CITY OF BURLINGTON

Rebid: Notice of Request for Proposals for Burlington City Historic District Design Guidelines

NOTICE IS HEREBY GIVEN THAT SEALED PROPOSALS will be received by the City of Burlington's (hereafter referred to as the "City") Historic Preservation Commission for the preparation of Design Guidelines for the City's Historic District.

Specifications for the Request for Proposals and Qualifications may be obtained from the City's website at www.burlingtonnj.us under the quick link Bids/RFPs or requested via email to Megan Stanley at mstanley@burlingtonnj.us for email delivery or pick-up.

All proposals must be submitted in a sealed envelope that clearly specifies the services for the RFP to: Megan Stanley, Burlington City Hall, 525 High Street, Burlington, New Jersey 08016.

PLEASE NOTE THE FOLLOWING:

RFP/RFQ DEADLINE: Submissions will be received by the City of Burlington by April 7, 2026, at 10:00 a.m. prevailing time. All proposals must be submitted in a sealed envelope that clearly specifies the services for the RFP to: Megan Stanley, Burlington City Hall, 525 High Street, Burlington, New Jersey 08016.

QUESTIONS: Written Inquiries regarding the RFP/RFQ shall be submitted to Megan Stanley, Director of Industrial and Economic Development via email at mstanley@burlingtonnj.us by 4:00 pm, Friday, March 20, 2026. No oral response to any questions by any City employee or agent shall be binding on the City or in any way considered to be a commitment by the City.

ADDENDA: During the RFP/RFQ preparation and response period, the City may issue an addendum, including amendments for answers to written inquiries. Those addenda will be noticed by the City and will constitute a part of the RFP/RFQ. The addenda shall be issued by Friday, March 27, 2026.

All RFP/RFQ's are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A:20.5 et seq. If awarded a contract, your company/firm 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 et. seq.

Rebid: Request for Proposals for
DESIGN GUIDELINES FOR HISTORIC DISTRICT 2026
Issued: March 5, 2026
Due: April 7, 2026

1. PURPOSE

The City of Burlington has received a $44,900 grant from the New Jersey Historic Preservation Fund, through the National Park Service, Department of the Interior, to prepare design guidelines for the Historic District. Therefore, the city is requesting proposals from qualified, experienced professional historic preservation architecture and/or planning consultants, licensed in the State of New Jersey, or consulting firms with qualified personnel, to develop design guidelines for properties that lie within Burlington's designated municipal historic district. The successful consultant must have the qualifications set for in the Secretary of the Interior's Professional Qualifications Standards (36 CFR 61) (Appendix A).

2. SUBMISSION REQUIREMENTS

A. Receipt of Submissions

Submissions will be received by the City of Burlington by April 7, 2026, at 10:00 a.m. prevailing time. All proposals must be submitted in a sealed envelope that clearly specifies the Professional Services for which the RFP is for to: Megan Stanley, Burlington City Hall, 525 High Street, Burlington, New Jersey 08016.

Submissions received after the time indicated shall not be considered.

B. Required Information

Proposals must include:

a. A description of the firm or company submitting a proposal.

b. Names and roles of the project manager and individuals who will perform the services/tasks, including any subcontractors, and descriptions of their experience with projects like the services contained herein including their education, degrees, and certifications.

c. At least three references, including name, phone number, and email address.

d. Samples of no more than three (3) design guideline manuals prepared for past projects and contact information for these clients. Photos of designed, built, or

applied products as a result of these design guideline manuals are encouraged and should be accompanied by a description.

e. A description of the Consultant's tasks, approach, and methods to achieve Burlington's purpose and scope of work. Include any additional work tasks and subconsultant investigations that the Consultant deems necessary to satisfy the project purpose.

f. Incorporate a timeline/schedule indicating key points and milestones with completion goals, as well as a description of ability to provide the services in a timely fashion (including staffing, familiarity, and location of key staff).

g. Methods to manage the project and communicate with the Historic Preservation Officer and appointed RFP Review Committee.

h. Cost details, including the hourly rates of each of the individuals and subconsultants who will perform services, time estimates for each individual, all expenses, and total "not to exceed" amount.

i. A statement indicating that, should Burlington City Council award a contract to the consultant as a result of this RFP, the consultant shall execute the contract and begin working within seven calendar days of the award.

