

**FRANKLIN BOROUGH  
REQUEST FOR PROPOSAL  
PROFESSIONAL SERVICE – BOROUGH ENGINEER**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Borough of Franklin located at 46 Main Street is seeking RFPs for Professional Engineering Services to be provided to the Borough of Franklin as listed below for the period of 1 year with 4 annual renewals at the Borough's discretion.

Request for Proposals as attached are on file at the Borough's Finance office at 46 Main Street, Franklin, NJ, and may also be emailed upon request.

All RFPs must be received by the Borough no later than 4 p.m. on **November 8, 2024** at the Clerk's office located at 46 Main Street, Franklin, NJ 07416. Any proposals received after this time, whether by mail or otherwise, will be returned unopened. All questions concerning this notice should be addressed to Darlene J. Tremont, Administrator/RMC at [dtremont@franklinborough.org](mailto:dtremont@franklinborough.org).

Addenda/revisions to this Request For Proposals shall be provided to all firms who have received this Request For Proposals.

Firms responding to this Request For Proposals should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein.

Despite any language contained herein to the contrary, this Request For Proposals does not constitute a bid and is intended solely to obtain competitive proposals from which the Borough may choose a contractor(s) that best meet(s) the Borough's needs. It is the Borough's intent that no statutory, regulatory, or common law bidding requirement apply to this Request For Proposals. Franklin Borough intends to award this contract pursuant to N.J.S.A. 40A:11-5(1)(a).

**BACKGROUND**

The Borough of Franklin, Sussex County, New Jersey is a small town with a big heart. Incorporated in 1913, Franklin Borough is an active, involved, residential community with an area of 4.6 square miles. The Borough is located in the state's Highland's Planning Area and has a population of approximately 5,000 residents. There are almost 27 miles of roads of which 21 miles are maintained by the

municipality, 3 miles are maintained by Sussex County (Rt. 517) and 3 miles are maintained by the NJDOT (Rt. 23) where the Borough's commercial district is located. Route 23 figures prominently in the Borough's transportation network. The community takes great pride in promoting the town's long history.

Franklin Borough is a favorable location for residents and commercial development because of its premier geographic location along Route 23 and sewerage availability.

### **SCOPE OF WORK**

Required services may include, but are not limited, to one or more of the following:

1. Services as Borough Engineer, advising the Borough Administration on engineering and public works issues (water and sewer), and including all the statutory requirements and the customary service of Borough Engineer, such as inspection of Borough roads, drainage, and other information including recommendations of capital repairs and improvements.
2. Provide on-call response in the event of an emergency, natural disaster, or significant weather events.
3. Engineering and design of the Borough's public works projects and preparation of specifications, review of bids, recommendations of award, inspection of work and general contract administration and support of BPW.
4. Advise Borough Departments in general and public works in particular on engineering issues and operational procedures as needed and requested.
5. Assist in resolving citizen complaints, as requested.
6. Infrastructure planning, engineering and design improvements.
7. Construction and inspection of public improvements in approved developments.
8. Vehicle and pedestrian traffic improvements including traffic signals and streetscapes.
9. Parks and recreation facility design, including landscaping.

10. Review available funding from all Borough, state, and federal programs and recommend and file applications for appropriate programs with the Borough Administrator.
11. File applications for permits for NJDEP, NJDOT and others related to projects.
12. Maintain or assist in maintaining official Borough Maps and plan specifications and as-built plans of Borough projects and of public improvements in developments.
13. Surveying.

### **MINIMUM REQUIREMENTS**

1. NJ licensed Professional Engineer; five years experience.
2. A list of three (3) professional references that work has been satisfactorily completed.
3. Must have a Certificate of Authorization if a corporation.
4. Must document that the firm has a sufficient staff to provide the necessary consulting services required in the field of municipal engineering including, but not limited to, licensed engineers, licensed land surveyors, engineering technicians, CAD technicians, field inspectors, etc.
5. Must provide a detailed description of the company's qualifications and experience. The description shall include the resumes of the personnel who will be assigned to provide services to Franklin Borough.
6. Must document experience in municipal capital and public works projects including, but not limited to, road reconstruction, drainage facilities, public buildings and facilities and recreational facilities, etc.
7. Must document that the firm has knowledge and experience with Federal, State, Borough and Municipal rules, regulations, standards, permitting procedures, grant applications and all other requirements as it relates to consulting municipal engineering services.

