



City of Jersey City

REQUEST FOR PROPOSALS

LEED Commissioning Services

**for the
New Rescue One Firehouse
City of Jersey City
Project # 2007-001**

**SUBMISSION DEADLINE
4:00 PM
29 October 2009**

**Glenn A. Wrigley, AIA, Chief Architect
City of Jersey City**

ADDRESS ALL PROPOSALS TO:

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**REQUEST FOR PROPOSALS- LEED Commissioning/Consulting Services
New Rescue One- City of Jersey City
Project No. 2007-001**

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SECTION 1: INTRODUCTION

1.1 LEED Commissioning / Consulting Services

The City of Jersey City, New Jersey requests a Consulting Services Fee Proposal to provide LEED Commissioning and Consulting Services. The Owner is committed to commissioning these facilities to ensure that all systems are well designed, complete, and functioning properly upon occupancy, and that the Owner's staff has adequate system documentation and training.

- a. The projects for which commissioning (Cx) services are to be provided is described in the Project Description included in this RFP as Appendix C. Integrated commissioning services as described in ASHRAE Guideline 1-1996 will be required during design and construction.
- b. The commissioning services provided by the firm will be executed and/or coordinated by a single point of contact termed the Commissioning Authority ("CxA"). The CxA will be expected to work closely with the Architect and the rest of the design team and will write the commissioning specifications for inclusion in the Design Team's construction documents.
- c. As this project is being designed and built to the requirements of the US Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) program, Version 3.0, the commissioning firm is requested to provide proposals for two different levels of services:
- d. Services satisfying the requirements of Mandatory Prerequisite 1 of the LEED Energy & Atmosphere section (i.e., "Fundamental Commissioning").
- e. Services satisfying the requirements of LEED Credit 3—Enhanced Commissioning, including the re-commissioning manual.
- f. The commissioning scope includes all of the commissioning requirements of the LEED program and the consultant is responsible for providing all information and documentation required to

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qualify for both of the commissioning credits. In the event of an audit, the consultant shall provide all required information to the USGBC.

- g. In addition, the Commissioning Agent will be responsible for compiling and submitting all information and documentation associated with the following additional LEED Credits (including filing that information with LEED On-Line), including reviewing and verifying the completeness, adequacy, and accuracy of documentation furnished by the Contractor in support thereof. In the event that the Contractor's documentation is incomplete, inadequate, or obviously inaccurate, the Commissioning Agent shall prepare the memos outlining the deficiencies, and shall submit them promptly to the Architect, for distribution to the Contractor and others, shall review the associated portions of the Contractor's Schedule of Values, and, when appropriate, shall recommend amounts to be withheld from the Contractor's Applications for Payment.

1.2 Contract Objectives

- a. The objective of commissioning is to provide documented confirmation that a facility fulfills the project requirements of the building owner, occupants, and operators. To reach this goal, it is necessary for the commissioning process to establish and document the owner's criteria for system function, performance, and maintainability (the Design Intent Document [DID]); and also to verify and document compliance with these criteria throughout design, construction, start-up, and initial operation. In addition, complete operation and maintenance (O&M) manuals, staff operations training and monitoring through the first year of operation are to be provided to ensure that the building continues to operate as intended.
- b. The initial role of the CxA will be to develop the DID, provide detailed commissioning specifications and review the design to ensure it meets the DID. During construction, the CxA develops and coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that the systems are functioning in accordance with the DID and the contract documents. The CxA is not responsible for design, scheduling, cost estimating, or construction administration, or construction management, but may assist with problem-solving or with resolving non-conformance issues or deficiencies.
- c. In selecting a firm, the Owner will place emphasis on the experience of the firm in projects of similar scope and size, available resources, geographic proximity, and value. Emphasis will be placed on firms having depth, knowledge, and resources in principles of engineering, construction management and field equipment operation, testing, adjusting and monitoring. Emphasis will also be placed on firms with a track record of staff continuity from project commencement through project completion.

1.3 CxA Qualifications

Commissioning is a quality assurance process with the goal of creating a finished building in full and complete working order and thereby providing a healthy and productive work environment for the occupants. To this end, the CxA firm should include practical as well as theoretical skill sets and be knowledgeable in contemporary techniques in building design, construction and operation.

- a. Each team member assigned to the project must have a minimum of 10 years experience in the following:
 - i. Design, operation and troubleshooting of HVAC & DDC systems.
 - ii. Performance and efficiency testing of HVAC systems.

