N.J. PINELANDS COMMISSION REQUEST FOR PROPOSAL (RFP) RFP #11-001 Cover Page

DATE ISSUED: September 24, 2010

Vendor Name:	Vendor Federal Tax Id Number:
Vendor Address:	Return To: N.J. Pinelands Commission Attn: Purchasing, Dawn M. Rago 15C Springfield Road PO Box 359
Telephone Number: Fax Number: Email:	New Lisbon, NJ 08064 Telephone Number: (609) 894-7300 ext. 147 Fax Number: (609) 894-7334
RESPONSE TO THIS REQUEST FOR PA	ROPOSAL SHALL BE RETURNED BY:
Monday, October	25, 2010 at 1 p.m.
QUALIFY AS: (CHECK IF APPLICABI	LE) SMALL BUSINESS
NAME: EXHIBIT PLA	NNING AND DESIGN
TOTAL LUMP SUM (FIXED P	RICE) COST: \$
Important Instructions To Vendor: Fill in all req this Solicitation request, it must be signed in ink an Pinelands Commission General Terms and Conditionany contracts pursuant thereto.	d returned to the address indicated above. The
Bidder's Signature:	Title:
	Date:

REQUEST FOR PROPOSAL RFP-11-001

EXHIBIT PLANNING AND DESIGN



John C. Stokes Executive Director

I. Overview:

The New Jersey Pinelands Commission, a state agency that oversees land-use, development and natural resource protection programs in the million-acre Pinelands Area of southern New Jersey, is working with the National Park Service to create interpretive exhibits aimed at raising awareness and appreciation of the Pinelands' unique natural, cultural and historic resources.

These exhibits would be housed in an existing, 316-square-foot room in the Richard J. Sullivan Center for Environmental Policy and Education (RJS Center), the Commission's headquarters on 15 Springfield Road, Pemberton Township, NJ, and in portions of the building's lobby. An Exhibit Assessment (Attachment 10) was prepared by the National Park Service's Harpers Ferry Center in May 2009. The report's findings and chosen scheme will be the starting off point for the project. Upon completion of this design phase, funds will be sought to produce and install these exhibits in the RJS Center.

Proposals are due to the Pinelands Commission by no later than <u>1 p.m. on Monday, October 25</u>, <u>2010</u>. The selection of the successful candidate is not based solely on the "lowest bid," but rather on an evaluation of three criteria: personnel experience, project approach and cost.

The Pinelands Commission will form an evaluation committee to review all proposals. The evaluation committee may contact one or more of the bidders if clarification of the proposal information is needed. The Committee will then make a recommendation to the Commission's Executive Director, followed by the Pinelands Commission's authorization for the Executive Director to enter into a contract with the chosen bidder.

The Commission intends to award one contract for the entire project. The Commission will not pay more than the proposed amount for each Task. Payments for each Task may be billed on a monthly basis not to exceed 90% of that Task, until the specified work is delivered and approved by the Pinelands Commission.

II. Background:

The Richard J. Sullivan Center for Environmental Policy and Education (RJS Center) was built in 2001. It houses work space for Commission staff, as well as a conference room for meetings, a library and other office space. The building was originally intended to be a platform for multifaceted environmental education initiatives as well as environmental policy. The Commission seeks to carry out its goal of using the RJS Center in more of a public education capacity through the creation and installation of interpretive, Pinelands-themed exhibits in a 316-square-foot room and in portions of the building's lobby. Because funding for this project is being provided by the National Park Service, the contract cannot exceed \$44,000.

The purpose of this Request for Proposal (RFP) is to complete the overall planning and design of these exhibits, including the planning and design of all exhibit structures, graphic layouts, audiovisual and interactive elements, artwork, artifacts, historical vignettes, and lighting. This will prepare a solid foundation for all work that follows, ensuring that the project is logically structured and its goals are understood and realistically attainable. In addition, the purpose of this project is to provide comprehensive research and all information necessary for completing the fabrication, installation and integration of the exhibit elements within the existing RJS Center.

III. Scope of Work:

The Vendor shall plan and design interpretive exhibits for a 316–square-foot room and portions of the lobby and entrance areas of the RJS Center, adhering to the **List of Tasks** below. The initial phase, Pre-Design and Schematic Design, must be based, in part, on the Exhibit Assessment (Attachment 10). All major details of the project must be taken into account as part of the design development process. Design and content must be integrated into clear, concise media presentations. Complex media elements requiring further development must be fully described. The exhibit's physical structure and operational characteristics must be established, and the exhibits must be designed in a manner that is compatible with the exhibit space. Decisions must be made regarding space configuration, lighting, power, and other exhibit/architectural interface issues. Technical drawings and design specifications, including precise dimensions, are to be completed as well, communicating all details necessary for potential exhibit fabricators to understand, price, and begin work on the project.

The Vendor shall design to a production budget not to exceed \$175,000 for completing the fabrication, installation and integration of the exhibit elements within the existing RJS Center. This production budget shall include all costs for fabricating, transporting, and installing all exhibit structures and graphic elements, including items such as shop drawings, samples, and costs relating to shipping. The production budget shall also include costs associated with image acquisition, original artwork, audiovisual and multimedia programs and/or equipment, treatment of artifacts and live animal display cases.

The estimated project length for completing exhibit design development is a total of 12 months. Listed below is the anticipated timeline to complete each of the four tasks included in the RFP's Scope of Work.

List of Tasks:

Task 1) Pre-Design and Schematic Design

- A. Review government furnished materials, including the Exhibit Assessment (Attachment 10).
- B. Travel to the site for initial meeting with staff.
- C. Identify sources for existing media resources.
- D. Evaluate architectural space.
- E. Review the schematic design proposed in the Exhibit Assessment, revise and develop the exhibit plan and submit the Schematic Design for review.
- F. Present the Schematic Design plan to members of the Commission's Public and Governmental Programs Committee at the RJS Center in Pemberton Township, New Jersey.
- G. Incorporate suggested changes to Schematic Design based upon Commission's review and approval.

Estimated Completion Time: 2 Months

Task 2) Design Development I

- A. Develop all individual exhibits including:
 - 1. Exhibit Design Drawings
 - 2. Sample graphic layouts / graphic approach / typography.

- 3. Propose material, finish, and color selections.
- B. Establish Content Management Database
 - 1. Interpretive purpose or objective for each exhibit.
 - 2. Text Level I (text intent)
 - 3. Major images.
 - 4. Major artifacts and display objects.
 - 5. Major audiovisual and interactive elements.
 - 6. Major specialty elements such as natural history models, taxidermy, topographic maps, architectural models, custom mechanical and electromechanical devices.
 - 7. Universal Design and accessibility elements for the individual exhibits
- C. Develop and submit Design Development I Report including:
 - 1. Overview including an exhibit walkthrough narrative.
 - 2. Compilation of all Design Development I work elements listed above.
 - 3. Production Cost Estimate and life-cycle cost estimate
 - 4. Submit four (4) paper copies and two (2) PDF files on disc of the Design Development I Report for review.
 - 5. Present Design Development I Report at the RJS Center in Pemberton Township, New Jersey.
 - 6. Incorporate suggested changes based upon Commission's review and approval.

Estimated Completion Time: 4 Months

Task 3) Design Development II

- A. Prepare and submit Design Development II Report including:
 - 1. Update the Content Management Database, enter and update the fields.
 - 2. Audiovisual and Interactive Multimedia Report including a) Treatments for audiovisual programs and designs for interactive programs; and b) Identify equipment requirements for all audiovisual and interactive multimedia elements.
 - 3. Reference Packages for all custom elements requiring specialized creative or technical development. This includes, but is not limited to, maps, models, original artwork, photography, cast figures, and dioramas.
- B. Prepare and submit Design Development Graphic Layout Package including all draft text (Text Level).
- C. Prepare and submit updated Exhibit Design Drawings.
- D. Prepare and submit updated Production Cost Estimate and life-cycle cost estimate.
- E. Submit items A, B, C and D on four (4) paper copies and two (2) PDF files on disc.
- F. Present the Design Development II package at the RJS Center in Pemberton Township, New Jersey.

