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**STEVEN M. FULOP**

MAYOR

# **JERSEY CITY REDEVELOPMENT AGENCY**

## **REQUEST FOR QUALIFICATIONS**

### **FOR**

## **PROPERTY APPRAISAL SERVICES**

### **SUBMISSION DEADLINE**

**Tuesday, December 10, 2024 at 4:00 p.m. EST**

The Jersey City Redevelopment Agency (the “**JCRA**”) seeks an appraisal firm(s) to provide property appraisal services for the JCRA. The JCRA has issued this Request for Qualifications (the “**RFQ**”) in accordance with the competitive contracting process described herein pursuant to the New Jersey Local Public Contracts Law *N.J.S.A. 40A:11-1 et seq.* (the “**LPCL**”). Specifically, the JCRA is requesting qualifications pursuant to the competitive contracting provision of the LPCL at *N.J.S.A. 40A:11-4.1 to 4.5*. It is the intent of this RFQ to have the successful firm(s) enter into a contract with the JCRA to supply property appraisal services as outlined herein. The firm is expected to assist the JCRA in its mission to implement redevelopment plans and carry out redevelopment projects in the City of Jersey City (the “**City**”). The JCRA, at its sole discretion, may determine that it is in the best interest of the JCRA to award the Contract for Property Appraisal Services (the “**Contract**”) to **either a single appraisal firm or multiple appraisal firms**.

This RFQ is designed to find qualified service providers in a fair and open manner for the provision of professional services contract based on qualifications, merit and cost effectiveness. The general requirements set forth below must be met in order for any proposer to be considered to provide the services

All Qualification Statements are prepared at the cost and expense of the prospective firm (“**Respondent(s)**”). The JCRA is not responsible for paying for any of the costs or expenses associated with the preparation or submission of Qualification Statements.

Any successful Respondent is required to comply with requirements of the Law Against Discrimination, P.L. 1975, Ch. 127, N.J.S.A. 10:5-31, et seq., the Affirmative Action Rules, N.J.A.C. 17:27-1.1, et seq., and the Americans with Disabilities Act of 1990, 42 USC §2101, et seq.

Respondents and their subcontractors must at all times comply with all applicable obligations pursuant to The New Jersey Campaign Contributions and Expenditure Reporting Act, N.J.S.A. 19:44A-1, et seq., and New Jersey’s Election Transparency Act (ETA) Bill No. A4372/S2866 regarding political contributions.

This RFQ constitutes an invitation to submit Qualification Statements to the JCRA, and does not represent an offer, obligation or agreement on the part of the JCRA. The JCRA reserves the right to protect the best interests of the JCRA and the City of Jersey City (the “**City**”), and to accept the proposal(s) that, in the JCRA's sole judgment, provide the most qualified services through costs and fees that are fair and reasonable, in terms of the JCRA’s budget, the general market rate for the requested services, and the level of experience, breadth of services, and expertise of the Respondent.

The JCRA reserves the right to waive any technical errors, to reject any proposal (or any part thereof) for any reason whatsoever, or to reject all Qualification Statements. The JCRA reserves the right at any time to withdraw this RFQ. In addition, the JCRA retains the right to make modifications or additions to the RFQ.

No oral interpretation of any requirements of this RFQ will be given to any prospective Respondent. All questions or inquiries regarding this RFQ should be directed, in writing, to Jason Friedkin at the JCRA:

Jersey City Redevelopment Agency  
4 Jackson Sq. aka 39 Kearney Avenue  
Jersey City, New Jersey 07305  
Email: [JFriedkin@jcnj.org](mailto:JFriedkin@jcnj.org)

Respondents are required to submit written questions to the JCRA regarding the RFQ and its attachments, no later than November 19, 2024. This deadline for questions is intended to permit the JCRA sufficient time to issue an Addendum, if appropriate, without disrupting the procurement schedule. Consequently, Respondents are cautioned that questions submitted after the question deadline will not be accepted.

Both the questions and responses will be posted on the Agency's website at <http://www.thejcra.org>. Respondents should check the website periodically for updates to the RFQ as well as any questions/responses posted.

