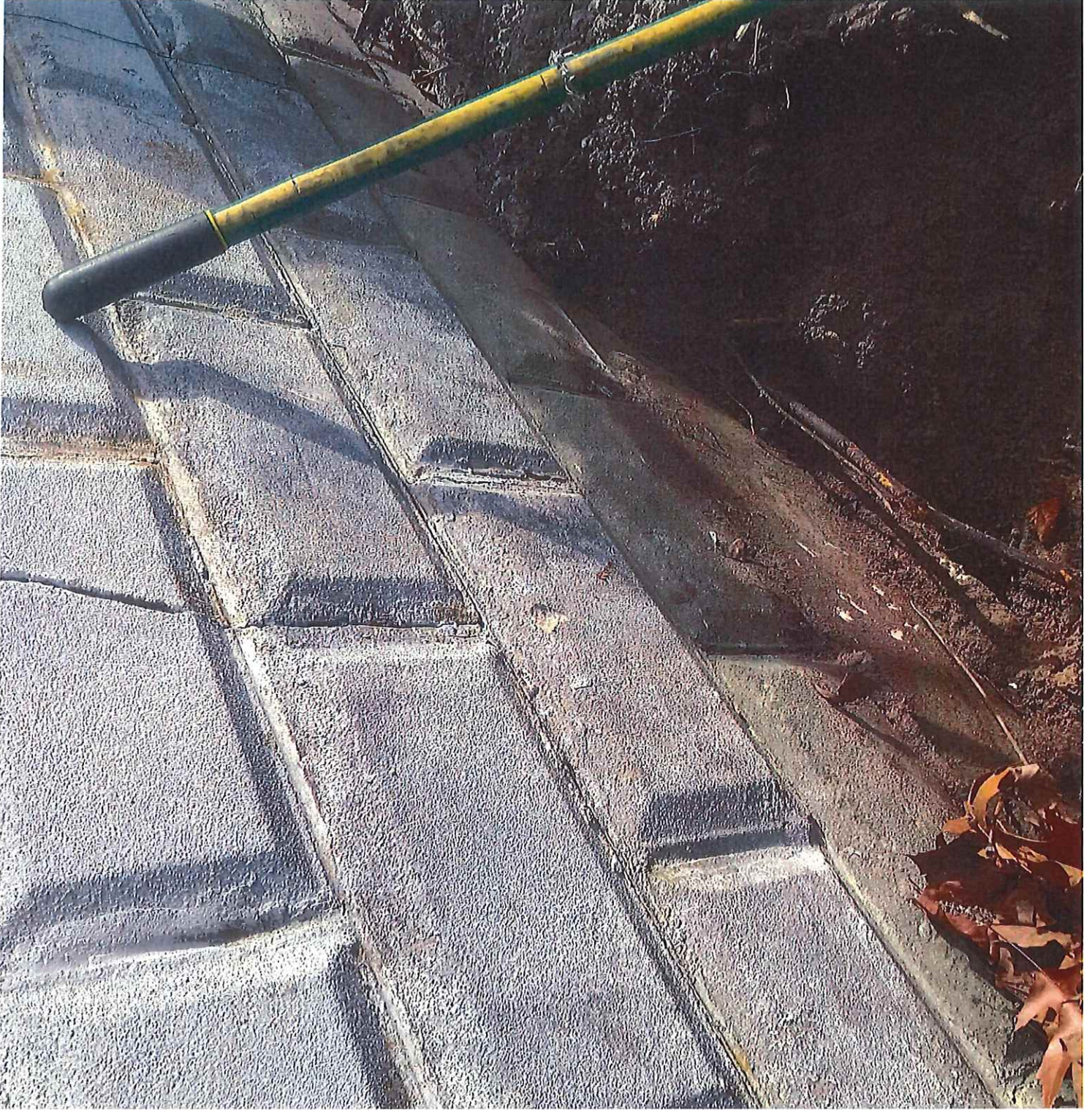
A majority of the attic joists are sagging from previous loading that has occurred over the life time of the structure. There were items still remaining in the attic that should be removed.