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- iii. Direct digital control (DDC) systems and building management systems & design
 - iv. Testing, adjusting, and balancing (TAB) of HVAC systems
 - v. Electrical power and lighting control systems and lifesafety systems
 - vi. Project manager must have acted as or currently acting as the principal CxA for at least 5 projects over 15,000 square feet.
- b. The commissioning firm shall:
- i. Have professional engineers on staff to perform design reviews, with those PEs to be educated in the required discipline for the corresponding commissioning activities.
 - ii. Hold NEBB Supervisor certification for testing and balancing.
 - iii. Maintain million dollars (\$1,000,000) in Professional Liability Insurance.
 - iv. Be fully equipped with all remote monitoring and communication facilities required for constant communication with the project site.
- c. The commissioning firm shall have its own in-house test and balance and measuring staff and equipment for air, hydronic, and potable water systems verification. The project staff shall each have a minimum of (3) years experience using such equipment which shall be backed by certified calibration to NIST standards. At a minimum, the CxA shall own:
- i. Balometer – with an accuracy of 5% (full scale range) of meter reading.
 - ii. Airflow measuring instruments (pitot tube or hot vane anemometer) with an accuracy of +/- 2.5% of meter reading.
 - iii. Ultrasonic water flow meter with an accuracy of +/- 2% of meter reading.
 - iv. Differential pressure water flow meter with an accuracy of +/- 2% of reading.
 - v. True RMS power meter, capable of measuring amperage, voltage, power and power factor, within +/-0.3% of the meter reading.
 - vi. Tachometer with an accuracy of +/-0.01% of the reading.
 - vii. Digital water temperature measuring devices accurate to within +/- .1 degree F of the meter reading.
 - viii. Test quality, bourdon tube pressure gauges accurate to within +/- 1/4%.
 - ix. Indoor air quality meter capable of measuring air humidity, CO₂, and CO, with an accuracy of +/- 3% or 50 ppm for CO₂ and +/- 3 ppm for CO.
 - x. Temperature and humidity potable data loggers capable of storing data for a minimal of one week at 5 minute intervals.
 - xi. Boiler combustion gas analyzer capable of measuring CO, NO₂, NO, CxHx, O₂, with an accuracy of +/- 4% of meter reading.
- d. The commissioning firm must:
- i. Demonstrate the availability of the “in house” staff required to manage and execute the commissioning project for the subject building. In the Proposal, include an organizational chart of the proposed project team, including the current schedule of the project manager.
 - ii. Have a documented record of participation in the national commissioning community as evidenced by attendance at national commissioning conferences and/or membership in national commissioning associations.
 - iii. Submit, for its proposed Project Manager, a Commissioning Certification from The Building Commissioning Association (BCA) or from The University of Wisconsin Engineering Professional Development school, and evidence of LEED Accreditation.
 - iv. Have knowledge and experience in building operations and maintenance and computer maintenance management systems and have provided O&M training and developed O&M manuals.
 - v. Have a Certified Energy Manager on its team, and furnish evidence of that certification.
 - vi. Have experience in energy-efficient equipment designs and control strategy optimization, including the following:

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- vii. Point by point verification of addresses on Building Management Systems (BMS)
- viii. Confirmed calibration of BMS sensors with in-house NIST calibrated instruments
- ix. Confirmed calibration of control valves (span and range)
- x. Water and air side economizer sequence verification
- xi. Staging sequences for cooling towers, boilers, chillers, etc.
- xii. Optimal VAV control sequences
- xiii. Building optimal start / stop sequences
- xiv. Have written the following procedures for a minimum of 10 projects in writing commissioning specifications and test procedures at a minimum for the following systems (test procedures to meet or exceed the requirements outlined in Appendix A):
 - 1. Central station air handling units
 - 2. Packaged rooftop air handling units
 - 3. Centrifugal pumps
 - 4. Centrifugal chillers
 - 5. Absorption chillers
 - 6. Air cooled chillers
 - 7. Cooling towers
 - 8. Water source / air cooled heat pumps
 - 9. Unit ventilators
 - 10. Fan coils
 - 11. Variable air / constant volume boxes
 - 12. Smoke control systems
 - 13. Hot water boilers (natural gas and oil fired)
 - 14. Steam boilers (natural gas and oil fired)
- xv. Have a professional engineer as part of the team to perform commissioning reviews of the documents.
- xvi. Personnel that will be reviewing the training and Operations and Maintenance Manuals shall be a Certified Plant Maintenance Manager (CPMM) from the Association of Facilities Engineers
- xvii. Have experience conducting meetings in an atmosphere of team formation and have exceptional written and verbal communication skills,
- xviii. The lead member of the team shall be a LEED-Accredited professional engineer. The project manager and the lead field engineer shall be degreed engineers and be LEED Accredited. Field support staff shall have technical training, past field experience and skill in commissioning, especially in the areas of TAB, HVAC operations, DDC systems, and electrical system operations. The required expertise for this project must be part of the skill and experience set of the team allocated for this project.
- xix. The firm and the lead member of the team shall each have performed LEED services of the types described herein on at least 3 other projects, each of each of greater size than the proposed project.