**A non-refundable fee of \$50.00 Fifty Dollars in the form of a check will be required for each set of proposal documentation. The \$50.00 proposal fee shall be made by check payable to the "Jersey City Redevelopment Agency" and must be mailed to the JCRA with a postmark no later than the Submission Date to the following address:**

**Jersey City Redevelopment Agency  
4 Jackson Sq. aka 39 Kearney Avenue  
Jersey City, New Jersey 07305**

**The failure to provide the proposal fee shall constitute a basis for rejection of the proposal.**

All Qualification Statements must be delivered, electronically only, to the JCRA by the Submission Date set forth on the cover of this RFQ. Responses submitted after 4:00 p.m. EST on the Submission Date will not be accepted. Responses must be submitted electronically, via email, to: [JFriedkin@jcnj.org](mailto:JFriedkin@jcnj.org) in a single PDF, with "PROPERTY APPRAISAL SERVICES RFQ" in the subject line thereof.

Submissions should consist of 1 PDF document, containing all of the requested information and documentation. Respondent shall be solely responsible for the transmission of the proposal to the JCRA and submissions by secured link or other third party document transfer service shall not be accepted.

All Qualification Statements will become the property of the JCRA and will not be returned to the Respondent.

Qualification Statements will be evaluated based on the competitive contracting requirements set forth in the LPCL and its related regulations, and as set forth in this RFQ. Qualification Statements will be evaluated by an Evaluation Committee formed for the purposes of evaluating the submissions, to determine whether Qualification Statements are responsive, and to evaluate the

price. The Evaluation Committee will furnish an Evaluation Report to the Executive Director and Board of Commissioners of the JCRA, not less than 48 hours prior to the award of the contract.

# **MISSION STATEMENT**

The staff and Board of Commissioners of the JCRA are committed to stimulating responsible reinvestment in Jersey City that enhances the quality of life in all neighborhoods and communities of Jersey City. We believe that the strength and health of a great city is the economic, housing and quality of life opportunities that the city provides to its residents. The JCRA is committed to providing the residents of Jersey City with the widest range of job, housing and economic opportunities available to any city in the country today.

We are committed to enhancing the quality of life for all of the residents of Jersey City by guiding responsible development and reinvestment in all neighborhoods and communities in Jersey City.

## SECTION 1. SCOPE OF SERVICES

The successful Respondent(s) shall agree to contract with JCRA to provide the following:

- Perform analysis to determine the estimated value of identified property which may require utilizing different appraisal methodologies.
- Prepare Appraisal Reports identifying the estimated value of the identified property and providing detailed explanation as to the basis for the estimated value.
- Perform any site visits or inspections as may be needed to provide for accurate appraisals of identified properties.
- Work with other professionals and vendors retained by the JCRA, as needed.
- Appear and/or testify as an expert witness, as needed.
- Handle all other customary activities and services associated with property appraisal services. Attendance and presentations at meetings of JCRA may be required.

## SECTION 2. APPRAISER'S QUALIFICATIONS

Respondents to this RFQ shall have the following qualifications:

- Must be licensed and in good standing in New Jersey with a State Certified General Appraisal License for both commercial and residential properties.
- Must have familiarity and experience with performing appraisals for commercial, residential, and industrial properties.
- Must have familiarity with and ability to utilize all recognized appraisal methodologies, including, but not limited to Sales Comparison Approach, Cost Approach, and Income Capitalization Approach.
- Must be knowledgeable in the local real estate market and have experience with performing appraisals for commercial and residential properties in the local real estate market.
- Must be knowledgeable about all laws, regulations, and standards related to the performance of real estate appraisals, including, but not limited to, the Uniform Standard of Professional Appraisal Practice.
- Must be knowledgeable in the use of all public real estate records.

## SECTION 3. INSURANCE REQUIREMENTS

A. The Respondent shall procure, purchase and maintain the following insurance during the term hereof. The insurance policies described herein shall be kept in force until submission of final invoices by the Respondent.

- (i) **Commercial General Liability Coverage.** The Respondent shall, at its own cost and expense, obtain and keep in force during the term of the Contract, a policy of commercial general liability (“CGL”) insurance insuring against any and all liability arising out of the Respondent’s services for injuries to any person or persons and for loss or damage to the property of any person for not less than Two Million Dollars (\$2,000,000.00) per occurrence and in the general aggregate. Same shall cover without limit claims and damages of bodily injury, including personal injury, sickness or disease, or death of employees or any other person; and from claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

(ii) **Professional Liability Insurance.** The Respondent shall, at its own cost and expense, obtain and keep in force during the term of the Contract, a policy of professional liability insurance with limits of not less than One Million Dollars (\$1,000,000.00) per claim, and Two Million Dollars (\$2,000,000.00) in the aggregate.