Estimated Completion Time: 5 Months

Task 4) Production Documents

- A. Document Preparation: The Vendor shall prepare and submit the following documents as four (4) paper copies and two (2) PDF files on disc:
 - 1. Exhibit Design Drawings
 - 2. Content Management Database Production Schedules, including the Image Schedule, Artifact Schedule, Display Object Schedule, and Specialty Element Schedule.
 - 3. Updated graphic layout package
 - 4. Updated material and finish samples and specifications.

- 5. AV equipment schedule and technical specifications
- 6. Updated Reference Packages for specialized exhibit elements needed for fabrication
- 7. Production Cost Estimate and life-cycle cost estimate

Estimated Completion Time: 1 Month

IV. Evaluation Factors for Award

- **A.** Evaluation of the Proposal The Proposal will be evaluated according to the following three criteria, which are presented in descending order of importance with the weighting percentage noted. Standards for each criterion are followed by specific instructions for proposal preparation. The requisite information shall be supplied in the vendor's proposal together with supplemental information as may be requested.
 - 1. <u>Project Approach</u> (40%): The proposals will be evaluated on the bidder's approach in carrying out the project. Vendors must provide a detailed, comprehensive schedule for completing the design plan, including project stages, milestones and deliverables. Statement of firm's design philosophy and capabilities of this project fitting into firm's current work schedule will also be a factor in evaluation. The proposal shall include any schedule issues that concern the Vendor about the task completion dates in the RFP and suggested solutions. The Vendor shall enclose a narrative of the project approach defining both key issues and potential problems with reliable solutions offered. The Vendor may include a narrative describing innovative concepts and the benefit each would provide.
 - 2. Personnel Experience (40%): The proposals will be evaluated on the experience of the vendor's personnel. The proposals will be evaluated on the expertise and level of effort the Vendor intends to provide for each task. In addition, the experience and familiarity of each person to be assigned to this project will be evaluated with regard to each person's individual area of expertise and level of expertise. Vendors must provide a summary of their personnel's background and relevant experience, as well as examples and references from past projects of similar size and scope. These past projects should be completed through exhibit installation. The costs per square foot, listing design fees and production fees separately, should be provided and include the total amount of time it took to complete the project. Vendors also must provide a list of names and resumes of the key personnel that will be directly involved in the project, including the amount of time that these key personnel will be spending on the project and their hourly rate.
 - 3. Cost (20%): The proposals will be evaluated on the total project cost. The Vendor must provide a total lump sum (fixed price) cost for the entire project. The total lump sum (fixed price) cost proposed for the entire project must equal the total of the combined individual lump sum (fixed price) costs to complete each Task described above. The Vendor also must provide a breakdown of the costs to complete each Task. The Pinelands Commission reserves the right to reject unbalanced bids or proposals that are inappropriately 'front-loaded'. The Commission will not pay separately for travel and administrative costs associated with the vendor's services. Any travel and administrative costs shall be reflected in the proposed lump sum price.

B. Conflict of Interest Avoidance – This project requires an objective and unbiased approach. To prevent an appearance of subjectivity, any person, corporation, company, consortium, firm or entity and any associate, partner, agent or affiliate thereof that is currently, or has been during the past five (5) years, employed or retained by any of the 56 municipalities or 7 counties located within the Pinelands Area or by a developer or applicant pursuing or contemplating development activities, as that term is defined at N.J.A.C. 7:50-2.11, to be located within the Pinelands Area may be prohibited from working on this contract if a conflict of interest is determined by the Pinelands Commission to exist. The existence of a client or employment relationship does not in and of itself automatically disqualify a vendor's proposal. The Commission reserves the right to award the contract to a vendor who previously did work for a developer, applicant, municipality or county in the Pinelands Area if it determines that no current conflict of interest exists. Additionally, and to further prevent an appearance of impropriety or subjectivity, any person, corporation, company consortium, firm or entity and any associate, partner, agent, or affiliate thereof awarded the contract resulting from this solicitation will be precluded during the contract period from engaging in work for any Pinelands municipality or county, or an applicant or developer active in the Pinelands Area or any person, corporation, company, consortium, firm or entity located in or doing work for a developer, applicant, municipality or county in the Pinelands Area.

V. Schedule for Questions and Award

Questions may be submitted requesting clarification or additional information about this RFP. All questions must be submitted in writing and received by the Commission no later than 1:00 p.m. on Tuesday, October 5, 2010. Questions may be sent by faxing them to the attention of Dawn M. Rago, (609) 894-7334 or emailing to purchasing@njpines.state.nj.us. Written responses to all Questions in the form of addenda will be posted on the Pinelands Commission website (http://www.nj.gov/pinelands/) on or before 1:00 p.m. on Friday, October 8, 2010.

If you have received this RFP from the Pinelands Commission website, you must call Dawn Rago at (609) 894-7300 ext. 147 to provide your telephone and fax numbers for any potential addenda.

Proposals are due to the Commission no later than 1:00 p.m. on Monday, October 25, 2010 at which time they will be opened and read. The Pinelands Commission anticipates distributing notification of intent to award for this proposal by November 16, 2010. The contract is anticipated to be executed in February 2011.

VI. Instructions for Preparing Proposals

In addition to the information specified in Section IV above, the following documents must be included with your bid proposal submission or may be cause for rejection of your **Bid Proposal**:

- The vendor shall complete and submit the Request for Proposal cover page. This page must be signed (in ink) and dated. If issued, a signed verification of receipt of addenda must be included.
- New Jersey State Business Registration Certificate, the bidder may go to www.nj.gov/njbgs to register with the New Jersey Division of Revenue or to obtain a copy of an existing Business Registration Certificate. If a sub-contractor is used, they also must provide proof of a valid New Jersey Business Registration Certificate.

- Source Disclosure Certificate Attachment A-2
- Ownership Disclosure Attachment A-4
- Terms and Conditions- Attachment A-1-All vendors are expected to follow all Terms and Conditions

The following documents must be submitted before Contract Award. Bidders are strongly encouraged to submit these documents with the Bid Proposal:

- Non-Collusion Affidavit Attachment A-3
- Affirmative Action Attachment A-5
- MacBride Principals Certification Attachment A-6
- W-9 Attachment A-8
- Chapter 51/117 Attachment A-9

Bid proposals must remain valid for a period of 180 <u>days</u> from <u>Bid Opening</u> date.

While vendors are not required to follow a standard format in preparing their proposals, they are encouraged to structure their response in accordance with the evaluation criteria. Proposals should be as succinct as possible, limited to those items with direct relevance to the Scope of Work and the evaluation factors for award. Five (5) copies of the Proposal must be provided. One proposal must be manually signed and labeled "original". The Request for Proposal (RFP) number must appear on the outside envelope used to mail the proposal. The proposal must be received by the Pinelands Commission no later than 1:00 p.m. (prevailing Eastern) on Monday, October 25, 2010, and should be sent to the attention of:

Purchasing, Dawn M. Rago Pinelands Commission 15C Springfield Rd PO Box 359 New Lisbon, NJ 08064

<u>Attachments</u>

Attachment A-1

New Jersey Pinelands Commission Terms and Conditions

Attachment A-2

Source Disclosure Certification

Attachment A-3

Non-Collusion Affidavit

Attachment A-4

Ownership Disclosure Statement

<u>Attachment A-5</u> Affirmative Action Regulations

Attachment A-6

Mac Bride Principles Certification

Attachment A-7

No Bid Response Form

Attachment A-8

W-9

Attachment A-9

Chapter 51/Executive Order 117

Attachment A-10

Excerpts from the Exhibit Assessment, dated May 2009, 12 pages

NEW JERSEY PINELANDS COMMISSION

TERMS AND CONDITIONS

The following terms and conditions shall apply to all contracts or purchase agreements made with the State of New Jersey Pinelands Commission as a result of this Request. Refer to RFP/RFQ NO. (see Request for Proposal/Quotation cover page) in all written and verbal correspondence.