C. Required Forms and Documents

The following documents and forms are required to be submitted with each proposal. Blank forms are provided in this RFP package (Appendix B).

a. Disclosure of Investment Activities in Iran (P.L. 2012, c.25)

b. Certification of Non-Involvement in Prohibited Activities in Russia & Belarus (N.J.S.A. 52:32-60.1 (1.) (c))

c. Acknowledgement of Insurance Requirements

d. Statement of Ownership Disclosure (N.J.S.A. 52:25-24.2)

e. New Jersey Business Registration Certificate (N.J.S.A. 52:32-44)

f. Evidence of Affirmative Action Compliance (N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq.)

D. Withdrawal of Submissions

Submissions forwarded to the City of Burlington before the submission deadline may be withdrawn upon written application of the professional services entity who shall be required

to produce evidence showing that they are, or they represent the principal or 3 principals involved in the submission. Submission may not be withdrawn within twenty-four (24) hours of the stipulated time of opening of submissions. Once submissions have been opened, they must remain firm for a period of sixty (60) days.

E. Interpretations of documents, Questions

Any requests for interpretations, clarifications, or questions regarding the proposal shall be made in writing via email to the main point of contact as follows:

To: Megan Stanley- mstanley@burlingtonnj.us

By: Friday, March 20, 2026, at 4:00 p.m. prevailing time.

Questions or requests for interpretation received after the above date and time will not be considered. If interpretations or clarifications are provided by the city, then the city will post them on the website, and all prospective respondents shall acknowledge receipt of same. Oral and other interpretations or clarifications will be without legal effect.

F. Submission Review

The submission of a proposal represents to the City of Burlington that the respondent has full knowledge and understanding of the scope, nature, quality, and time necessary for the work to be completed. The evaluation will consider the qualifications, knowledge, and experience of the individuals who will perform the services/tasks and the amounts of their respective participation, the ability to perform the services/tasks in a timely fashion, including staffing and familiarity with the subject matter, cost, and other factors if demonstrated to be in the best interest of Burlington.

More than one submission from an individual, a firm or partnership, a corporation or association of principals under the same or different names shall not be considered. The City of Burlington may waive any informality or reject any and/or all submissions which in the city's judgment services its best interests. The city reserves the right to reject any and all submissions in whole or in part if not in compliance with these requirements.

The City of Burlington reserves the right to contact one or more respondents for an in-person interview to clarify information provided in their proposals. The city shall not be responsible for paying any direct and/or indirect costs incurred in the preparation of a proposal or response, presentations, or expenses incurred to attend interviews.

G. Award

The City of Burlington intends to choose a consultant whose proposal is most advantageous, price and other factors considered, pursuant to N.J.S.A. 40A: 11-5 (1) (a). The term of a

professional services agreement shall be twelve months from the date of execution of the contract.

H. General Terms and Conditions

Respondents shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. in addition to all Local, State, and Federal directives, orders, and laws applicable to this RFP.

3. SCOPE OF WORK

The successful Consultant shall utilize available information and empirical investigations to develop one manual of design guidelines that will apply to Burlington's locally designated historic district. The design guidelines shall be based on the principles of the *Secretary of the Interior's Standards for the Treatment of Historic Properties- Rehabilitation* and will serve as a tool to provide clear guidance for procedures through text and imagery to ensure proper preservation, restoration, rehabilitation, and reconstruction of historic structures, new construction, site features, and cultural landscapes within the city's historic district.

The manual will serve as the primary resource for property owners and design consultants wishing to conduct such work, including maintenance activity. The manual shall provide information and clear guidance for the Burlington Historic Preservation Commission, design professionals, property owners, municipal staff and representatives, and other agencies for properties in Burlington's historic district (Appendix C). It is the city's goal to provide guidance for appropriate alterations, additions, or new construction that respect the character and retain the integrity of the historic districts, while still protecting and enhancing the architectural, historical, and cultural resources that define the historic district.

The successful consultant shall:

A. Work with the Historic Preservation Commission and an appointed review committee to determine information needed to develop base or identification maps for the manuals.

B. Perform Historic Districts Analysis.

a. Review documents submitted for Nomination for the State and National Designations.

b. The 2002 Survey of the Municipal Historic District.

c. Review City of Burlington 2010 Master Plan and subsequent Reexaminations.

d. Design Guidelines for the Preservation of Historic Structures, published 2005.

e. Research may be necessary beyond documents available through the Burlington Historic Preservation Commission and the National Park Service. Field work, research, or other reliable collected resources should be conducted along with investigations, as necessary, to gather survey information, lacking or missing, on existing buildings, landscapes, or other historically significant information in the districts and properties within the districts.

f. Review all collected documents/material of the historic district to obtain a clear understanding of the history and how that history is reflected by its physical characteristics, such as architecture, site features, landscapes, settings, and streetscapes.

g. Perform a detailed site assessment of the physical details such as architecture, site and landscape features, streetscapes, and neighborhood character of the specific historic districts and the surrounding area.

h. Identify special and character-defining features important to retain the integrity of the historic district.

i. Evaluate the relationship of the individual properties as well as their collective contribution to the district.