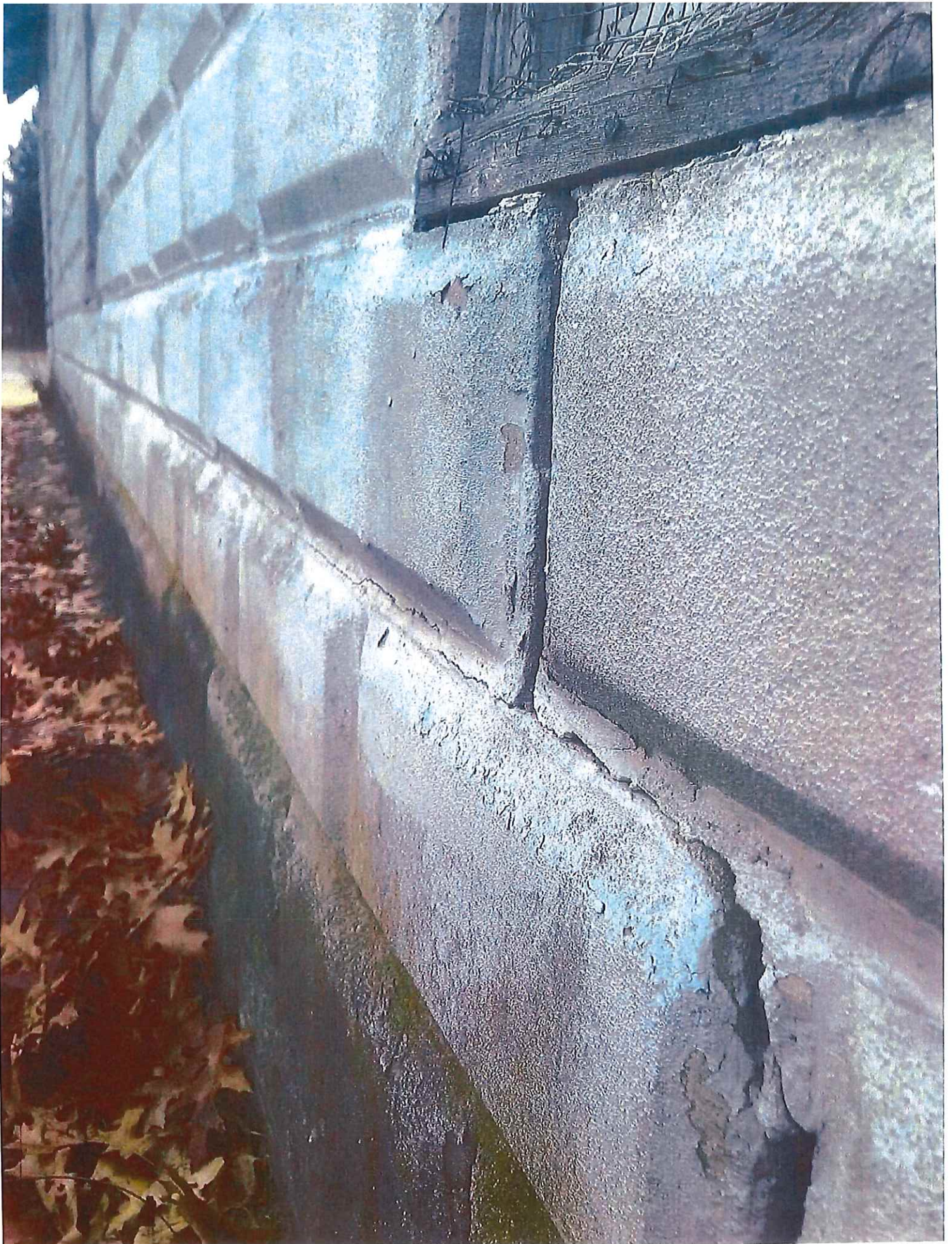
I would recommend that the attic joists be braced if the building is to be restored. (Refer to Appendix "E")

**Interior Concrete Floor Slab:**

The interior floor is a concrete slab. While most of the rear section of the garage floor is in fair condition, the front section has settled and is severely cracked. This section of the floor would need to be saw-cut and removed, new 6" compacted DGA sub-base installed and a new 6" concrete floor slab constructed if the building is to be restored. (Refer to Appendix F)