(iii) **Workers' Compensation Insurance.** The Respondent shall, at its own cost and expense, obtain and keep in force during the term of the Contract, workers' compensation insurance at amounts equal to the greater of either (a) those amounts required statutorily in the State of New Jersey; or (b) Employer's Liability Insurance, Part II, Schedule B, securing a minimum compensation for the benefit of the employees of the Respondent with limits of not less than:

\$500,000.00 per accident for bodily injury by accident;

\$500,000.00 policy limit for bodily injury by disease; and

\$500,000.00 per employee for bodily injury by disease.

The Agency does not recognize the Respondent as its employee and will not be responsible for any workers' compensation claims filed against the Respondent. The Respondent shall have no status relative to the Agency other than that of independent contractor.

(iv) **Automobile Liability Coverage.** The Respondent shall, at its own cost and expense, obtain and keep in full force during the term of the Contract automobile liability coverage of not less than Three Hundred Thousand Dollars (\$300,000.00) combined single limit for bodily and property damage liability ("**Automobile Liability Coverage**").

B. The following riders shall be made a part of the policies described above:

(i) The CGL and Automobile Liability Coverage policies obtained by the Respondent pursuant to this Contract shall name the Agency and the City as additional insureds and shall list the locations and properties by Tax Block, Tax Lot and address where the Services will be performed. Such coverage shall be primary and non-contributory over any other coverage. Further, any such additional insured coverage endorsements shall be set forth on ISO Form CG 20 10 11 85 or its equivalent.

(ii) Prior to commencement of any work pursuant to this Contract, the Respondent shall provide the Agency with certificates of insurance and complete copies of all policies and any applicable additional insured endorsements thereto reflecting the coverages required pursuant to this Contract, and in the case of the Respondent's CGL and Automobile Liability Coverage policies, the additional insured status of the Agency and the City.

(iii) The presence of employees of the Agency on the Property shall not invalidate any term or condition of any of the Respondent's policies of insurance required to be purchased and maintained pursuant to this Contract.

(iv) The policies required to be purchased and maintained pursuant to this Contract shall not be canceled, terminated, non-renewed, or the limits thereof reduced by endorsement, by the Respondent or any insurance company unless thirty (30) days' prior written notice is sent by certified mail to the Respondent and to the Agency.

(v) The Respondent shall procure, purchase and maintain insurance of the kinds and in the amounts herein set forth with insurance companies authorized to do business in the State of New Jersey, and rated A or better in the Best's Key Rating Guide for Property and Casualty covering all operations under this Contract.

## **SECTION 4. OTHER GENERAL TERMS AND CONDITIONS**

### **Mandatory Affirmative Action Compliance**

During the performance of the Contract hereunder, the Respondent shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. Specifically, the Respondent shall not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The Respondent shall be required to 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 or sex. 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 selection for training, including apprenticeship. The Respondent shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provision of this non-discrimination clause.

The Respondent shall in all solicitations or advertisements for employees placed by or on behalf of the Respondent, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex.

If applicable, the Respondent shall send to each labor union or representative of workers with which it has collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer advising the commitments under this Act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Respondent shall comply with the regulations promulgated by the New Jersey State Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time.

The Respondent shall attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and



supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Officer pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time.

The Respondent shall inform in writing appropriate recruiting agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The Respondent shall review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The Respondent shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

The successful Respondent shall furnish, within 3 days of the notice of intent to award or the signing of the Contract hereunder, one of the following to the JCRA:

1. Evidence of an existing, federally approved or sanctioned affirmative action program
- or
2. A certificate of Employee Information Report Approval
- or
3. A completed Employee Information Report (AA302).

#### **Americans with Disabilities Act**

The Respondent shall also be required to comply with the provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.), as amended from time to time. The Respondent shall not discriminate against disabled persons in any aspect of employment inclusive of the application process, hiring, training, advancement and wages, benefits or employer-sponsored social activities.

