

**CAPITAL CITY REDEVELOPMENT CORPORATION
PROPOSER'S RFP CHECKLIST**

RFP NUMBER: 2022-RFP-153

**RFP TITLE: Adaptive Reuse Feasibility Study for the
Former Taxation Building**

This checklist was created as a guide to assist in preparing a complete and responsive Proposal.
It is the Proposer's responsibility to ensure that all requirements of the RFP have been met.

FORMS CAN BE DOWNLOADED FROM THE AUTHORITY'S WEBSITE AT:

<https://www.njeda.com/bidding/#forms>

FORMS, REGISTRATIONS & CERTIFICATIONS REQUIRED THAT MUST BE FULLY COMPLETED AND SUBMITTED WITH THE PROPOSAL	
1	Signatory Page (must be signed) See RFP Section 4.2.4.1
2	Fee Schedule See RFP Section 4.2.3
3	Ownership Disclosure Form See RFP Section 4.2.4.2
FORMS, REGISTRATIONS & CERTIFICATIONS THAT MUST BE FULLY COMPLETED AND REQUIRED PRIOR TO CONTRACT AWARD	
A	Disclosure of Investment Activities in Iran Form (must be signed) See RFP Section 4.2.4.3
B	Disclosure of Investigations and Other Actions Involving the Vendor Form (must be signed) See RFP Section 4.2.4.4
C	New Jersey Business Registration Certificate (NJ BRC) See RFP Section 4.2.4.5
D	Source Disclosure Form (must be signed) See RFP Sections 4.2.4.6
E	Employee Information Report (signed Form AA302) or (valid Certificate) See RFP Section 4.2.4.7 – Affirmative Action/EEO Certification
F	Small Business Set-Aside Information Form See RFP Section 4.2.4.8
G	Set-Aside Compliance Certificate (must be signed) See RFP Section 4.2.4.8
I	Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form (must be signed) See RFP Section 4.2.4.9
J	Internal Revenue Service W-9 Form (must be signed) See RFP Section 4.2.4.12
K	Insurance Certificate(s) See RFP Section 4.2.4.13
L	Subcontractor Utilization Form (must be signed) See RFP Section 4.2.4.14
M	Russia and Belarus Certification - P.L. 2022, c.3 (must be signed) See RFP Section 4.2.4.16

**Proposers must ensure that all RFP requirements have been met, as the RFP language
supersedes this advisory checklist in the event of an error or omission.**