

CITY OF ELIZABETH,
COUNTY OF UNION,
NEW JERSEY

REQUEST FOR QUALIFICATIONS

Architectural Services for
Way-finding Sign Program

Contract Term

February 1, 2009-January 31, 2010

SUBMISSION DEADLINE

12:00 P.M.
JANUARY 16, 2009

ADDRESS ALL QUALIFICATIONS STATEMENT PROPOSALS IN THE FORM
REQUIRED IN THE SPECIFICATIONS AND ONE (1) ORIGINAL AND (3)
COPIES MUST BE DELIVERED TO:

OSCAR OCASIO
DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT
CITY OF ELIZABETH
ROOM 114
50 WINFIELD SCOTT PLAZA
ELIZABETH, NJ 07201

DESCRIPTION OF PROJECT

The City of Elizabeth is interested in hiring an architectural firm to develop a citywide way-finding program. The successful firm shall assist the city in the following areas: Sign Location Plans and Messages, Design Development & Documentation, Construction Bid Specification and Construction Administration. The city hired an architectural firm in 2007, to do an analysis (Phase I) of what types of signage are needed, and potential locations for signage. If you wish to see that work you may contact Ms. Phyllis Reich (908) 820-4037 for an appointment to review the documents. This Phase II work will serve to prepare a bid specification document for the actual fabrication and installation of the signs. The way finding analysis considered the following sign types in its approach and established the criteria issues and scope of individual components of the system.

- Review Highway Terminology and Sequencing
- Gateway Signage (scope and complexity to be determined)
- Vehicular Way-finding/Directional signage
- Public Parking (direct, identify and inform)
- Pedestrian Way-finding/Directional signage
- Attraction/destination identification signage

PHASE II SIGN LOCATIONS AND MESSAGING, DESIGN DEVELOPMENT AND DOCUMENTATION

Sign Locations and Messages

Review Phase I document and identify final list of locations for signs. Prepare preliminary sign location plans, typical messages and general sign types. The following sign types shall be programmed; District Gateways, District Directional, Destination Directional and Destination Arrival.

Site checks (drive by) locations to determine: appropriateness, available space, and general environment conditions.

PRELIMINARY SUBMITTAL, of a message schedule and sign location plans for review and approval by city representatives and destinations.. The preliminary submittal includes a maximum of a 1 day working session with stakeholders (small groups @ 1 hour).

SECONDARY SUBMITTAL, revise message schedule and sign location plan for review and approval by city representatives and each destination. Review with city officials.

Submit revised Sign Location Plans to City representatives and other required agencies.

Review in the field all locations with City representatives and other required agencies.

FINAL SUBMITTAL, revise message schedule and sign location plan for review and approval by City representatives and other required agencies.

Deliverable: a sign location plan and message schedule. This will include detailed sign locations, messages/terminology and required sign types. (5B/W sets and 1 original)

Design Development

Finalize functional aspects of program, size, materials, contrasts, nomenclature, typography, symbols, hardware, architectural elements, placement, construction details, mounting methods and installation.

Prepare models, full size mock-ups, sample materials, colors and photo renderings.

Develop first draft and Graphic Sign Standards Manuals, including format, program description, inclusion criteria, graphic standards, sign type drawings and general specifications.

Fabricate Prototype signs for review and approval in the field.

Coordinate with other consultants, landscape design, lighting, traffic, structural and civil engineering.

Submit “design development” drawings to fabricators for preliminary pricing and constructability reviews. Value engineer if necessary.

Receive preliminary cost estimates from fabricators.

Prepare detailed sign location plans and field mark-outs and survey

Prepare final Maintenance and Management Plan.

Present for final review and approval.

Deliverable: Design Development package, which will provide general information regarding material, color, finish, typography installation and sign size. (10 B/W copies, 1 color copy and 1 original)

A maximum of 2 formal presentations (Steering Committee and City Council).

Documentation

Documentation drawings for all sign types; final design, fabrication, construction details and installation methods. Also, detailed sign location plans and field mark-outs and survey, and cost estimate based on final design and sign counts.