- 1. LAWS The contractor must comply with all local, state and federal laws, rules and regulations applicable to this contract and to the goods delivered or services performed, including but not limited to Anti-Discrimination Laws (N.J.S.A. 10:2-1 through 10:2-4, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38); The Workers and Community Right to Know Act (N.J.S.A. 34:5A-1 et seq.); Corporate Authority (N.J.S.A. 14A: 1-1 et seq.); Americans with Disabilities Act (42 U.S.C. §12101, et seq.); Set-Off for State Taxes and Child Support (N.J.S.A. 54:49-19, 20); Prompt Payment Act (N.J.S.A. 52:32-32 et seq.); and Compliance of Codes (New Jersey Uniform Construction Code {NJUCC}, NEC70, B.O.C.A. Basic Building Code, OSHA and must be responsible for securing and paying for all necessary permits where applicable.
- 2. STATE LAWS Any contracts and/or orders placed as a result of this proposal shall be governed and construed in accordance with the laws of the STATE OF NEW JERSEY.
- 3. LIABILITY-COPYRIGHT The contractor shall hold, save the State of New Jersey Pinelands Commission, its officers, agents, servants and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of this contract.
- 4. INDEMNIFICATION The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the State of New Jersey Pinelands Commission and its employees from and against any and all claims, demands, suits, actions, recoveries, judgment and costs and expenses in connection therewith on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.
- 5. INSURANCE The contractor shall secure and maintain in force for the term of the contract liability insurance as follows:
- a. General liability policy as broad as the standard coverage forms currently in use in the State of New Jersey shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall be endorsed to include:
 - 1. Broad Form Comprehensive General Liability
 - 2. Products/Completed Operations
 - 3. Premises/Operations

The Limits of liability for bodily injury and property damage shall not be less than \$1 million per occurrence as a combined single limit.

- b. Automobile liability insurance, which shall be written to cover any automobile used by the insured. Limits of liability for bodily injury and property damage shall not be less than \$1 million per occurrence as a combined single limit.
- c. Workers' Compensation Insurance applicable to the laws of the State of New Jersey and Employers Liability Insurance with limits of not less than:

\$100,000 Bodily Injury, Each Occurrence

\$100,000 Disease Each Employee

\$500,000 Disease Aggregate Limit

The insurance certificates effectuating these coverages must provide for thirty (30) day written notice to the attention of the Director, Division of Purchase and Property prior to cancellation. The vendor/contractor shall, upon

the Pinelands Commission's request, provide current certificates of insurance for all coverages and renewals thereof.

6. PERFORMANCE GUARANTEE OF VENDOR - The vendor certifies that:

- a. The equipment offered is standard new equipment, is in current production and the latest model of regular stock product, with parts regularly used for the type of equipment offered, that such parts are all in production and not likely to be discontinued; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
- b. All equipment supplied to the Pinelands Commission and operated by electrical current is UL listed where applicable.
- c. For all equipment purchases, the vendor shall provide the manufacturer's standard warranty. The contractor will render prompt service, without charge, regardless of geographic location. During the warranty period, the contractor shall replace immediately any material, which is rejected to failure to meet the requirements of the contract.
- d. Sufficient quantities of parts necessary for proper service to equipment will be maintained at distribution points and service headquarters.
- e. All services rendered to the Pinelands Commission shall be performed in strict and full accordance with the specifications stated in the contract/purchase order. The contract shall not be considered complete until final approval by the Pinelands Commission is rendered.
- f. All goods and services to be provided are warranted and fit the particular purpose for which the using agency solicits this quotation.
- 7. BRAND NAME ALTERNATIVES Brand names and/or descriptions used in this proposal are to acquaint vendors with the type of commodity desired and will be used as a standard by which alternate or competitive materials will be judged. Competitive items must be equal to the standard described and be of the same reputation for quality and workmanship. Variations between the materials described and materials offered must be fully explained by the vendor in an accompanying letter. In the absence of any changes by the vendor, it will be presumed and required that material as described in the proposal be delivered.
- 8. PRICE QUOTATIONS Insert prices for furnishing all or any portion of the goods or services described. All prices quoted shall be firm through issuance of contract/purchase order and for delivery of quantities specified, and shall not be subject to increase during the period of the contract/purchase order. Prices shall be net and must include all transportation charges fully prepaid by the contractor, F.O.B. Destination.
- 9. TAX CHARGES The State of New Jersey Pinelands Commission is exempt from State sales or use taxes and Federal excise taxes, and they must not be included in the proposal price or invoice.
- 10. PAYMENT Payments will only be made against vendor's invoices. All goods and services are to be billed at the prices quoted. Payment will be made within sixty (60) days of receipt of invoice or certification that goods and/or services have been received, whichever is later.
- 11. CASH DISCOUNTS Vendors are encouraged to offer cash discounts based on expedited payment by the Pinelands Commission. The Pinelands Commission will make efforts to take advantage of discounts, but discounts offered will not be considered in determining the lowest quote.
- a. Discount periods shall be calculated starting from the next business day after the recipient has accepted the goods and services, and received a proper invoice.
- b. The date on the check issued by the Pinelands Commission in payment of that invoice shall be deemed the date of the Pinelands Commission's response to that invoice.
- 12. STANDARDS PROHIBITING CONFLICTS OF INTEREST All contracts or purchase agreements made with the State of New Jersey Pinelands Commission must comply with N.J.S.A. 52:13D-12 et seq., concerning standards prohibiting conflicts of interest on the part of public officials, and Executive Order No. 189 (1988) relating to the solicitation and/or payment of any fee, commission, compensation, gift, gratuity or other thing of value by a vendor to a public official to secure favored treatment. The provisions of N.J.S.A. 52:13D-12 et seq. and Executive Order No. 189 (1988) will be included on the purchase order issued to the award-winning vendor.
- 13. AFFIRMATIVE ACTION If awarded a contract your company/firm will be required to comply with the requirements of P.L. 1975, C. 127 (N.J.A.C. 17:27).
 - 14. BUSINESS REGISTRATION CERTIFICATE Effective September 1, 2004 all contractors and

subcontractors providing goods/services to State Agencies are required to provide the contracting agency with proof of registration with the State of New Jersey, Department of the Treasury, Division of Revenue. This proof is to be submitted in the form of a Business Registration Certificate.

15. PUBLIC LAW 2005, CHAPTER 271/ EXEUTIVE ORDER 117- In order to safeguard the integrity of State government procurement by imposing restriction to the award of contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance there of, Public Law 2005 Chapter 271 was created. In definition this requires the vendor or entity to report all Contributions made in the twelve (12) months prior to and including the date of signing of the Certification and Disclosure to: (i) any State, County, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or (ii) any entity that is also defined as a "continuing political committee" under N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.

16. COMPLIANCE WITH REQUIREMENTS OF NJSA 52:34-13.2. -

A. NJSA 52:34-13.2 requires that all contracts that are "primarily for the performance of services" shall be performed within the United States. This provision applies to all contractors and sub-contractors performing such contracts for the State. This provision is not applicable to a contract that is "primarily for the performance of services" if:

- the Executive Director, of the New Jersey Pinelands Commission, certifies in writing a finding that the service cannot be provided by a contractor or sub-contractor within the United States; or
- the Executive Director, of the New Jersey Pinelands Commission, certifies in writing that the
 inclusion of the provision set forth within the statute for a contract would violate the terms,
 conditions, or limitations of any grant, funding or financial assistance from the federal
 government or any agency thereof.
- B. SOURCE DISCLOSURE REQUIREMENTS -Pursuant to NJSA 52:34-13.2, all vendors seeking a contract with the State of New Jersey must disclose:
 - The location by country where services under the contract will be performed; and
 - The location by country where any subcontracted services will be performed.