SECTION 2: SCOPE OF WORK

2.1 Scope of Work

The Owner is committed to commissioning this facility to ensure that all systems are complete and functioning properly prior to substantial completion and that facility staff has adequate system documentation and training. Commissioning consists of systematically documenting that specified components and systems have been installed and started up properly, functionally checked, and performance tested to verify and document proper operation and capacity through all modes and conditions. In addition, owner-personnel training will be verified and final project operations and maintenance (O&M) documents will be reviewed for completeness. CxA responsibilities in the areas of commissioning and LEED include:

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- a. Design Phase:
 - i. Conduct a commissioning kickoff meeting with the Owner and project A/E.
 - ii. Conduct a minimal half-day Design Intent workshop with the A/E, owner and owner's operations staff.
 - iii. Develop a commissioning manual for the project.
 - iv. Develop the Design Intent Document (DID).
 - v. Develop the initial Commissioning Plan, including contact personnel, responsibilities and a schedule of commissioning activities.
 - vi. Develop an electronic issues database for all commissioning issues to track issues/deficiencies and resolutions. Provide a report on a by-weekly basis identifying new issues, unresolved issues and closed issues. The report to be provided throughout the entire project.
 - vii. Provide guidance and assistance to the Design Team in their development of the Basis of Design and the included Engineer's Narrative. Review and approve the Basis of Design.
 - vii. Perform commissioning reviews at 50% and 95% construction document submittal. CxA to issue design review comments to the owner and the A/E after each review.
 - ix. Develop commissioning specifications for the construction documents, with review by the design team, for inclusion in their construction specifications.
 - x. Update/populate the issues database and issue database report as described in the design phase.

- b. Construction Phase: Coordinate and conduct the commissioning activities in a logical, sequential and efficient manner using consistent protocols and forms, centralized documentation, clear and regular communications and consultations with all necessary parties, frequently updated timelines and schedules, and technical expertise. These areas include:
 - i. Installation Checks: Verification that equipment and components are installed properly.
 - ii. Functional Checks: Verification that equipment and systems have been started properly, set-up properly, and are all operating in accordance with the design documents, design intent, and Owner's needs. Functional checks includes both normal and abnormal operating parameters.
 - iii. Performance Tests: Verification that equipment and systems capable of providing rated performance in the installed condition and in the installed ambient environment.
 - iv. Specific activities of the CxA during the construction phase shall include the following:
 - 1. Plan and conduct a commissioning "kick-off" meeting where the commissioning process is reviewed with the commissioning team members (general contractor, subcontractors, vendors, design team, etc.).
 - 2. Plan and conduct commissioning meetings with the construction team and the owner, to review issues identified and track status of outstanding issues.
 - 3. Update/populate the issues database and issue database reports described in the design phase.
 - 4. Confirm that the contractor has included the commissioning milestones in the critical path schedule and the schedule of values.
 - 5. Review submittals of systems to be commissioned concurrent with the A/E, including associated seismic submittals.

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6. As approved submittals are routed to the CxA, develop installation check sheets for each component commissioned. Installation check sheets shall be tailored specifically to the equipment manufacturer. Installation check sheets shall confirm (at a minimum):
 7. Verify component model numbers
 8. Verify component capacities
 9. Verify component installations in comparison to the documents generated by the Engineer-of-Record.
 10. Distribute checklists and report on their completion by contractors.
 11. Perform site visits, as necessary, to observe component and system installations. Attend selected plannings and up to six (6) job progress meetings (as selected by the Owner) to obtain information on construction progress. Review all construction meeting minutes for revisions/substitutions relating to the commissioning process.
 12. Assist in resolving any discrepancies.
 13. Approve systems startup by reviewing start-up plans and by site observation.
 14. Check portions of TAB services for air and water HVAC systems and verify with the CxA firm's own in-house NIST calibrated equipment and technicians.
 15. Write functional checks and performance test procedures for all equipment and systems that are to be commissioned. This includes manual functional testing, energy management control system trending and stand-alone data logger monitoring with the CxA firm's own in-house equipment and personnel. Minimal requirements of the performance tests are included in the appendix section of this RFP.
 16. LEED-related services, as outlined in par. I.h above.
- c. Acceptance Phase:
- i. Execute the functional checks per the percent verification matrix. (Witnessing of the functional checks by the contractor is not acceptable.)
 - ii. Execute the performance test protocols on all systems included in the scope. (Witnessing of the performance testing by the contractor is not acceptable.)
 - iii. Update/populate the issues database and issue database reports as described in the design phase.
 - iv. Review equipment warranties to ensure that the Owner's responsibilities are clearly defined.
 - v. Review, pre-approve and coordinate the training of the Owner's operating personnel by the contractor.
 - vi. Review the O&M documentation for completeness, in parallel with the AE's review of the O&M manuals for conformance to the project specifications.
- d. Post Acceptance Phase:
- i. Verify the correct configuration of building automation system trend logs that will be used to track building performance during occupancy. Verify building automation trends utilizing independent data loggers owned by the CxA.
 - ii. Provide a final commissioning report. The report shall include an executive summary, list of participants and roles, brief building description, overview of commissioning and testing scope and a general description of testing and verification methods. Specifically, the report shall include the following (at a minimum):
 1. Design Intent
 2. Basis of Design and Engineer' Narrative