Graphic Sign Standards Manual;

Introduction

Administration and Management Responsibilities

Maintenance Procedures

Financing Strategies
Policies and Procedures

Graphic Sign Standards; Design intent drawings indicating, material specifications for all sign types, illustrating size, typefaces, graphic elements, pictograms, letter spacing, materials, finishes, construction details, installation methods, colors and locations.

Technical Specifications describing materials, products, submittals, coordination, execution, quality assurance, installation, etc.

Deliverable: The Graphics Sign Standards Manual to implementing a consistent sign program throughout the city (3 color copies and 1 original copy); detailed sign location plans and field mark-outs and survey, and cost estimate.

Phase III: Bid Analysis and Construction Administration

Bid Analysis:

Prepare minimum requirements for qualification of bidders
Provide a list of fabricators
Attend bid meeting
Provide clarification or addendum to bidders
Review bids and provide recommendations

Construction Administration:

Review shop drawings & samples prior to fabrication
Confer with fabricators
Review payment vouchers prior to disbursing funds
Attend weekly construction meetings (via-teleconference)
In field review of locations (2 days max)
Review of the installation (2 days max)

Upon substantial completion of the signage, punch-list (on-site) all items that must be completed and/or corrected prior to final acceptance by the City of Elizabeth.

Deliverable: Punch list Document and hardcopies and electronic files of all necessary information and drawings.

PURPOSE OF THIS DOCUMENT AND ISSUING AGENCY

The Office of Planning & Community Development of the City of Elizabeth issues this document, entitled a Request for Qualifications for Professional Planning Services. This Request for Qualifications (RFQ) is for the sole purpose of pre-qualifying prospective architectural consultants based on Qualification Statements and experience received to develop a way-finding sign program.

This Request for Qualifications does not constitute a bid and is intended solely to obtain competitive proposals from which the City of Elizabeth may choose a consultant that best meets the City's needs. It is the City of Elizabeth's intent that no statutory, regulatory, or common law bidding requirement apply to this Request for Qualifications. The City of Elizabeth intends to award contracts for architectural services and therefore, this RFQ is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, et. Seq., and N.J.S.A. 40A: 11-5 (a) (i).

CONTACT PERSON

All Qualification Statements must be addressed to:

Mr. Oscar Ocasio
Office of the Director of Planning & Community Development
50 Winfield Scott Plaza
Elizabeth, NJ 07201-2426
E-mail: oocasio@elizabethnj.org
Fax: (908) 820-3776

QUALIFICATION STATEMENT

Consultants are invited to submit a Qualification Statement which shall be no more than six (6) typed, single sided, 8-1/2" x 11" sheets in length. The Qualification Statement must have the following information:

1. - A statement that your firm is interested in performing the work described in this Request for Qualifications.
2. - The address of the office in which the work will be performed. The consultant shall furnish all equipment, office space, and supplies to perform the office work and fieldwork necessary for the completion of the project within the time period allotted.
3. - The name and title of the individuals who would be assigned to the project, including the Project Manager. Resumes of key personnel must be attached to the Qualification Statement. The Consultant shall not reassign the Project Manager to another project without the consent and approval of the City of Elizabeth.
4. - A brief description or narrative demonstrating your understanding of the scope of work. A list of way-finding sign projects consultant has completed. The

consultant must, in addition to the project scope requested, detail precisely what is included and excluded.

DUE DATE

Proposals must be received by the Director of Planning & Community Development at the above address no later than 12:00 Noon (EST) on **Friday, January 16, 2009**. All proposals should be presented in a sealed envelope. The Director of Planning & Community Development will validate each envelope upon receipt; however, no proposal will be opened before 1:00 PM on **Friday, January 16, 2009**. Each respondent is solely responsible for assuring that its proposal is received by the Office of the Director of Planning & Community Development prior to the due date established in the RFQ. The Director of Planning & Community Development shall not be responsible for late proposals, and late or incomplete proposals will not be accepted or considered. Also, no changes or supplements to the proposal will be allowed after the deadline, except for those provided for and/or requested by the Director of Planning & Community Development E-mailed proposals will not be accepted.