Accordingly, the vendor should submit the Source Disclosure Certification Form filled out with the sourcing information required for it and any proposed subcontractor under the contract with the State of New Jersey Pinelands Commission. If the information is not submitted with the vendor's proposal, it shall be submitted within five (5) business days of the Pinelands Commission's request for the information.

FAILURE TO SUBMIT SOURCING INFORMATION WHEN REQUESTED BY THE PINELANDS COMMISSION SHALL PRECLUDE AWARD OF A CONTRACT TO THE VENDOR.

C. BREACH OF CONTRACT

A SHIFT TO OUTSOURCED SERVICES DURING THE TERM OF THE CONTRACT SHALL BE DEEMED A BREACH OF THE CONTRACT.

If, during the term of the contract, the contractor or subcontractor, who had on contract award declared that services would be performed in the United States, proceeds to shift the performance of the services outside of the United States, the contractor shall be deemed in breach of the contract, which contract shall be subject to termination for cause.

17. POST EMPLOYMENT RESTRICTIONS OF THE NJ CONFLICTS OF INTEREST LAW Firms are advised to be aware of Post Employment restrictions for former Pinelands Commission employees who may be utilized for work under this proposed contract. Failure to comply with this law may result in disqualification from the Project. Please refer to NJSA 52:13D-17, which states:

No State officer or employee or special State officer or employee, subsequent to the termination of his office or employment in any State agency, shall represent, appear for, negotiate on behalf of, or provide information not generally available to members of the public or services to, or agree to represent, appear for, negotiate on behalf of, or provide information not generally available to members of the public or services to, whether by himself or

through any partnership, firm or corporation in which he has an interest or through any partner, officer or employee thereof, any person or party other than the State in connection with any cause, proceeding, application or other matter with respect to which such State officer or employee or special State officer or employee shall have made any investigation, rendered any ruling, given any opinion, or been otherwise substantially and directly involved at any time during the course of his office or employment. Any person who willfully violates the provisions of this section is a disorderly person, and shall be subject to a fine not to exceed \$1000.00 or imprisonment not to exceed six months, or both.

In addition, for violations occurring after the effective date of P.L. 2005, c.382, any former State officer or employee or former special State officer or employee of a State agency in the Executive Branch found by the State Ethics Commission to have violated any of the provisions of this section shall be assessed a civil penalty of not less than \$500 nor more than \$10,000, which penalty may be collected in a summary proceeding pursuant to the "Penalty Enforcement Law of 1999," P.L. 1999, c.274 (C.2A:58-10 et seq.).

18. PREVAILING WAGE ACT-

The New Jersey Prevailing Wage Act, N.J.S.A. 34: 11-56.26 et seq. is hereby made part of every contract entered into on behalf of the New Jersey Pinelands Commission except those contracts, which are not within the contemplation of the Act. The bidders signature on the proposal is his guarantee that neither he nor any subcontractors he might employ to perform the work covered by this proposal has been suspended or debarred by the Commissioner, Department of Labor for violation of the provisions of the Prevailing Wage Act and/or the Public Works Contactor Registration Acts; the bidder's signature on the proposal is also his guarantee that he and any subcontractors he might employ to perform the work covered by this proposal will comply with the provisions of the Prevailing Wage and Public Works Contractor Registration Acts, where required.

19. NEGOTIATION AND BEST AND FINAL OFFER (BAFO)-

Following the opening of bid proposals, the New Jersey Pinelands Commission may, pursuant to N.J.S.A. 52:34-12(f), negotiate one or more of the following contractual issues: the consulting services offered, the terms and conditions, and/or the price of a proposed contract award, with any bidder, and/or solicit a Best and Final Offer (BAFO) from one or more bidders.

Initially, the Evaluation Committee will conduct a review of all the bid proposals and, if necessary, select bidders to contact to negotiate and/or conduct a BAFO based on its evaluation and determination of the bid proposals that best satisfy the evaluation criteria and RFP requirements, and that are most advantageous to the Pinelands Commission, price and other factors considered. The Committee shall not be required to contact all bidders to negotiate and/or to submit a BAFO.

In response to the Pinelands Commission's request to negotiate, bidders must continue to satisfy all mandatory RFP requirements but may improve upon their original proposal in any revised proposal. However, any revised proposal that does not continue to satisfy all mandatory requirements will be rejected as non-responsive and the original proposal will be used for any further evaluation purposes in accordance with the following procedure.

In response to the Pinelands Commission's request for a BAFO, bidders may submit a revised proposal that is equal to or lower in price than their original submission, but must continue to satisfy all mandatory requirements. Any revised proposal that is higher in price than the original will be rejected as non-responsive and the original bid proposal will be used for any further evaluation purposes.

After receipt of the results of the negotiation and/or the BAFO(s), the Evaluation Committee will complete its evaluation and will prepare an Award Recommendation to the Executive Director. The Evaluation Committee's Award Recommendation will include the responsive bidder(s) whose bid proposal, conforming to this RFP, is most advantageous to the Pinelands Commission, price and other factors considered.

All contacts, records of initial evaluations, any correspondence with bidders related to any request for negotiation or BAFO, any revised bid proposals, the Evaluation Committee Report and the Award Recommendation, will remain confidential until a Notice of Intent to Award is issued.

Updated: April 15, 2010

ATTACHMENT A-2

N.J.S.A. 52:34-13.2 CERTIFICATION

SOURCE DISCLOSURE CERTIFICATION FORM

Vendor: _____ Request for Proposal (RFP): _____

I hereby certify and say:		
I have personal knowledge of the fac Vendor	ts set forth herein and am authorized	d to make this Certification on behalf of the
by the by the Pinelands Commission, to Section 4 of the Pinelands Protection N.J.S.A. 54:34-13.2.	an independent political subdivision ction Act, N.J.S.A. 13:18A-1 et se	response to the referenced solicitation issued of the State of New Jersey created pursuant q., in accordance with the requirements of by the Vendor and all its subcontractors.
Vendor and/or Subcontractor	Description of Services	Performance Location(s) by COUNTRY
referenced solicitation or extension the Pinelands Commission, (hereinafter the I understand that, after award of a condeclared above to be provided with determination by the Executive Direction.)	nereof will be immediately reported ne "Executive Director") the entity is intract to the Contractor, it is determ tin the United States to sources of tor, Pinelands Commission, that the	the term of any contract awarded under the by the Contractor to the Executive Director, usuing the purchase order. States that the Contractor has shifted services utside the United States prior to a written services can not be performed in the United ract will be subject to termination for cause
pursuant to Section number 17 of the		
	l or quote, with knowledge that the	Contractor in order to induce the Pinelands Pinelands Commission is relying upon the
I certify that, to the best of my knowled the statements are willfully false, I am		ents by me are true. I am aware that if any of
[Name of Organization or Entity]		
By:	Title:	
Print Name:		

NON-COLLUSION AFFIDAVIT

TO: The Pinelands Commission

I,	residing in		
(Name of affidavi	residing in t) and State	(Name of Town)	
in the County of	and State	of	of full age, being
duly sworn according to	law on my oath depose a	and say that:	
I am	of the firm of_		
	Proposal for the bid propo	sal entitled	
and that I executed the (Proposal N			
Authority to do so, that agreement, participated free, competitive bidding statements contained in made with full knowledge truth of the statements of	said bidder has not, direct in any collusion, or other g in connection with the a said proposal and in this ge that the New Jersey Pir contained in said Proposa g the contract for the said	wise taken any acti bove named projec affidavit are true an nelands Commission I and in the stateme	on in restraint of t; and that all nd correct, and on relies upon the
to solicit or secure such commission, percentage	that no person or selling a contract upon an agreem e, brokerage, or continger ommercial or selling agen	nent or understandin nt fee, except bona	ng for a fide employees or
(Name of Firm)	·		
	(S	ignature)	
	(T	ype or print Name)	