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3. Commissioning Plan
 4. Completed Installation check sheets
 5. Completed Functional check sheets
 6. Completed Performance test sheets
 7. Issue Database
 8. Seasonal test report
 9. Warrantee review report.
- iii. Assemble a re-commissioning manual in accordance with the requirements of the LEED program. The manual shall consist of information provided by the commissioning authority, the design team and the contractor.
- iv. Perform opposite season performance testing of the systems commissioned. Seasonal testing shall consist of executing the system's performance test. The performance test shall meet the requirements as stated in Appendix A.
- v. Return to the site at 11 months after Substantial Completion and review the current building operation with staff and the condition of outstanding issues related to the original and seasonal commissioning. Interview facility staff and identify problems or concerns they have with operating the building as originally intended. Identify deficiencies that may come under warranty or under the original construction contract.
- e. Systems To Be Commissioned: Commission the following systems, including all components and controls:
- i. Central building automation systems, including linkages to remote monitoring and control sites
 - ii. All heating, ventilating and air conditioning systems, including package rooftop HVAC units, boilers, pumps, piping, fans and other associated equipment
 - iii. Smoke control and relative space pressurization systems and equipment
 - iv. Domestic water heating and pumping systems
 - v. Emergency power and uninterruptible power supply (UPS) systems
 - vi. Carbon dioxide and carbon monoxide monitoring and control systems
 - vii. Energy recovery systems
 - viii. Daylight dimming control system
 - ix. Photovoltaic system
- f. Equipment Sampling: All HVAC equipment sampling will be carried out as detailed on the sampling matrix located in Appendix B.
- g. Deliverables: Deliverables shall be provided as follows for the above-described stages of the project:
- i. Meeting Minutes from design intent workshop
 - ii. Design Intent
 - iii. Cx Plan
 - iv. Cx Specifications
 - v. 50% CD Cx Plan Review
 - vi. 95% CD Cx Plan Review
 - vii. Database issue reports
 - viii. Meeting minutes from contractor kickoff meeting.
 - ix. Cx Installation Checklists
 - x. Cx Functional Checklists

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- xi. Cx Performance Test sheets
 - xii. O&M Manual Review
 - xiii. O&M Training Review
 - xiv. Final Cx Report
 - xv. Seasonal Testing
 - xvi. Warranty Inspection
 - xvii. LEED-related documentation, as described in par. I.h above
- h. Coordination: Coordinate with the Design Team throughout the project, recognizing that the Design Team will be responsible for design, engineering, and documentation for those LEED Credits not specifically assigned to the Commissioning Agent. (Owner will be responsible for paying all LEED fees.)

III. Appendix A: Minimal requirements for Functional Checks and Performance Tests

- a. Functional Checks: Functional Checks are to be conducted on components and controls to ensure they function as intended. For example, Functional Checks will prove proper operation of dampers, economizer modes, valve operation, scheduling, etc., as commended by the building automation system. The checks also prove proper operation of safety devices, limits and interlocks. Instrumentation calibration checks shall be performed during this phase. Include functional checks for lighting control systems.
- b. Control Systems (BMS): The control system shall be comprehensively functionally checked to verify that all control loops are stable, all modes and sequences work correctly, main programming is completed and operator interface shows correct equipment and control points. Instrumentation calibration shall be verified to insure the operator interface displays the actual device value. The CxA shall use their own instrumentation, in the field, to do this.
- c. VAV Boxes: Functional checks on the terminal air boxes (SAV, VAV, EAV) shall included (at a minimum) verification of damper operation, flow meter calibration and confirmation of correct min/max airflow for each box using the CxA firm's own in-house NIST calibrated equipment and technicians. The functional check shall also verify that proper temperature set points are maintained.
- d. Trending of Room Temperature and Humidity: Trending of these parameters over time shall be performed to verify conditions are achieved within the design criteria ranges. Calibrated portable data loggers shall be utilized, along with the trending capabilities by the building automation system. Provide trending documentation that indicates space conditions were maintained during occupied and unoccupied periods.
- e. Performance Tests: Performance tests shall be conducted to verify catalog capacity in field installed conditions and in field ambient conditions. These tests shall be conducted using the CxA firm's own in-house NIST calibrated testing and measuring equipment and the firm's own trained personnel. It is not permissible to subcontract this work.
- f. Refrigeration Equipment: Performance testing on chillers and Dx units shall assure that the installed unit(s) meet the efficiency and capacity standards called out in the specifications. Each chiller shall be tested in accordance with the guidelines presented in the ARI (Air-Conditioning and Refrigeration Institute). The units will be tested at design conditions (air and water flows and inlet air and water temperatures). The units shall be tested at 100%, 75% and 50% of maximum design rating as well as minimum load. "False loading" of the chiller(s) to obtain the desired test points shall be done if weather conditions does not permit. These tests shall be conducted using the

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CxA firm's own in-house NIST calibrated testing and measuring equipment and the firm's own trained personnel. It is not permissible to subcontract this work. The results of the testing should include (at a minimum):