C. Findings. Provide a written analysis of and present their findings at a Preliminary Review meeting. Findings shall include code maps illustrating key findings of their research that identifies significant characteristics and features of the Historic District, such as character-defining features or patterns, architectural style, materials, streetscapes, and landscapes. Analyses shall identify non-contributing properties and include recommendations on specific treatments within the districts that they believe are best applied as a standard criterion instead of a recommended guideline.

D. Municipal Ordinances, Design Standards, and Guidelines Related to Historic Properties. Familiarize themselves with the Burlington Historic Preservation Ordinance, and zoning regulations as they relate to historic properties, including, but not limited to, bulk schedule requirements, signage, fencing, and lighting, as well as the Town Center and Transitional Residential Neighborhood Zoning Standards.

E. General Design Guidelines.

The Design Guidelines will address windows, doors, paving, siding, architectural details, cornices, storefronts, bulkheads, display windows, entrances, awnings, lighting, signs, new construction and additions in historic districts, roofs and materials, porches and verandas, additions, masonry, landscaping, outdoor ornamentation, fencing, and streetscapes, site

amenities, public improvements, and open space. The consultant shall prepare the design guidelines using the Cape May City Guidelines as a model (available online at https://www.capemaycity.com/media/HPC/Cape%20May%20Historic%20Design%20Standards.pdf).

The updated Design Guidelines document shall include a brief history of the municipality, a mission statement, an explanation and examples of architectural styles found within the municipality, an explanation of the Certificates of Appropriateness review process, an explanation of the *Secretary of the Interior's Standards for the Treatment of Historic Properties* - Rehabilitation, and examples of acceptable practices and solutions. A glossary of terms and a listing of additional references will also be included.

The minimum contents of the Design Guidelines shall include:

- Introduction
- Acknowledgements
- Mission Statement
- Table of Contents
- Brief History of the Municipality
- Brief discussion of the role of the Historic Preservation Commission, Certificates of Appropriateness, Design Review, Zoning, and Local Designation, New Jersey and National Registers, and National Historic Landmark Status.
- Map of the District(s) and individual landmarks
- General Discussion of Preservation methods/techniques as well as Maintenance, Repair, Preservation, and Restoration of Existing Historic Buildings
- Guide to Building Typology, Common Styles and Character Defining Features
- Guidelines for the Treatment of Specific Character Defining Features (as applicable):
    - Roofs
    - Exterior Cladding
    - Windows
    - Porch & Entrance
    - Doors
    - Sites & Streetscape
    - Storefront & Signage
    - Accessibility
    - Mechanical & Utility Equipment

        - Flood Mitigation
        - Additions
        - New Construction and additions, including but not limited to development location, siting and orientation, setbacks, mass, height, style, and installation of surface and roof mounted equipment (AC/condenser/generator units, solar panels/array fields).
        - Demolition of buildings, neglect of property, and raising and relocating buildings.
    - Landscape design and treatment, such as streetscape improvements, utilities, street trees, fences, retaining walls, site furnishings, walkways, parking, and paving materials.
    - Examples of Acceptable Preservation Strategies, Practices, and Solutions for rehabilitation, preservation, flood mitigation, restoration, and reconstruction, including maintenance, alterations, and additions. Incorporate interpretive or visual materials to clearly identify and illustrate each explanation.
    - Resource Guide
    - Architectural terms
    - Glossary
    - References
    - Attachment(s): Include resources and references, such as The Secretary of the Interior's Standards for Treatment of Historic Properties, the National Park Services Presentation Briefs, and other associated guidance material (such as local historic district regulations and applicable laws and regulations)

b. Guideline sections shall be configured in a logical, user-friendly format. Sections may be divided according to subject or source. Visual imagery shall be included for illustration and reinforcement of key points.

c. The Manual shall include sufficient information to provide the public with an understanding of The Secretary of the Interior's Standards for Historic Preservation and how it relates to historic district in Burlington.

d. The Manual shall include educational information regarding the difference between a guideline and a standard. Consultants shall identify guidelines that may be recommended as a standard instead.

p. Provide a summary of the HPC review process for a property not within a designated historic district, which the HPC is asked to review for the Land Use Board, or the Mayor and Council.