	OW	NERSHIP DISCLOSURE	FORM		
INSTRUCTIONS	Provide below the names, home address above. If additional space is necessary				
NAME	HOME ADDRESS	DATE OF BIRTH	OFFICE HELD	OWNERSHIP IN (Shares Owned or % o	
corporations and a information for the	2: Provide below the names, home address in yother owner having a 10% or greater interest holders of 10% or more interest in that corpowners with 10% or more interest in your	est in the firm named above. If a ration or partnership. If addition	listed owner is a corpora al space is necessary, pr	ation or partnership, provide b rovide that information on an a	elow the same ttached sheet.
	homitted to the Purchase Bureau in connection HOME ADDRESS		ges, if any, where approp	riate, and complete the certific OWNERSHIP IN	ation below. TEREST
complete and a 2. Has any person disorderly person	t five years has another company or corpor ttach a separate disclosure form reflecting pre n or entity listed in this form or its attach ons matter by the State of New Jersey, any of	vious ownership interests.) ments ever been arrested, char	terest in the firm identif	ed in a criminal or	S NO
	n or entity listed in this form or its attachme				
	any criminal matters or debarment proceed es, attach a detailed explanation for each insta		m and/or its officers ar	nd/or managers are	
applied for by	 state or local license, permit or other simila any person or entity listed in this form, be- sking or litigating the issue of suspension or rece.) 	en suspended or revoked, or be	en the subject of any p	ending proceedings	
knowledge are tru under a continui of any changes misrepresentation	V: I, being duly sworn upon my oath, herebe e and complete. I acknowledge that the Stating obligation from the date of this certification the answers or information contained in this certification, and if I do so, I recognize ment(s) with the State of New Jersey and	e of New Jersey is relying on the cation through the completion herein. I acknowledge that I a te that I am subject to criminal	ne information contained on of any contracts with arm aware that it is a cri prosecution under the lar	herein and thereby acknowle the State to notify the Sta minal offense to make a false w and that it will also constitu	dge that I am te in writing statement or ute a material
	orized, certify that the information supplied ab g statements made by me are true. I am aware				
COMPANY NAME:_		_			(Signature)
ADDRESS:		PRINT OR TYPE {			
FEIN/SSN#:					(Title)

AFFIRMATIVE ACTION REGULATIONS P.L. 1975, C.127 (N.J.A.C. 17:27)

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P. L. 1975, C.127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent: This could have a cost associated with its compliance to the State of New Jersey bidder is responsible for obtaining this information.

- 1. A photocopy of a valid letter from the U. S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).
- 2. A photocopy of approved Certificate of Employee Information Report.
- 3. An affirmative Action Employee Information Report (Form AA302).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, C. 127.

All bidders must answer the following questions:

1.	Do you have a federally approved or s	anctioned Affirmative Action Program?
	YES NO	
2.	Do you have a Certificate of Employee	Information Report Approval from the State of
	New Jersey?	
	YESNO	
If yes,	, please submit a copy of such certificate),
	<u> </u>	s aware of the commitment to comply with the urnish the required documentation pursuant to
COMPAN	NY:	
SIGNATL	JRE:	
TITLE:		
NAME (pi	rint):	

MacBRIDE PRINCIPLES CERTIFICATION

NOTICE TO ALL VENDORS REQUIREMENT TO PROVIDE CERTIFICATION IN COMPLIANCE WITH MacBRIDE PRINCIPLES AND NORTHERN IRELAND ACT OF 1989

Pursuant to Public Law 1995, c.a34, a responsible bidder selected, after public bidding, by the New Jersey Pinelands Commission, pursuant to N.J.S.A 52:34-12, must complete the certification below by checking one of the two representations listed and signing where indicated. If a bidder who would otherwise be awarded a purchase, contract or agreement does not complete the certification, the Pinelands may determine, in accordance with applicable law and rules, that it is in the best interest of the Pinelands Commission to award the purchase, contract or agreement to another bidder who has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Pinelands Commission find vendors to be in violation of the principles which are the subject of this law; they shall take such action as may be appropriate and provided for by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages or declaring the party in default.

I certify, pursuant to N.J.S.A. 52:34-12.2, the entity for which I am authorized to bid:

______ has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein through the operation of offices, plants, factories, or similar facilities, either directly or indirectly, through intermediaries, subsidiaries or affiliated companies over which it maintains effective control: or

_____ will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride Principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.5 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature of Bidder

Name/Title

Dated: ____ Company Name: _____

NO BID RESPONSE FORM

^{**}Please return to the above address attention to Dawn M. Rago by Fax 609-894-7334

Form (Rev. January 2005)
Department of the Treasury

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Internal	Revenue Service		
Je 2.	Name (as shown on your income tax return)		3
on page	Business name, if different from above		
Print or type Specific Instructions	Check appropriate box: Individual/ Sole proprietor Corporation Partner	ship ☐ Other ▶	Exempt from backup withholding
rint o	Address (number, street, and apt. or suite no.)	Requester's name and	address (optional)
Pecific	City, state, and ZIP code		
See Sp	List account number(s) here (optional)	I i	
Par	Taxpayer Identification Number (TIN)		
your e	sole proprietor, or disregarded entity, see the Part I instructions on page 3 employer identification number (EIN). If you do not have a number, see Howard identification number, see the chart on page 4 for guidater.	w to get a TIN on page 3.	or identification number
Par	t II Certification		
Under	r penalties of perjury, I certify that:		
1. Th	he number shown on this form is my correct taxpayer identification numbe	r (or I am waiting for a number to be i	ssued to me), and
Re	am not subject to backup withholding because: (a) I am exempt from back evenue Service (IRS) that I am subject to backup withholding as a result o otified me that I am no longer subject to backup withholding, and		
3. 18	am a U.S. person (including a U.S. resident alien).		
withho For m arrang	ication instructions. You must cross out item 2 above if you have been not olding because you have failed to report all interest and dividends on your nortgage interest paid, acquisition or abandonment of secured property, ca gement (IRA), and generally, payments other than interest and dividends, y de your correct TIN. (See the instructions on page 4.)	tax return. For real estate transaction ncellation of debt, contributions to an	s, item 2 does not apply. individual retirement
Sign Here		Date ▶	

Purpose of Form

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

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

- 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding,
- or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee.

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

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

 Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- 2. The treaty article addressing the income.
- 3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

Form W-9 (Rev. 1-2005) Page 2

The type and amount of income that qualifies for the exemption from tax.

Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

- 1. You do not furnish your TIN to the requester, or
- 2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
- 3. The IRS tells the requester that you furnished an incorrect TIN, or
- 4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- 5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

- 1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
- The United States or any of its agencies or instrumentalities.
- A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities.
- A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
- An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

Form W-9 (Rev. 1-2005)

- 7. A foreign central bank of issue,
- A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
- A futures commission merchant registered with the Commodity Futures Trading Commission,
 - 10. A real estate investment trust,
- 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
- 12. A common trust fund operated by a bank under section 584(a),
- 13. A financial institution.
- 14. A middleman known in the investment community as a nominee or custodian, or
- A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for	THEN the payment is exempt for
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 1	Generally, exempt recipients 1 through 72

See Form 1099-MISC, Miscellaneous Income, and its instructions.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's FIN

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.socialsecurity.gov/online/ss-5.pdf. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses/ and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Two-Year Chapter 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions

General Informat		SENCY USE ONLY	
Solicitation, RFP or	Contract No.	Award Amount	
Description of Servi	ices		
Agency Contact	Information		
Agency _		Contact Person	
Phone Number _		Agency Email	
art 1: Vendor Inf	formation		
Full Legal Business	Name		
	(Including trade name if applicab	ole)	
Business Type	Corporation Limited	Partnership Professional	Corporation General Partnership
	Limited Liability Company	Sole Proprietorship	Limited Liability Partnership
Address 1		Address 2	
City	State	Zip	Phone
Vendor Email		Vendor FEIN	
the entity pur including in-k contract to th a) Within the put (i) Any ca	October 15, 2004, neither the below-nar resuant to Executive Order 117 (2008) It kind contributions, company or organizate vendor, pursuant to the terms of Exerceding 18 months, the below-name andidate committee and/or election functionant Governor;	nas solicited or made any contribut tation contributions, as set forth bel ecutive Order 117 (2008). ed person or organization has not r	tion of money, pledge of contribution, low that would bar the award of a made a contribution to:
b) During the te contribution to	andidate, committee and/or election fur	or(s), the below-named person or o	Governor, OR
the co	tate, county or <i>municipal</i> political party mmencement of said Governor's term.		ernor in the election preceding
person or org	8 months immediately prior to the fit ganization has not made a contribution	rst day of the term of office of the to	e Governor(s), the below-named

PLEASE NOTE: Prior to November 15, 2008, the only disqualifying contributions include those made by the vendor or a principal owning or controlling more than 10 percent of the profits or assets of a business entity (or 10 percent of the stock in the case of a business entity that is a corporation for profit) to any candidate committee and/or election fund of the Governor or to any state or county political party within the preceding 18 months, during the term of office of the current Governor or within the 18 months immediately prior to the first day of the term of Office of Governor.

candidate(s) in the last gubernatorial election.

Any State, county, municipal political party committee of the political party nominating the successful gubernatorial

Date of Contribution Type of Contribution (i.e. currency, or contributor Name	Address of Recipient Amount of Contribution check, loan, in-kind	
Type of Contribution (i.e. currency, Contributor Name		
Contributor Name	cneck, loan, in-kind	
·		
Relationship of Contributor to the Ve	endor	
Contributor Address	*	
	(84)	Zip
City	If this form is not being completed electronically, pas necessary. Otherwise click "Add a Contribution	please attach pages for additional contributions

Part 4: Certificati	ion
I certify that, to the b	ructions accompanying this form prior to completing this certification on behalf of the above-named business entity. Doest of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements arm subject to punishment.
does not change a contributions are ma	his certification will be in effect for two (2) years from the date of approval, provided the ownership status nd/or additional contributions are not made. If there are any changes in the ownership of the entity or additional ade, a new full set of documents are required to be completed and submitted. By submitting this Certification and on or entity named herein acknowledges this continuing reporting responsibility and certifies that it will adhere to it.
(CHECK ONE BOX	A, B or C)
(A) I am certifyi attributable	ng on behalf of the above-named business entity and all individuals and/or entities whose contributions are to the entity pursuant to Executive Order 117 (2008).
(B) I am certifyi	ng on behalf of the above-named business entity only.
(C) I am certifyi	ng on behalf of an individual and/or entity whose contributions are attributable to the vendor.
Signed Name	Print Name
Phone Number	Date
Title/Decition	
Title/Position	 :
	Agency Submission of Forms
completed Ownersh Unit, P.O. Box 039,	submit the completed and signed Two-Year Vendor Certification and Disclosure forms, together with a nip Disclosure form, either electronically to cd134@treas.state.nj.us, or regular mail at Chapter 51 Review 33 West State Street, 9 th Floor, Trenton, NJ 08625. The agency should save the forms locally and keep the e, and submit copies to the Chapter 51 Review Unit.

Exhibit Assessment May 2009



The Exhibit Assessment Meeting

On March 24-27, 2009, New Jersey Pinelands Commission and National Park Service staff gathered for an exhibit assessment meeting at the Richard J. Sullivan Center for Environmental Policy and Education. Participants were as follows:

- Phil Correll, Project Director, NJ Coastal Heritage Trail Route / Pinelands Interpretive Program,
 National Park Service
- Jean Covert, Program Assistant, NJ Coastal Heritage Trail Route / Pinelands Interpretive Program, National Park Service.
- Krista Kovach-Hindsley (facilitator), Harpers Ferry Center, National Park Service
- Paul Leakan, Communications Officer, NJ Pinelands Commission
- Joel Mott, Public Programs Specialist, NJ Pinelands Commission

Pinelands Commission Executive Director John Stokes also joined the meeting at various points to provide input and feedback.

Needs Assessment

The Pinelands Commission is the state agency that was created by the New Jersey Pinelands Protection Act of 1979 and is charged with preserving, protecting and enhancing the natural and cultural resources of the Pinelands National Reserve. The Reserve was created by the National Parks and Recreation Act of 1978. The Pinelands Commission oversees land use, development, and natural resource protection programs for the million-acre Reserve, which has approximately 700,000 residents living within the boundaries. The Pinelands Commission is known for managing development and other human impacts on the land and water. They are often seen as a negative, regulatory agency and are frequently criticized in the press. The public seems to forget the reason behind the regulation: to preserve and protect the natural, cultural, and historic resources of the Pinelands National Reserve.

The Pinelands Commission's Richard J. Sullivan Center for Environmental Policy and Education in Pemberton Township, NJ was built in 2001. The Sullivan Center includes the 316-square-foot Technical Center behind the receptionist's desk in the lobby. The Sullivan Center was originally intended to be a platform for multi-faceted environmental education initiatives as well as environmental policy. The draft Public Outreach and Interpretation Plan for the Sullivan Center calls for the Technical Center to be made available to the public, with access to various data pertaining to the Pinelands, so six computer stations were purchased. Although the Technical Center and its computers have served as temporary office space, they have yet to be used for their original purpose: public education.

The Pinelands National Reserve has no on-going federal funding for implementation of the Pinelands Interpretive Plan, dated January 1998. None of the Information Centers or Interpretive Centers have been implemented from the Pinelands Interpretive Plan. There are limited locations for people to go and learn about the Pinelands, besides the six state parks and forests designated as interpretive resource sites. Visitors stumble across the Pinelands Commission offices within the Richard J. Sullivan Center for Environmental Policy and Education looking for ways to experience the Pinelands, in search of

the NPS Passport stamp, or seeking general visitor information. Yet visitor services are limited to a receptionist who is frequently on the phone and a somewhat sterile lobby. Despite an impressive integration of multiple Pinelands-related art pieces, the sparse walls and hard floors lack a feeling of welcome. Although the lobby needs to maintain a sense of professionalism, visitors also need to feel welcome and have an opportunity for an interpretive experience here.

In addition, we need to improve the public image and foster positive public interactions with the Pinelands Commission. As Executive Director John Stokes said, we need to "create a reason for those to come here and learn about the Pinelands before they need to come here for business." Since increased staffing is not a reasonable option at this time, interpretive media—such as inspiring interpretive exhibits—can meet the needs of visitors to the Pinelands Commission and the Pinelands National Reserve.