1. Determination of the unit's maximum load capability (tons).
 2. Efficiency (kW/ton) across its operating range.
 3. Proper operation at minimum load (verify that the chiller does not surge).
 4. Proper stable control and load response.
 5. Proper temperature "approaches" to ensure clean heat exchangers, proper refrigerant charge, no air in the machine, etc.)
 6. Identification of any unit and system deficiencies.
- g. Cooling Tower: Cooling Tower performance testing shall be conducted according to the guidelines presented by the CTI (Cooling Tower Institute). Performance Testing shall verify that the cooling tower maximum capacity, and proper temperature ranges are met. Tower performance testing will be conducted at or near a peak design day in the summer. Tests shall be conducted using the CxA firm's own in-house NIST calibrated testing and measuring equipment and the firm's own trained personnel. It is not permissible to subcontract this work. The data collection points shall include (at a minimum):
1. Condenser water flow.
 2. Power input to the tower fans.
 3. Condenser water temperature in and out of the cooling tower.
 4. Outside air temperature and humidity (several points around the cooling tower).
 5. Make up water flow and temperature.
- h. Water Circulation Pump Testing: Individual pump performance tests shall be conducted on the chilled water, condenser water and heating hot water pumps. Data shall be recorded for at least three test points per pump. Pump head shall be varied via throttling of the isolation valve on the discharge of each pump. Utilizing the test data, pump performance shall be calculated for comparison with design. Operating points will be plotted vs. the pump's design curve (flow versus head) for comparison. These tests shall be conducted using the CxA firm's own in-house NIST calibrated testing and measuring equipment and the firm's own trained personnel. It is not permissible to subcontract this work. Test points to be recorded include (at a minimum):
1. Suction Pressure
 2. Discharge pressure
 3. Pump flow in gpm with an ultrasonic flow meter or differential pressure reading across a flow measuring device..Pump / motor speed.
 4. Motor amperage, voltage, power and power factor.
- i. Heat Exchangers: The heat transfer performance of the hot water heat exchangers shall be verified through measurement of flow rates and temperatures over a fixed period of time. This shall be accomplished utilizing the CxA firm's own in-house NIST calibrated portable data acquisition system operated by the firm's own trained personnel. In addition pressure drop performance is verified during this testing.
- j. Air Handling Units: Tests shall be conducted using the CxA firm's own in-house NIST calibrated testing and measuring equipment and the firm's own trained personnel. It is not permissible to subcontract this work.

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- k. Performance testing of the AHUs shall include the following parameters:
 - 1. Temperatures before and after coils to check capacity.
 - 2. Coil temperatures at several locations in order to check for stratification.
 - 3. Airflow traverse readings of the AHU.
 - 4. Fan total static pressure
 - 5. Static pressure profile of the AHU
 - 6. Power readings on the fan motor.
 - 7. Fan and motor RPM readings.
 - 8. Water pressure drops across the heating and cooling coils.

- l. Provide the following analysis on the system to properly evaluate the air handler performance:
 - 1. The total heat transfer of the cooling and heating coils versus rated values.
 - 2. The GPM/ton of cooling performed in order to evaluate heat transfer effectiveness of the system.
 - 3. Comparison of fan performance to the fan specifications.
 - 4. Comparison of cooling coil water and airside pressure drop readings to rated values.
 - 5. Comparison of fan speed and power draw to rated values.

- m. Boiler Performance Testing: Boiler performance will be verified in accordance with ASME Power Test Code 4.1 for Boiler Performance Testing. The performance testing is to be performed over the boiler's full load range. The performance test shall also verify minimum load capability to ensure proper burner turndown ratio is achieved. Tests shall be conducted using the CxA firm's own in-house NIST calibrated testing and measuring equipment and the firm's own trained personnel. It is not permissible to subcontract this work. Data recorded during the testing includes (at a minimal):
 - 1. Boiler efficiency.
 - 2. Ambient temperature.
 - 3. Stack temperature, O₂, CO₂, CO, combustibles, excess air, NO, NO₂, NO_x and SO₂.

- n. Smoke Control System: Perform Special Inspection of the Smoke Control System in accordance with Section 1704.14 of IBC/2006.

IV. Appendix B: Sampling percentages for Typical Mechanical Equipment:

Component	Sampling Percentage	
a. Boilers	100%	
b. Chillers and Dx systems	100%	
c. Cooling Towers and air-cooled condensers	100%	
d. Heat Exchangers	100%	
e. Pumps	100%	
f. Air Handling Units (Central Station / Rooftop)	100%	
g. CAV / VAV Boxes	020%	Not less than 10 units
h. Fan Coil Units	020%	Not less than 10 units
i. Packaged and split Dx units	100%	Not less than 10 units
j. Unit heaters	020%	Not less than 10 units
k. Terminal balancing check	020%	Not less than 10 units
l. Exhaust Fans	020%	100% for life safety related equip.