8. Must document that the firm has knowledge and experience with the latest New Jersey Department of Environmental Protection's Municipal Stormwater Regulations.
9. Must document that the firm has knowledge and experience in all related fields of Geographical Information Systems.

### **EVALUATION CRITERIA**

1. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned.
2. Knowledge of the Franklin Borough and the subject matter to be addressed under this agreement.
3. Availability to attend all required meetings.
4. Availability of personnel, facilities, equipment and other resources to provide such service.
5. Qualifications and experience of personnel and organization including a list and status of major projects.
6. Reasonableness of Cost Proposal. The applicant shall provide a proposed fee schedule to the Borough for all engineering services, itemized by each type of service (i.e. professional engineer, assistant engineer, surveyor, project inspector, office staff, if applicable, etc.).
7. Any other factors you wish the Evaluation Committee to consider in evaluating your ability to perform the professional services requested by the Borough.

### **INSTRUCTIONS**

A proposal should include a cover letter and resume outlining candidate's credentials and experience, and any other factors relevant to the evaluation criteria. Additionally, the mandatory requirements must be included as part of this request for Proposal.

The following information shall be submitted by the applicant. The Borough Council may select candidates for an in-person interview after reviewing all submitted proposals.

Each applicant should submit the following information with their proposal:

1. An executive summary of not more than two pages identifying and substantiating why the applicant is best qualified to provide the requested services.
2. A staffing plan listing those persons who will be assigned to the engagement if the applicant is selected, including the designation of the person who would be the applicant's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the firm.
3. A description of the applicant's experience in performing services of the type required by the position of Borough Engineer. Specifically identify client size and specific examples of similarities with the scope of services required under for the position of Borough Engineer.
4. The location of the office, if other than the applicant's main office, at which the applicant proposes to perform services required for the position of Borough Engineer.
5. Provide references including the contact names, titles, address and phone numbers.
6. In its proposal, the applicant must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.
7. Documentation that the applicant meets the minimum qualifications for the position as outlined hereinafter.

Franklin Borough reserves the right to reject any and all proposals.

One original and two copies of the proposal must be presented. All proposals must be in a sealed envelope and clearly marked "Sealed Proposal-Borough Engineer" and delivered by 4:00 p.m. on **November 8, 2024** to:

Darlene J. Tremont, Administrator/RMC  
Franklin Borough  
46 Main Street  
Franklin, NJ 07416

## **MANDATORY REQUIREMENTS**

### **INSURANCE**

The contractor is required to provide proof of insurance as follows:

1. Worker's Compensation Insurance as required by law and Employers' Liability Insurance as required to protect the Municipality, the Engineer and/or his associated firm and their employees and agents from claims for bodily injury, death or property damage which may arise from the performance of his/their services pursuant to this Proposal.
2. Professional Liability (Errors and Omissions) Insurance to protect the Borough Engineer and/or his associated firm for claims which arise from the negligent performance of the Engineer pursuant to this Proposal. Unless higher limits are requested, the limits of said insurance shall be at least \$1,000,000 aggregate.
3. General Liability coverage in the amount of \$1,000,000.00 per occurrence/ \$3,000,000.00 aggregate for bodily injury and property damage. The Borough shall be named as additional insured with respect to general liability.
4. Auto Liability of \$1,000,000 per occurrence.

### **INDEMNIFICATION**

The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the Borough of Franklin and its officials and employees from and against any and all claims, demands, suits, actions, recoveries, judgments 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.

### **OTHER**

Franklin Borough will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the

requirements of this Request For Proposals. Emphasis should be on completeness and clarity of content.