QUESTIONS REGARDING RFQ

1. - Interested respondents may submit written questions (preferably via e-mail) regarding this RFQ to the Director of Planning & Community Development.
2. - Questions must be as short and concise as possible. Each question must cite the particular section of the RFQ to which it relates.
3. - All questions must be received by 12:00 Noon (EST) on **Friday, January 2, 2009**. Answers to written questions will be forwarded via e-mail by **Friday, January 9, 2009** to all respondents submitting a written question.
4. - Any oral explanations or instructions given during the RFQ process shall not bind the Director of Planning & Community Development.

FEE SCHEDULE

Consultants shall submit a proposed Fee Schedule valid for each phase of the proposed work for the Contract Year 2009/2010. The Fee Schedule shall be submitted in a separate envelope from the Qualification Statement.

CONSULTANT FEES AND METHOD OF PAYMENT:

1. - Consultant Fees

The basis of the compensation for the services requested under the proposal shall be as follows:

- a.) - Direct salary times a multiplier, plus direct expenses.

- b.) - The City of Elizabeth will not reimburse the Consultant for premium pay for overtime unless prior approval in writing is granted by the City of Elizabeth.
- c.) - The costs for Direct Expenses will be made based on the Consultant's proposal. No other out-of-pocket expenses will be reimbursed. The amount requested by the Consultant shall not exceed the amount paid. Expenses such as printing, reproduction, mileage, computer services, photography, subsistence, lodging, express-mail (except when directed by the City of Elizabeth), telephone charges, postage, or travel, will not be approved and shall not be contained in the Consultant's proposal.

The amount requested by the Consultant for direct reimbursement for all sub-consultant work shall not exceed the amount contained in the proposal.

2. - Permit Fees

The City of Elizabeth will pay for all permits directly to the agency(s) as necessary.

3. - Method of Payment

The Consultant may request partial payments at minimum intervals of one month, as the work is performed. Payments are subject to the submission of vouchers in accordance with the requirements of the City of Elizabeth and subject to the City's customary procedures.

In support of a request for partial payment, the Consultant shall submit a certified payroll, dated and signed, which shall read as follows:

"I, (name of company official and title) do certify that during the period covered by this payment request, all personnel listed on the attached certified payroll were gainfully employed in service for the City of Elizabeth, and their classification, pay rate, hours worked, and amount earned is a true and accurate report".

4. - Delays

The Consultant shall indicate his average project salaries for each title within his proposal for the purpose of determining his maximum fee limit. The Consultant shall assume a project duration shall escalate the average salaries accordingly for use in the proposal. In submitting a proposal, the Consultant must make

allowances for lengthy review periods by the various agencies having jurisdiction over certain aspects of the project and state the time allowance anticipated. The proposal shall clearly show the current average salary.

SUB-CONSULTANTS

As deemed necessary by the prospective Consultant or as required by law, the prospective consultant shall retain the services of other licensed professionals. The use of any sub-consultant or technical service support organization must be identified to and approved by the City of Elizabeth.

Professional services retained as part of this paragraph shall be separate agreements between the prospective Consultant and the licensed professional. The City of Elizabeth will not have any direct contractual responsibility with said sub-consultant and the Consultant will assume all responsibility and hold City of Elizabeth harmless.

The Consultant may request partial payment for subcontracted work as it is being performed as a direct expense. A copy of the sub-consultant invoices must accompany the Consultant's voucher to the City of Elizabeth.

The Consultant shall be responsible for all work done by the sub-consultant.

SELECTION CRITERIA, EVALUATION OF PROPOSALS, AND BASIS OF RECOMMENDATION

The Director of Planning & Community Development will review and evaluate Proposals received from eligible Consultants in response to this RFQ and, if a selection is made, will make a recommendation to award to the City Council of the City of Elizabeth in accordance with the general criteria defined below:

1. - The Consultant's overall approach in providing a comprehensive plan and understanding of the services requested, including completeness and clarity of submission, and qualitative nature of the services proposed.
2. - The Consultant's demonstrated ability, organizational capacity, financial stability and capacity to carry out, in a timely manner, the services as specified in the RFQ.
3. - The Consultant's qualifications, proven record, and experience including referrals in providing the type of professional architectural services requested in the RFQ.
4. - Personnel qualifications (i.e., resumes of key personnel who will be responsible for and assigned to the project).