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m. Hydronic terminal units	020%	Not less than 10 units
n. Building Management System of points)	020%	(Check addresses of this percentage
o. Occupancy Sensors	020%	Not less than 10 units
p. Daylight Dimming System	050%	Not less than 20 units
q. Photovoltaic System	100%	

V. Appendix C: Brief Project Description:

- a. Location: 610 Communipaw Avenue in the City of Jersey City, Hudson County, NJ.
- b. Brief Project Description: The objective is to create a new LEED Certified (Silver) multi-apparatus bay, multi-story (3 story) firehouse in order to provide the city with optimum firefighting capabilities within its area of coverage. The intention is for this firehouse to have drive-thru capability for at least two of the anticipated three bays. It is also the intention of the city to provide for some limited shift parking for firefighter's private vehicles (assuming about 9 to 11 personnel on day shift; Slightly fewer on others), and the City may purchase additional adjacent property for this purpose. The firehouse would also contain (but not limited to) the following:
 - Toilet/Locker/Shower facilities for firefighter & supervisory personnel, both male & female,
 - Sleeping quarters for firefighter & supervisory personnel, both male & female
 - Exercise Room
 - Break Room
 - Kitchen & dining facilities
 - Supervisory offices (may be combined with toilet/locker/shower/sleeping quarters),
 - Watch Room
 - Equipment storage
 - MEP/Custodial/Storagespaces

SECTION 3: THE RFP/PROPOSAL STATEMENT PROCESS

3.1 Proposal Statement.

The City is soliciting responses to this RFP (Otherwise known as Proposal Statements) from interested persons and/or firms for the provision of professional services, as more particularly described herein. Through a Request for Proposal process described herein, persons and/or firms interested in assisting the City with the provision of such services must prepare and submit a Proposal Statement in accordance with the procedure and schedule in this RFP. The City will review Proposals only from those persons and/or firms that submit a Proposal which includes all information which includes all the information required to be included as described herein (in the sole judgment of the City).

3.2 Procurement Process and Schedule.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A: 11-1 et seq. The selection is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 et seq. The City has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a

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Proposal Statement in response to the RFP. Proposal Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFP, which will be applied in the same manner to each Proposal Statement received.

Proposal Statements will be reviewed and evaluated by the City's Business Administrator and Chief Architect. The Proposals will be reviewed to determine if the Respondent has met the minimum professional and administrative areas described in this RFP. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Business Administrator and Chief Architect will determine which Respondents are qualified.

The RFP process commences with the issuance of this RFP. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The City reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFP or the RFP process shall be directed to the City's Designated Contact Person (The Chief Architect), in writing.

Proposal Statements must be submitted to, and be received by the Division of Purchasing by 11:00 AM prevailing time on the date indicated in both the notice and the Schedule below (See Table 1) See Notice for specific information and address.. Proposal Statements will not be accepted by facsimile transmission or e-mail. Proposal Statements shall be reviewed by the Chief Architect and Administration, for recommendation to the City Council.

Subsequent to issuance of this RFP, the City (through the issuance of addenda to all persons and/or firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this RFP in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the City.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE (* Subject to adjustment during project)

ACTIVITY	DATE
1. Issuance of Request for Proposals	10/14/09
2. Receipt of Proposals	10/29/09
3. Completion of Evaluation of Proposals	11/5/09
4. Designation of Awarded Consultant	11/18/09
5. Initial Meeting with Design Team	Within 10 days of award
6. Issuance of Bid Package for General Contract	*
7. Receipt of Bids for General Contract	*
8. Award of General Contract	*
9. Substantial Completion of Building	*

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3.3 Conditions Applicable to RFP.

Upon submission of a Qualification Statement in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFP
- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
- The City reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.
- The City reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFP, or a Qualification Statement that is not responsive to the requirements of this RFP.
- The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.
- All Proposal Statements shall become the property of the City and will not be returned.
- All Proposal Statements will be made available to the public at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.
- The City may request Respondents to send representatives to the City for interviews.
- Any and all Proposal Statements not received by the City by the due date and time will be rejected.
- Neither the City, nor its officers, officials or employees shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Proposal Statement or for participating in this procurement process.

3.4 Rights of City.

The City reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- To determine that any Proposal Statement received complies or fails to comply with the terms of this RFP.
- To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
- To waive any technical non-conformance with the terms of this RFP.
- To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
- To conduct investigations of any or all of the Respondents, as the City deems necessary or convenient, to clarify the information provided as part of the Proposal Statement and to request additional information to support the information included in any Proposal Statement.

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- To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- The City shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

3.5 Addenda or Amendments to RFP.

During the period provided for the preparation of responses to the RFP, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City 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 Statement submission date. Except for submission of questions, respondents shall not contact any members of the design team, or employees of the City of Jersey City, until after the award of the Contract. Respondents shall check the City website frequently to see if any addenda have been issued pertaining to this RFP.

3.6 Cost of Proposal Statement Preparation.

Each Proposal Statement and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the City, its officers, officials or employees for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFP.

3.7 Proposal Statement Format.

Proposal Statements must cover all information requested in this RFP. Proposal Statements which in the judgment of the City fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 4: SUBMISSION REQUIREMENTS

4.1 General Requirements.

The Proposal Statement submitted by the Respondent must meet or exceed the professional and administrative qualifications set forth in this Section, and shall incorporate the information requested below. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Proposal Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

4.2 Required Enclosures

Your Proposal Statement shall include the following administrative forms (attached) and other required enclosures.