#### **SECTION 5. FEE SCHEDULE**

The proposed fee schedule shall include either: (i) the Respondent's hourly rate for the preparation of an appraisal report with a separate hourly rate for any attendance of meetings and/or hearing for providing expert testimony; (2) a flat per property rate for the preparation of an appraisal report and related services, including providing expert testimony; or (3) a

combination of flat rates and hourly rates. The proposed fee shall include all expenses payable to the Successful Respondent.

## **SECTION 6. TERM OF CONTRACT**

The Contract period for the successful firm(s) will be from date of award for 1 year, which may be renewed, at the sole discretion of the JCRA, for up to four (4) additional one-year terms, for a maximum of five (5) years in accordance with Competitive Contracting procedures of the LPCL. The Contract may be terminated by either party with 60 days' prior notice.

## **SECTION 7. ORAL PRESENTATION/INTERVIEWS**

Respondents submitting a proposal in response to this RFQ may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

## **SECTION 8. SELECTION CRITERIA**

- Knowledge and experience with the local real estate market.
- Experience with providing appraisal services for commercial, residential, and industrial properties and other qualifications and references.
- Review of the sample reports and forms provided by Respondents.
- Experience and ability to provide appraisals for different types of residential properties, including, but not limited to single family homes, multi-family homes, apartments, and condominiums.
- Ability of the firm to utilize different appraisal methodologies.
- Ability of the firm to meet or exceed the requirements defined in the RFQ.
- The proposed fee schedule.
- Completeness of response to RFQ as outlined in this solicitation.

## **SECTION 9. RFQ SUBMITTAL REQUIREMENTS**

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFQ and are capable of performing quality work to achieve JCRA's objectives. The following information must accompany your proposal:

- List years in business, previous names of the firm, if any.
- Description of your firm, including size of firm, location, number and nature of the professional staff to be assigned; staff experience and training, including a brief resume for each key person listed.
- Include at least one Sample Appraisal Report for a residential property produced by your firm.
- Include at least one Sample Appraisal Report for a commercial property produced by your firm

- Describe your firm’s experience with providing real estate appraisal services (minimum 5 years previous experience with proven effectiveness).
- Describe your experience in assisting similar size entities, including any and all services for government agencies.
- List at least three references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
- Additional services offered through your firm.
- Listing of current litigation, outstanding judgments and liens, if any.
- Fee schedule:
  - Provide your proposed fee schedule consistent with Section 5 of this RFQ.
  - State any other costs JCRA may anticipate relating to the services to be provided.
- Complete Respondent’s Checklist and include all required forms, complete with signatures.

## **SECTION 10. QUALIFICATION STATEMENT EVALUATION AND CRITERIA FOR SELECTION**

Qualification Statements are being solicited pursuant to the competitive contracting process set forth in *N.J.S.A. 40A:11-4.1 et seq.*, as the hiring of a consulting services permit the award of a contract to a responsible Respondent based on price and other factors.

The JCRA and an Evaluation Committee designated by the JCRA (“**Evaluation Committee**”) shall review all Qualification Statements to determine if they satisfy the RFQ requirements and evaluate same based upon the evaluation criteria set forth in the RFQ.

The JCRA may, at its discretion, schedule interviews with any or all of the Respondents for the purpose of further evaluation of the Respondent’s capabilities, qualifications and proposed methodology.

After evaluating the Qualification Statements, the Evaluation Committee shall furnish a written report to the JCRA (“**Evaluation Report**”) setting forth its analysis of the Qualification Statements and the basis for its evaluation of the Qualification Statements. The Evaluation Committee will not be required to rank a nonconforming or otherwise nonresponsive proposal. The names of the members of the Evaluation Committee shall not be disclosed until the Evaluation Report is presented to the JCRA.

The JCRA reserves the right to award a Contract to a single Respondent, multiple Respondents, or no Respondent.

The Qualification Statements will be evaluated based on the average of the following weighted criteria, taking into consideration, as may be applicable, specific inquiry as set forth in *N.J.A.C. 5:34-4.2*.

<b>CRITERIA</b>	<b>POINTS</b>
Qualifications, References and Capacity of Respondent	[0-25]
General Experience of Respondent Applicable to this RFQ	[0-25]
Performance Metrics and Strategy/Approach	[0-25]
Fee Proposal	[0-25]

**RESPONDENT’S CHECKLIST**

This Respondent’s Checklist lists each of the items required to be submitted with the proposal, and a place for the Respondent to indicate, by initialing each entry, that the Respondent has included those required items with the completed proposal. Each Respondent shall complete this form, and submit it with the proposal, in addition to those documentary and informational forms, certificates and other documents that are listed.