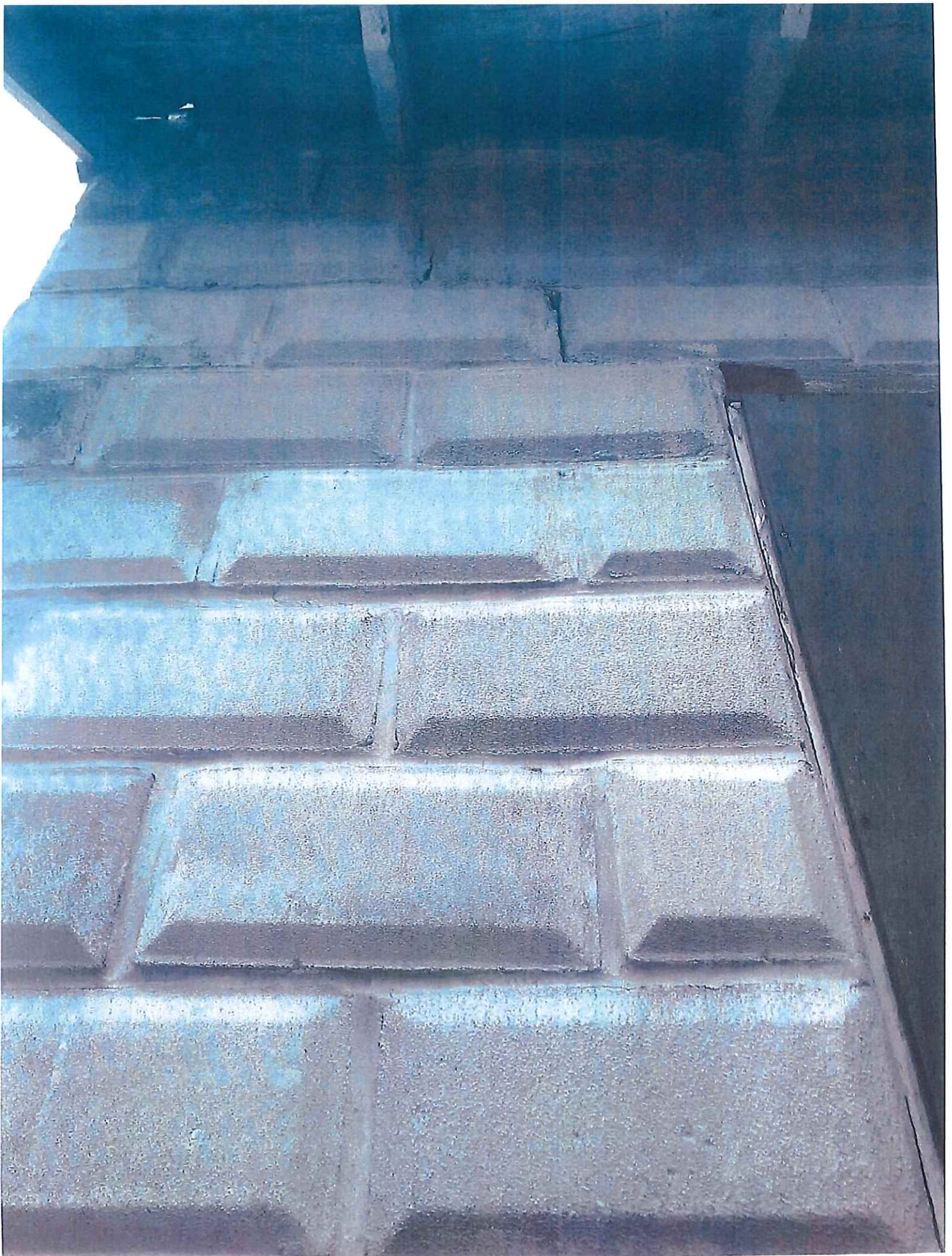
APPENDIX "C"  
EXTERIOR BLOCK WALL













NO  
SMOKING  
TURN  
ENG. OFF

# APPENDIX E

PHOTOGRAPHS OF THE INTERIOR ROOF STRUCTURE