- A. Letter of Qualification (On your letterhead, using the enclosed format)
- B. Non-Collusion Affidavit (Notarized, and in original form)
- C. Public Disclosure Information (Notarized, and in original form)
- D. Letter of Intent (On your letterhead, using the enclosed format)
- E. Mandatory Equal Employment Opportunity Language (Exhibit A)
- F. Form AA302-Employee Information Report (Or valid certificate)
- G. Americans with Disabilities Act Language
- H. Minority/Women Business Enterprise (MWBE) Notice & Questionnaire (Must complete 2 copies)
- I. New Jersey Business Registration Certificate
- J. Certification of Compliance with City of Jersey City Ordinance 08-128 (Pay to Play Law)

Please note that original signature(s) are required on all forms.

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4.3 Professional Information Requirements.

- a. Respondent shall submit a description of its relevant experience in providing the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate:
 1. Description of at least five (5) relevant similar scope projects within the last five years.
 2. Name, address and contact information of references.
 3. Brief narrative for each submitted project, explaining your perceived relevance to this RFP.
- b. Brief description of Respondent's relevant clients including municipal government clients during the last five(5) years. The City may obtain references from any of the parties listed.
- c. Resumes of key employees, including those who will be assigned to provide services to the City if the City awards a contract to Respondent.
- d. Disclosure of all immediate relatives of Principal(s) of Respondent who are City employees or elected officials of the City. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild and in-laws.
- e. Any other information the Respondent wishes to include that the Respondent deems relevant to the selection process of this RFP. This may include promotional material, other project descriptions, etc.

4.4 Management Information Requirements.

The Respondent shall provide as part of their response to this RFP, the following information related to its organizational and management structure, as well as how it may interface with both its sub-consultants, as well as with city representatives.:

- a. Provide a summary of the key points or highlights you wish to emphasize in your Proposal. Similar in function to a cover letter, it is an opportunity to illustrate why you think your firm is best suited for this project. Provide a time line schedule showing both progress and key dates for deliverables.
- b. Briefly outline the history of your firm, how your project experience is analogous to the requirements of this Proposal. You may wish to cite specific projects you are working on, or have worked on in the past.
- c. Discuss briefly your understanding of the Scope of Work as presented in this RFP. If you have any suggestions for modifications to the Scope of Work, or if you have any concerns as to the content, you should use this section to state as such.
- d. Please detail the organizational structure you believe necessary to accomplish each phase of the project within the desired time frame and budget. Illustrate interfacing with the Division of Architecture, and illustrate how communication with the Owner will be conducted to ensure progress, manage the flow of information, and pro-actively address problems. You can supply organizational flowcharts, if you wish, but they must fit within the bound proposal (either on 8-1/2 x 11, or an 11 x 17 fold-out).
- e. Provide a brief description and organizational flowchart of the project team members, stating exactly what role each key personnel member will assume in this project.

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4.5 Fee Structure

Provide a lump-sum fee for your services, which will be broken down into the four (4) phases a thru d in the Scope of Work. In addition, provide a fee breakdown that illustrates the approximate values of each of your project personnel, expressed either as a dollar value, or as a percentage of the lump sum fee. It is assumed by the Owner that you will be billing monthly for your services, and not upon completion of each phase. You should provide an estimate of the monthly charge for construction management services.

SECTION 5: INSTRUCTIONS TO RESPONDENTS

Submission of Response to RFP:

Respondents must submit an original and four (4) copies of their Response to this RFP to the Designated Contact Person.

Proposal Statements must be received by the City no later than the time and date indicated, and must be mailed or hand-delivered. Proposal Statements forwarded by facsimile or e-mail will not be accepted, however respondents may alternately submit one signed original and 1 softcopy version (MS Word or PDF format) on CD. Please note that the City will not be responsible for CDs or softcopy files which cannot be read, and that this may be grounds for rejection. To be responsive, Proposal Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein.

SECTION 6: EVALUATION OF RESPONSES

The City's objective in soliciting Proposal Statements is to enable it to select a Respondent that will provide high quality and cost effective services to the citizens of Jersey City. The City will consider Proposal Statements only from Respondents that, in the City's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFP.

Proposal statements will be evaluated by the City on the basis of which is the most advantageous, and this evaluation will consider:

1. Experience and reputation in the field; and
2. Availability to accommodate the required milestones of the City; and
3. Other factors demonstrated to be in the best interest of the City.

Each Proposal Statement must satisfy the objectives and requirements detailed in this RFP.

The City will select the most advantageous Proposal Statement based on all of the evaluation factors set forth in this RFP, and make the award that is in the best interest of the City. Each Proposal must satisfy the objectives and requirements detailed in this RFP. Successful Respondents shall be determined by an evaluation of the total content of the Proposal Statement submitted. The City reserves the right to:

- a. Not select any of the Proposal Statements;
- b. Award a contract for the requested services at any time within the qualification period. Every Proposal Statement should be valid through a 90 day time period.

The City shall not be obligated to explain the results of the evaluation process to any Respondent.