Target Audience

Current audiences at the Richard J. Sullivan Center for Environmental Policy and Education are as follows:

- Retired seniors
- NPS Passport Stamp seekers
- Small school groups; Governor's school, 10-15 high school students
- Applicants seeking permits from the Pinelands Commission; property owners seeking advice and information
- Residents or other interested parties attending Commission meetings
- Professionals (attorneys, engineers, municipal and county officials) meeting with Pinelands Commission staff
- Gardening clubs, rotary clubs, or those attending a special program or speaker programs
- Environmentalists, botanists, environmental organizations
- College students for project research

Desired audiences for this exhibition are the following:

- Eco-tourists
- General public, passersby
- Local residents
- Recreational visitors and those seeking where to go, what to do
- School groups and teachers (primarily 4th grade, with some 5th-6thgraders).
- Pinelands Education Advisory Council
- Family groups
- Unreached audiences
- Visitors who are not experts

The exhibit assessment team discussed the many types of visitors and agreed to target the general public audience and school groups in the 4th to 6th grade level. Since the general public is typically recognized at having a 7th grade reading level, the overall target reading level for the exhibition is about the 5th grade level.

Interpretive Themes and Subthemes

The three themes and subthemes were reviewed from the *Pinelands Interpretation Plan* dated January 1998 and were considered to be relevant to this exhibit project. Specific emphasis is to be placed on the subthemes included below:

- 1. The Environment: New Jersey's Pinelands is a unique natural environment.
 - The unique quality and quantity of the Pinelands' surface and ground water continue to shape and support the region's fragile ecosystem.
 - The Pinelands supports a wide variety of rare and unusual plant and animal species that reflect the region's geographic location, climatic conditions, soils and geology, exceptional water resources, and complex disturbance history.
- 2. *The People*: People have inhabited New Jersey's Pinelands for centuries and created traditions that continue today.
- 3. *Interaction*: The diversity of Pinelands' landscapes and man's interaction with this land is continually evolving.

As Executive Director John Stokes said, "The Pinelands natural resources, cultural resources, and people are intertwined and inseparable; and all should be included" in the exhibit.

Inspiration vs. Information

Group discussion also revealed that **inspiration** was more important than detailed **information** in the exhibit, which is consistent with the general principle that exhibits are good at creating impressions. Information will be provided through other media, such as books, brochures, videos, and educational opportunities at other associated sites.

Desired Visitor Outcomes

Intellectually, visitors will...

- 1. Be oriented to where they can go and what they can do to experience the Pinelands.
- 2. Gain knowledge about why the Pinelands are special and worth protecting.
- 3. Understand that individuals can have an impact on the Pinelands.

Emotionally, visitors will...

- 1. Feel welcome in the building.
- 2. Build an appreciation for the Pinelands.
- 3. Experience a sense of awe about the resources.
- 4. Be inspired to learn more about and to explore the Pinelands.

Physically, visitors will...

- 1. Go and explore other natural and cultural sites that relate to the Pinelands.
- 2. Act responsibly and become stewards of the Pinelands.

Space Considerations

Technical Center: The 316-square-foot exhibit space is currently identified as the "Technical Center". The initial Pinelands Commission staff vision for this space included the following five functions:

- 1. To present informal interpretive talks, videos, or Powerpoint presentations to small groups.
- 2. To provide an area for reading and research.
- 3. To display brochures, destination-related information, and maps.
- 4. To make several computer stations available with Pinelands-related websites and programs, such as block and lot look-up.
- 5. To house an interpretive exhibit.

The 316-sqaure-foot Technical Center is too small to allow for all of these uses. The Team looked at adjacent existing spaces within the Richard J. Sullivan Center that could be used when they are not occupied for other business-related meetings and activities.



- 1. Presentations: The best space for working with any substantial group size, larger than 6-8 people, is the Terrence D. Moore Conference Room. Although this room is scheduled for meetings approximately three days per week, it could be scheduled for small visiting groups or school groups for one or two days per week. This room is typically set-up for large meetings such as the Commission meetings, with approximately 40 chairs for the public in addition to 15-chairs for the Commission members. Computer data presentations are often projected on one wall. To improve functionality for projected programs at the Pinelands Commission meetings, as well as make it suitable for projecting videos, the wall could be painted with high-gain screen paint, available from Goo Systems (www.goosystems.com). See Appendix A for details, note that both a basecoat and topcoat are required.
- 2. Research and Reading: The library is already equipped with shelves of related books, a table for study, and a TV, VCR, DVD player for showing Pinelands-related videos to an audience of six or less people. Its functionality for research and reading is compromised to a degree by its other use as a conference room. Since books cannot be checked out, public demand for this service is likely to be less than at a full-function library



where books can be taken home to read. The Library could be dedicated to public use one full day or two partial days per week to satisfy the small need for a place for the public to read and research.

- Brochure Racks: Some brochures are currently available in the lobby. Expanding the breadth of
 brochures available and using the lobby space behind the reception desk can provide for an
 opportunity to help visitors understand where and how they can experience the Pinelands.
- 4. Computer Stations: Six computer stations, which were purchased two years ago, are available for use in the proposed exhibits and/or for visitors to use to search Pinelands Commission programs and databases. Two computers could be located in the Library and one in the Lobby. Since these computers are already two years old, it is likely that they will need to be replaced by the time the exhibits are installed. In addition, any audiovisual or computer equipment funded or



- owned by the National Park Service must meet Section 508 accessibility requirements, including, captioning, volume control, assistive listening devices (T-coil compatible), and audio description.
- 5. **Exhibitry:** With these other functions moved to other locations, there is room to do some exhibitry in the Technical Center. In addition, portions of the lobby may be used, as long as the noise level does not interfere with the receptionist's ability to hear phone conversations.

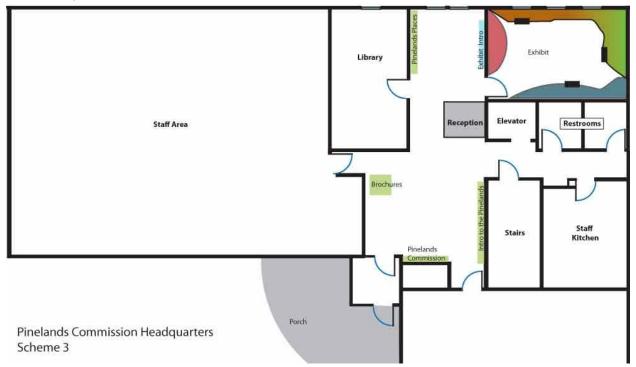
Design Requirements for Exhibits

The exhibits must...

- Be a self-guided experience. Staff will typically not be available.
- Make some of the computers from the Technical Center available to the public. Having one or two in the library is acceptable as long as one unit is also available in the lobby for times when the Library is occupied with meetings.
- Be low maintenance, requiring little to no supplies and limited upkeep. Pinelands Commission
 maintenance staff will clean them; the Public Programs Specialist and Communications Officer
 will do all other maintenance.
- Accommodate a minimum estimated visitation of 25 people and one small group per week.
 Actual visitation is expected to increase with marketing. Currently the facility is closed on weekends, but that could change depending on demand.
- Require no significant structural changes to the building. Sound-proofing the wall adjacent to
 the bathroom is needed; a layer of Homosote 440 SoundBarrier® or similar material would
 lessen the noise coming through the wall. (See www.homasote.com or the Appendix B for more
 information.)
- Surface finishes can change. Attaching to walls and the floor is acceptable. Carpeting can be
 replaced or as is. The thermostat may be moved. Exhibit lighting needs to be installed. Existing
 data and electrical connections are available. Windows can probably be covered if it does not
 violate the fire code.
- Include seating for two or three people inside the Technical Center.
- Include approximately three or four 10-gallon terrariums and one 10-20 aquarium for live animals, such as fish, reptiles, amphibians, and invertebrates. Caging must be flexible and allow for species to change as needed. Showcase Caging (www.showcasecages.com) is listed in the Appendix C as a possible source.
- Meet the New Jersey Core Curriculum Content Standards for 4th to 6th graders. Applicable and targeted Cumulative Progress Indicators (CPIs) are listed in the Appendix D.

Scheme 3: The Chosen Hybrid

Through discussion with the participants in the exhibit assessment meeting, the following hybrid scheme was developed.



