**NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY**

**PROPOSER’S RFQ CHECKLIST**

**RFQ NUMBER: 2023-RFQ-198** **RFQ TITLE:** **HEAVY CIVIL ENGINEERING & DESIGN SERVICES FOR THE NEW JERSEY WIND PORT (NJWP)**

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 requirement of the RFQ have been met.

**FORMS CAN BE DOWNLOADED FROM THE AUTHORITY’S WEBSITE AT:**

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

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| **FORMS, REGISTRATIONS & CERTIFICATIONS REQUIRED****THAT MUST BE FULLY COMPLETED AND SUBMITTED WITH THE PROPOSAL** |
| **1** | **Professional Services Qualifications Statement (PSQS) (must be signed)** |
| **2** | **Signatory Page RFQ Section 6.2 (must be signed)** |
| **FORMS, REGISTRATIONS & CERTIFICATIONS****THAT MUST BE FULLY COMPLETED AT TIME OF CONTRACT** |
| **A** | **Ownership Disclosure Form** |
| **B** | **Disclosure of Investment Activities in Iran Form (must be signed)** |
| **C** | **Disclosure of Investigations and Other Actions Involving the Vendor Form (must be signed)** |
| **D** | **New Jersey Business Registration Certificate (NJ BRC)** |
| **E** | **Source Disclosure Form (must be signed)** |
| **F** | **Certificate of Affirmative Action/Equal Employment Opportunity** |
| **G** | **Contractor Information Set-Aside/Demographic Form** |
|  **H** | **Internal Revenue Service W-9 Form (must be signed)** |
| **I** | **Insurance Certificate(s)** |
| **J** | **Subcontractor Utilization Form (must be signed)** |
| **K** | **Russia and Belarus Certification - P.L. 2022, c.3 (must be signed)** |

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