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SECTION 7: GENERAL TERMS AND CONDITIONS

1. The City reserves the right to reject any or all Proposal Statements, if necessary, or waive any informalities in the Proposal Statements, and, unless otherwise specified by the Respondent, to accept any item, items or services in the Qualification statement should it be deemed in the best interest of the City to do so.
2. Each Proposal Statement must be signed by the person authorized to do so.
3. Proposal Statements may be hand delivered or mailed consistent with the provisions of the legal notice to Respondents. In the case of mailed Proposal Statements, the City assumes no responsibility for Proposal Statements received after the designated date and time and will return late Proposal Statements unopened. Proposal Statements will not be accepted by facsimile or e-mail.
4. In accordance with Affirmative Action Law, P.L. 1975/ c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful Respondents must agree to submit individual employer certifications and numbers or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) The contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause: (b) 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, sex or handicap; (c) the contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time. (Sample forms in Section 7) For information on AA/EEO forms, please contact:

Jeana F. Abuan, Affirmative Action Officer, Public Agency Compliance Officer
Department of Administration, Office of Equal Opportunity/Affirmative action
280 Grove Street Room-103
Jersey City NJ 07302
Tel. #201-547- 4533
Fax# 201-547-5088
E-mail Address: abuanJ@jcnj.org

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5. No Respondent shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
6. No Respondent shall cause or influence, or attempt to cause or influence, any City officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
7. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City's Business Administrator's decision shall be final and conclusive.
8. The City shall not be responsible for any expenditure of monies or other expenses incurred by the Respondent in making its proposal.

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LETTER OF QUALIFICATION

Note: To be typed on Respondent's Letterhead.
No Modifications may be made to this letter.
[insert date]

Glenn A. Wrigley, AIA, Chief Architect
Department of Administration
Division of Architecture
CITY OF JERSEY CITY
575 Route 440
Jersey City, New Jersey 07305

Dear Mr. Wrigley,

The undersigned have reviewed the Proposal Statement submitted in response to the Request for Proposals (RFP) issued by the City of Jersey City (City), dated **27 August 2009**, in connection with the City's need for:

REQUEST FOR PROPOSALS- LEED Consulting Services
New Rescue One - City of Jersey City
Project No. 2007-001

We affirm that the contents of our Proposal Statement (which is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Proposal Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of **(Name of Respondent)**.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief
Executive Officer or Partner)

(Typed Name and Title)

(Typed Name of Firm)*

Dated: _____

*If joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Qualification.

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(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL)

PUBLIC DISCLOSURE INFORMATION

Chapter 33 of the Public Laws of 1977 provides that no Corporation or Partnership shall be awarded any State, City, Municipal or Schools District contracts for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a public disclosure information statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein.

STOCKHOLDERS:

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

SIGNATURE

TITLE

Notary Public of
My Commission Expires:

, 20

REQUEST FOR PROPOSALS- LEED Commissioning/Consulting Services
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LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No Modifications may be made to this letter.

[insert date]

Glenn A. Wrigley, AIA, Chief Architect
Department of Administration
Division of Architecture
CITY OF JERSEY CITY
575 Route 440
Jersey City, New Jersey 07305

Dear Mr. Wrigley,

The undersigned as Respondent, has (have) submitted the attached Proposal Statement in response to a Request for Proposals (RFP), issued by the City of Jersey City (City), dated **27 August 2009** in connection with the City's need for:

REQUEST FOR PROPOSALS- LEED Consulting Services
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Name of Respondent HEREBY STATES

1. The Proposal Statement contains accurate, factual and complete information.
2. **Name of Respondent** agrees (agree) to participate in good faith in the procurement process as described in the RFP and to adhere to the City's procurement schedule.
3. **Name of Respondent** acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Proposal Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. **Name of Respondent** hereby declares (declare) that the only persons participating in this Proposal Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City. **Name of Respondent** declares that this Proposal Statement is made without connection with any other person, firm or parties who has submitted a Proposal Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

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6. **Name of Respondent** acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

7. **Name of Respondent** acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Typed name and Title

Dated: _____

(Typed name of Firm)

* If a joint venture, partnership or other formal organization is submitting a Proposal Statement, each participant shall execute this Letter of Intent.

CHECKLIST OF ENCLOSURES

- _____A. Letter of Qualification (On your letterhead, using the enclosed format)
- _____B. Non-Collusion Affidavit (Notarized, and in original form)
- _____C. Public Disclosure Information (Notarized, and in original form)
- _____D. Letter of Intent (On your letterhead, using the enclosed format)
- _____E. Mandatory Equal Employment Opportunity Language (Exhibit A)
- _____F. Form AA302-Employee Information Report (Or valid certificate)
- _____G. Americans with Disabilities Act Language
- _____H. Minority/Women Business Enterprise (MWBE) Notice & Questionnaire (Must complete 2 copies)
- _____I. New Jersey Business Registration Certificate
- _____J. Certification of Compliance with City of Jersey City Ordinance 08-128 (Pay to Play Law)