Four professional-looking graphic panels in the lobby appeal to those doing business, residents, and other adults.

- A. One panel on the Pinelands Commission, its mission, and what it protects is on the outside of the Terrence D. Moore Conference Room, the room where the Pinelands Commission typically meets.
- B. An introduction to the Pinelands and significant facts about size, open space, drinking water, population etc. is located above seating for those waiting in the Lobby.
- C. The wall outside of the Technical Center is occupied by a colorful introduction to the exhibit inside. Visitors are encouraged to look for ways that Earth, Water, and Fire have shaped the Pinelands.
- D. Pinelands Places: The Pinelands National Reserve map is the base map for sighting locations to experience the Pinelands. Numbered brochure slots correspond to their location on the map and hold brochures that provide more details on what you can do and how to get there. The map covers one window into the Library.

Transparencies on the remaining window of the library show a Pinelands scene, such as a forest, a folk music jam, or a cranberry harvest.

One computer kiosk that is fully accessible is located in the lobby. A duplicate computer station with the same programs is available in the Library when it is open to public use.



Although not always open, the Library is signed as another way to further explore the Pinelands when it is available. New books about the Pinelands, the regional tourism sites, the history of the Pinelands special places, and field guides are stocked. Category labels in the same design style as the remainder of the exhibits make finding a book related to their interests easier for this visitor.

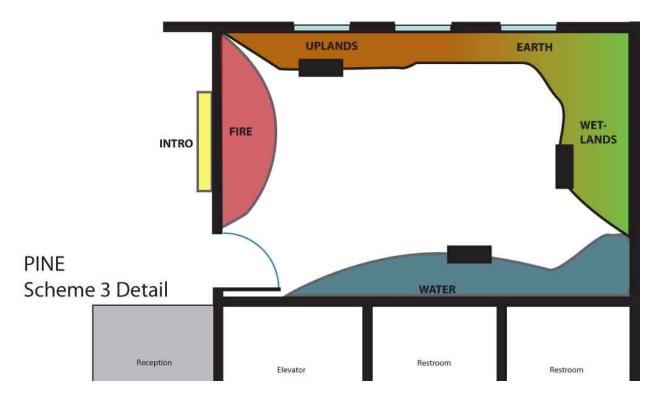
Earth, Water, and Fire

Inside the Technical Center, exhibits are divided into three main categories: Earth, Water, and Fire. Human history is integrated into each of the exhibit areas.

Earth includes soils, the wetland and upland habitats, and human interactions. It uses views of the trees through the windows as part of the exhibit.

Water dominates the large solid wall. It provides opportunities for people to learn about the "Big Secret" of the Kirkwood-Cohansey Aquifer, to explore how water defines the Pinelands, and to see the role of people in impacting and preserving the water quality of the area.

Along the short wall adjacent to the door, an exhibit interprets the critical role of fire in maintaining the Pinelands, and the role of prescribed burns and fire management.



As exhibit development progresses, the following ideas will be considered for inclusion in the exhibit. Due to the small space, not all of them will be able to be incorporated.

Earth

- Soil samples are shown and describe how they support the plants and animals of Pinelands. Visitors match the soil type to the habitat (upland or wetland).
- Content is shown on a continuum from drier to wetter earthen conditions.

Uplands:

- Visitors pull out a drawer with an antler handle to learn how game species such as deer and fox were hunted by Lenape and Delaware tribes as they passed through. A projectile point and possibly some bones are in the drawer. A replica point allows people to feel the craftsmanship of an ancient life skill.
- Lift a phone to hear the sound of the Fowler's Toad.
- The blueberry industry starts in Whitesbog.
- One or two stacked terrariums allow for live upland animals to be on display: Fowler's toad, pine snakes, or box turtle. Terrariums need to be on drawer glides so they can be pulled out for maintenance and upkeep.
- The sandy soil sample contained by a mason jar tells the story of the first mason jar being made in the Pinelands and sand being a primary ingredient in glass.

Text describes that the Pinelands include the largest (15,000 acres) pygmy pine forest.
 Questions on turning or flip panels utilize critical thinking skills as we discuss the possible causes of the shortened trees: fire, nutrients, extensive root system etc.

Wetlands:

- Cranberry farming is highlighted
- A giant Pine Barrens treefrog model provides a photo opportunity and tells the success story of this endemic species being down-listed as a result of the preservation of Pinelands habitats.
 Visitors can watch a video of the Pine Barrens treefrog calling.
- A vertically bisected trunk of a cedar tree highlights the many uses of the wood for boat building, duck decoys, and shingles.
- Rare plants such as orchids are highlighted.
- A discussion of carnivorous plants demonstrates an alternative way to get food in nutrient-poor conditions.
- One or two stacked terrariums allow for live wetland animals to be on display: treefrogs, fish, or tiger or spotted salamanders. Drawer glides allow for animal maintenance and upkeep.

Water

- This exhibit includes people as part of the ecological equation and explains the pressures of the large population on the water.
- Visitors see a sample of the brown water colored by tannins and learn about the color, sheen, and foam, what plants cause them and that they are a natural part of the Pinelands.
- Visitors can lift a bog iron sample as they learn about its role in early industry.
- A large photo of people canoeing provides a large backdrop.
- Visitors lift a flip panel to learn "How many natural lakes are in the Pinelands?" None, all have been made by damming rivers and streams.
- Visitors turn panels to learn how the water of streams and rivers provided early industries with power.
- The Pinelands Big Secret: "Although you can see some water on the surface, you can't see the 17 trillion gallons in the Kirkwood-Cohansey Aquifer. If you covered all of New Jersey with this water, how deep would it be? Press the button to find out." A string of LED lights go up 10 feet, much like a carnival game. This could be located in the back right corner, but would need to go above existing ceiling tiles.
- Visitors learn how many people are dependent upon the Kirkwood-Cohansey aquifer and the
 water of the Pinelands. Regulation of development is primarily for the protection of the surface
 water and aquifer that define the Pinelands and provide drinking water for the region.

Fire

- This forest depends on fire. What happens if there are no fires? The affect is danger to towns for super-hot fires and more oaks than pines survive.
- Pitch pines demonstrate their adaptations to fire. An actual pinecone closed (before fire) is shown adjacent an opened (after exposed to fire) pinecone.
- Visitors learn that the pitch pine was the basis for the charcoal industry which literally fueled the glass-making and iron industries, and cleared the nearby forests.
- Visitors turn a wheel or flip through a flipbook to see the rebirth of the forest after a fire.
- Prescribed burns are discussed as a tool to preserve the Pinelands.

Pinelands Commission Review

All three schemes were presented to the Pinelands Education Advisory Council during their meeting on the evening of March 26th, 2009, and questions were answered. In general, the Pinelands Education Advisory Council supported the decision to use Scheme 3. They will be part of the review process as the exhibits continue to develop. The Pinelands Commission will also involve the staff and Public and Governmental Programs Committee in the review process.

American Indian Consultation

The NPS Management Plan requires that parks actively consult with appropriate American Indian tribes or groups in the planning, development, and operation of park interpretive programs that relate to the particular history of a particular group or tribe. The park is responsible for determining their obligations and consulting with the appropriate tribes. See Appendix E for some lessons learned. The NPS American Indian Liaison can assist in this process.

American Indian Liaison Office National Park Service 1201 Eye St. NW Org. 2560 Washington, DC 20005-5905 tel. 202/354-6965

Gathering Exhibit Resources

During the meeting, we began to brainstorm possible available existing resources including soundtracks, videos, photographers, illustrators, objects and resource publications. In anticipation of the exhibit planning and design process, the Pinelands Commission and park staff can begin to gather this type of information into a Preliminary Resource Package, as described in Appendix F. Keep in mind that photographs for exhibits need to be shot using a tripod and at the highest resolution possible.