Initials:

1. \_\_\_\_\_ Written Qualification Statement
2. \_\_\_\_\_ Ownership Disclosure Statement (Schedule A)
3. \_\_\_\_\_ Non-Collusion Affidavit (Schedule B)
4. \_\_\_\_\_ Acknowledgment of Receipt of Addenda (Schedule C)
5. \_\_\_\_\_ Disclosure of Contributions to NJ Election Law Enforcement Commission (Schedule D)
6. \_\_\_\_\_ Prohibited Russia-Belarus Activities & Iran Investment Activities Disclosure Form (Schedule E)
7. \_\_\_\_\_ Business Registration Certificate
8. \_\_\_\_\_ Affirmative Action Report per Section 4 of the Request for Qualification
9. \_\_\_\_\_ This Respondent’s Checklist

\_\_\_\_\_  
Respondent’s Signature  
\_\_\_\_\_

**SCHEDULE A**

**OWNERSHIP DISCLOSURE STATEMENT**

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)       Limited Liability Company (LLC)
- Partnership               Limited Partnership               Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the *<name of contracting unit>* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with *<type of contracting unit>* to notify the *<type of contracting unit>* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the *<type of contracting unit>* to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**SCHEDULE B**

**NON-COLLUSION AFFIDAVIT**



NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY:

SS:

COUNTY OF \_\_\_\_\_

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

I am \_\_\_\_\_ of the firm of \_\_\_\_\_ the Respondent submitting the proposal for the contract involving the provision of property appraisal services to the **Jersey City Redevelopment Agency**, and that I executed the said proposal with full authority to do so; that said respondent has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive process in connection with this procurement; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the **Jersey City Redevelopment Agency** relied upon the truth of the statements contained in said proposal and in this affidavit in awarding the contract for the said proposal.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fees, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.

(Name of Respondent)

Authorized Signature: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and Sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Signature of Notary Public

**SCHEDULE C**

**ACKNOWLEDGMENT OF  
RECEIPT OF ADDENDA**

**JERSEY CITY REDEVELOPMENT AGENCY  
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

<b><u>REFERENCE NUMBER OR TITLE OF ADDENDUM OR REVISION</u></b>	<b><u>Date Received</u></b>

**No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Respondent)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEDULE D**

**POLITICAL CONTRIBUTION DISCLOSURE FORM**

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of N.J.S.A. 19:44A-20.26. This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

## Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)



**List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 19:44A-20.26**

**County Name: Hudson**

State: Governor

Legislative District #: 31, 32, & 33

State Senator and two members of the General Assembly per district.

County:

County Commissioners

County Clerk

Sheriff

County Executive

Surrogate

Registrar of Deeds

Municipalities (Mayor and members of governing body, regardless of title):

Bayonne City

Hoboken City

Secaucus Town

East Newark Borough

Jersey City

Union City City

Guttenberg Town

Kearny Town

Weehawken Township

Harrison Town

North Bergen Township

West New York Town

Boards of Education (Members of the Board):

East Newark Borough

Kearny Town

Weehawken Township

Guttenberg Town

North Bergen Township

Hoboken City

Secaucus Town

Fire Districts (Board of Fire Commissioners):

(None)



**SCHEDULE E**

**RESPONDER'S DISCLOSURE – PROHIBITED RUSSIA-BELARUS ACTIVITIES &  
IRAN INVESTMENT ACTIVITIES**

# Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

## Part 1: Certification

### COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>  
[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf)

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

## CONTRACT AWARDS AND RENEWALS



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)*

**CONTRACT AMENDMENTS AND EXTENSIONS**



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)*

**IF UNABLE TO CERTIFY**



*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

**Part 2: Additional Information**

**PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.**

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

### Part 3: Certification of True and Complete Information

*I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there, to the best of my knowledge, are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.*

*I acknowledge that the Contracting Unit is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Contracting Unit to notify the Contracting Unit in writing of any changes to the answers of information contained herein.*

*I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Contracting Unit and that the Contracting Unit at its option may declare any contract(s) resulting from this certification void and unenforceable.*

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	