The contents of the proposal submitted by the successful firm(s) and this Request For Proposals may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the Borough of Franklin.

Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of 60 days from the date of opening.

Franklin Borough reserves the right to reject any and all proposals received by reason of this Request For Proposals, or to negotiate separately in any manner necessary to serve the best interests of the Borough. Firms whose proposals are not accepted will be notified in writing.

Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Franklin Borough Administrator.

The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c. 127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of agreement.

The selected firm(s) shall be required to complete the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion (see attached certification) prior to the commencement of services. This requirement will be addressed upon execution of agreement.

All responses to this Request For Proposals shall be subject to public scrutiny in accordance with New Jersey statutes, rules, and regulations.

Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose annually.

Contracts awarded pursuant to this Request For Proposals may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award. Any contract amendment for closely related services must be approved by resolution by Borough Council.

All Firms are advised that, pursuant to N.J.S.A. 19:44A-20.13, it is their responsibility

to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission ("ELEC") if, during the calendar year, they receive a contract(s) in excess of \$50,000 from public entities, including Franklin Borough. It is the firm's responsibility to determine if such filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532.

Effective September 1, 2004, P.L. 2004, c. 57 expands the State Contractor Business Registration Program to contracting units as defined in the Local Public Contracts Law. Effective January 18, 2010, P.L. 2009, c.315 revises the State Contractor Business Registration requirement and permits filing a BRC prior to award of contracts if not filed with bid or RFP. ALL RESPONDENTS (AND THEIR SUBCONTRACTORS) MUST PROVIDE A COPY OF THEIR BUSINESS REGISTRATION CERTIFICATE **BY THE DATE THE RFP IS AWARDED. FAILURE TO DO SO WILL RESULT IN A REJECTION OF YOUR RFP.** Questions regarding this law may be directed to the New Jersey Department of Taxation. To obtain a Business Registration Certificate go to: [www.state.nj.us/treasury/revenue](http://www.state.nj.us/treasury/revenue)



**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	Home Address (for Individuals) or Business 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 noncorporate 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	Home Address (for Individuals) or Business 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 Borough of Franklin 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 the Borough of Franklin to notify the Borough of Franklin 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 Borough of Franklin to declare any contract(s) resulting from this certification void and unenforceable.

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

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by

the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted Borough employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action Plan Approval; or
2. Certificate of Employee Information Report; or
3. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

**AMERICANS WITH DISABILITIES ACT**  
**Mandatory Language**

Equal Opportunity for Individuals with Disabilities.

The Contractor and the Borough do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. s12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Borough pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the Borough in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the Borough, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Borough's grievance procedure, the Contractor agrees to abide by any decision of the Borough, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the Borough or if the Borough incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

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

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

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



**SUSPENSION AND DEBARMENT CERTIFICATION**

I hereby certify that the individual or organizations listed below is not debarred by the federal government from contracting with a federal agency or the State of New Jersey. I further acknowledge that I am authorized to execute this certification; that Franklin Borough is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by Franklin Borough to notify the municipality 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 with the municipality, permitting the municipality to declare any contract resulting from this certification void and unenforceable.

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

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

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

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

## **DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

### **PART 1: CERTIFICATION**

#### **RESPONDENTS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at:

<http://www.state.nj.us.treasury/purchase/pdf/Chapter25List.pdf>

Respondents **must** review this list prior to completing the below certification. **Failure to complete the certification and return it with the RFP will render a respondent's proposal non-responsive and the RFP will be rejected.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

**I certify, pursuant to Public Law 2012, c. 25, that neither the respondent listed above nor any of the respondent's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25, ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.**

OR

**I am unable to certify as above because the respondent and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT  
ACTIVITIES IN IRAN - add additional sheets if necessary.**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing below:

Name of Entity: \_\_\_\_\_

Relationship to Respondent: \_\_\_\_\_

Description of  
Activities: \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Respondent Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**RESPONDENT:** \_\_\_\_\_

**Certification:**

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

Full Name (Print): \_\_\_\_\_

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

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

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