5. - Location of office where work will be performed and availability of personnel to respond to the City's requests in a timely manner.
6. - Reasonableness and amount of the proposed cost.
7. - The Director of Planning & Community Development may determine other criteria, in addition to, or in lieu of, the criteria described above, as it deems necessary and appropriate.

GENERAL REQUIREMENTS

The following items shall be submitted with the Qualification Statements and Fee Schedule:

1. - Completed Non-Collusion Affidavit Form.
2. - Completed Stockholder Disclosure Statement Form.
(N.J.S.A. 52:25-24.2 (P.L. 1977 c 33))
3. - Completed Required Evidence Affirmative Action Regulation Form.
(P.L. 1975, C 127 (N.J.A.C. 17:27))
4. - Copy of your Firms' State of New Jersey Business Registration Certificate from the NJ Department of Treasury, Division of Revenue.
(Section 1 P.L. 2001, c.134 (C.52: 32-44 et al.) or subsection e. or f. of Section 92 of P.L. 1977, c.110 (C.5: 12-92))
5. - Partnership Disclosure Statement.
6. - Business Entity Disclosure Certification
(N.J.S.A. 19:44A-20.8)

INSURANCE

The Consultant shall indicate within his proposal that the City of Elizabeth's insurance requirements will be fulfilled. The City of Elizabeth's insurance requirements are as follows:

1. - Liability Insurance

With respect to the operations he/she performs on the project and also those performed by sub-consultants, including the operation of all motor vehicles, the Consultant shall carry for the duration of the project, with the City of Elizabeth being named as additional insured party for items (a) and (b) below, the following minimum liability insurance coverage at no direct cost to the City of Elizabeth, said coverage to be provided by an

insurance company or companies satisfactory to the City of Elizabeth. Each insurance policy shall state that the insurance company shall agree to investigate and defend the insured against all claims for damages, even if groundless.

- (a) Comprehensive General Liability Insurance with a combined single limit of not less than \$3,000,000.00 per occurrence for bodily injury and property damage. The policy shall be endorsed to include products/completed operations, independent Consultants, contractual and broad form property damage liability coverage.
- (b) Comprehensive Automobile Insurance covering the Consultant for claims arising from owned, hired or non-owned vehicles with a combined single limit of not less than \$1,000,000.00 per occurrence for bodily injury and property damage.

2. - Valuable Papers Insurance

The Consultant shall secure and maintain, at no direct cost to the City of Elizabeth, until the complete project has been accepted by the City of Elizabeth, and all original tracings, survey data, documents or data have been returned to the City of Elizabeth, a Valuable Papers insurance policy to assure the City of Elizabeth that all records, papers, maps, statistics, survey notes, all tracings and design data or documents will be re-established, recreated or restored if made unavailable by fire, theft, or any other cause. When survey data is furnished by the City of Elizabeth, it shall retain in its possession duplications of all survey plans and field notes. The Consultant shall retain in his possession duplications of all products of his work on this project, if and when it is necessary for the originals to be removed from his possession during the time that this policy is in force. This policy shall provide coverage in the amount of \$150,000.00 regardless of the physical location of the insured items.

3. - Professional Services Liability Insurance

The Consultant shall secure and maintain for the duration of the project at no direct cost to the City of Elizabeth a professional liability insurance policy in the minimum amount of \$1,000,000.00. The Consultant may, at his/her discretion, obtain a policy containing such a clause; the Consultant shall be liable as stated above herein, to the extent of the deductible amount. The Consultant shall continue this liability insurance coverage for a period of three (3) years from the final payment of the project.

4. - Workmen Compensation and Employment Liability Insurance

The Consultant shall secure and maintain at no direct cost to the City of Elizabeth for the life of the project, Workers Compensation and Employer's Liability Insurance covering all employees engaged in performance of the project in accordance with the applicable statute.

5. - Certificate of Insurance

The Consultant shall, upon acceptance of their proposal, furnish to the City of Elizabeth on a form approved by the City of Elizabeth, a Certificate of Insurance, fully executed by an insurance company or companies satisfactory to the City of Elizabeth for the insurance policy or policies required hereinabove, which policy or policies shall be in accordance with the terms of said Certificate of Insurance. A 30-day notice of cancellation provisions is to be inserted for the City of Elizabeth in the event of cancellation. If, in the course of the performance of the project, the Consultant is unable to obtain sufficient insurance, the City of Elizabeth may terminate the contract. The Certificate of Insurance must include an endorsement that modifies insurance provided under General Liability Coverage to include the City of Elizabeth as additional insured.

REQUEST FOR QUALIFICATIONS CHECKLIST

DOCUMENTS THAT WILL BE REQUIRED PRIOR TO A CONTRACT EXECUTION:

- A. An original and three (3) signed copies of your complete proposal _____
(to be submitted with RFQ)

- B. Non-Collusion Affidavit properly notarized

- C. Owners Disclosure Statement, properly notarized, listing the names of all persons owning ten (10) percent or more of the proposing entity. _____

- D. Authorized signatures on all forms.

- E. Business Registration Certificate(s)

- F. Partnership Disclosure Statement

- G. Affirmative Action Statement

Note: N.J.S.A 52:32-44 provides that the City shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES AND WILL SUBMIT
THE ABOVE LISTED REQUIREMENTS PRIOR TO EXECUTION OF CONTRACT.

NAME OF PROPOSER:

Person, Firm or Corporation
Date

BY: (PRINT NAME)
(TITLE)

BY: (SIGNATURE)
(TITLE)

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

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 or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 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 for the 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 or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act 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 employ minority and women workers consistent with the applicable City employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable City employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 applicable 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF UNION
CITY OF ELIZABETH

ss :

I AM _____

OF THE FIRM OF _____

UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE CITY OF ELIZABETH RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO

BEFORE ME THIS _____ DAY

OF _____ 20_____.

(TYPE OR PRINT NAME OF
AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF

MY COMMISSION EXPIRES: _____, 20_____.

OWNER DISCLOSURE INFORMATION

Set forth below are the names and addresses of all owners of 10% or more of the proposing business entity.

Name: _____
Name: _____

Address: _____
Address: _____

Name: _____
Name: _____

Address: _____
Address: _____

Name: _____
Name: _____

Address: _____
Address: _____

Name: _____
Name: _____

Address: _____
Address: _____

NAME OF BUSINESS ENTITY

SIGNATURE

TITLE

Notary Public of

My Commission Expires: _____, 20____.

PARTNERSHIP DISCLOSURE STATEMENT
(To be submitted with proposal)

(a) Is or was anyone in your firm or company a member of the City Council within the last calendar year or a member of his/her immediate family? If yes, then provide the name of the individual below and his/her relationship.

Yes _____ No _____

Name Position
Relationship

(b) Has any principal/partner of your firm been convicted of a indictable offense? If yes, then please provide further explanation and copies of any relative documents.

Yes _____ No _____

Name Date

(c) Has any individual who would provide service under this contract ever been sanctioned by the appropriate licensing board?

Yes _____ No _____

Name Position Term
Reason for censure:

(d) Has the firm been found liable for professional malpractice in the last 5 years?

Yes _____ No _____

Reason for Action:

(e) Has any member of your firm ever been barred from doing business with any state, City or municipal government? If yes, then please provide further written explanation including date and copies of relevant documentation.

Yes _____ No _____

Name
Date

State, County or Municipality

Government

(f) Has your firm sued the City of Elizabeth in the past five (5) years? If yes, then please identify the matter/case and provide further written explanation including date and copies of relevant documents.

Yes _____

No _____

Name

Date