4. MEETINGS AND DELIVERABLES

A. The city will schedule a kick-off meeting with the successful consultant before work begins to discuss the scope of work, methodology, schedule, formatting, and other necessary or relevant matters. Historic Trust staff will be invited to attend. The consultant will tour the City of Burlington in order to understand the issues and architectural styles within. The consultant shall also review all previous guidelines, surveys, reports, and documents pertaining to the historic significance and history of the city, followed by document and map research at appropriate repositories.

B. Written Analysis of Findings and Presentation of Historic District Analysis: The successful consultant shall attend a Preliminary Review Meeting to present their findings to the appointed Review Committee.

C. First Draft: The successful consultant shall attend a Draft Review Meeting to present the first draft of the manual to the HPC. Drafts shall be made available for review two (2) weeks prior to this meeting.

D. Second Draft: The successful consultant shall attend a Draft Review Meeting to present the second draft of the manual to HPC and the Historic Preservation Officer. Drafts shall be made available for review ten (10) days prior to this meeting.

E. Final Draft: The successful consultant shall attend an HPC Meeting to present the final draft of the manual to the HPC. The draft shall be submitted in full color, digital PDF format. The public will also be afforded the opportunity to review and comment on the draft document. Drafts shall be made available to review ten (10) days prior to this meeting.

F. Introduction of Design Guideline Manual for the Historic District: The successful consultant shall attend a Burlington Council meeting for the introduction of the Design Guideline Manual for Historic Districts. The successful consultant shall make a presentation at this meeting outlining their findings and the development of the Design Guidelines.

G. Adoption of Design Guideline Manual for the Historic District: The successful consultant shall attend a Council meeting to present the final Design Guideline Manual for adoption. The final product of the Guidelines must be in a manual format. The final document will be 8.5”x11” and will consist of a minimum of fifty (50) double sided pages in color, of detailed, twelve (12) point, single-spaced, text. The Guidelines must also contain at least 200 original photographs, drawings or illustrations, as required, to effectively document the proposed guidelines, include but not limited to photographs, of all architectural styles in the City of Burlington and before and after photographs of acceptable rehabilitation projects.

H. Upon adoption, the successful consultant shall provide:

a. Nineteen (19) hard copies of the completed and adopted design guideline manuals with color photocopies of all visual images and maps, submitted to the Office of Historic Preservation for distribution to HPC members, HPC's Attorney, and for the Historic Preservation Office file.

b. Twelve (12) hard color copies of any brochures or printable booklet created under this proposal.

c. Five (5) original hard copies of the final document in a binder with original color photographs, drawings, and other visual images printed on quality paper and maps shall be submitted to the City.

d. At the completion of the project, a final version of all documents, including all digital images generated as part of the consultant's contract with Burlington (e.g., maps, photographs, drawings, graphic images) shall be provided in a digital version of the original in a shapefile, CAD.dwg, tiff, JPG, pdf file, or other format compatible to Burlington. In addition, a print-ready file and a Word version shall be provided, to allow for revisions and posting on the municipal website. Burlington presently uses the latest version of Office 365. For the transfer of exceptionally large documents such as the complete approved manuals, a portable hard drive is recommended for the transfer.

I. The consultant shall include in their proposal the costs associated with in-person attendance at the following meetings for purposes of making presentation, answering questions, and receiving feedback:

a. Kick-off Meeting

b. Preliminary, Draft #1, Draft #2, and Final Review Meetings with the appointed Review Committee/HPC. (4 meetings, likely in the evenings)

b. Burlington Mayor and Council Meetings (2 evening meetings)

5. Schedule and Timeline

The grant period for this grant will end on September 30, 2026; therefore, no work done after September 30, 2026 is reimbursable. The final grant product is due no later than October 13, 2026.

APPENDIX A: HISTORIC PRESERVATION PROFESSIONAL QUALIFICATIONS

HISTORIC PRESERVATION PROFESSIONAL QUALIFICATIONS

Secretary of the Interior Standards (36 CFR 61).

In the following definitions, a year of full-time, professional experience need not consists of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History: The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

- at least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum or other professional institution; or
- substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archaeology: The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:

- at least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management;
- at least four months of supervised field and analytic experience in general North American archaeology; and
- demonstrated ability to carry research to completion.

In addition, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full- time professional experience at a supervisory level in the study of archaeological resources of the historic period.

Architectural History: The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field, plus one of the following:

- at least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
- substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture: The minimum professional qualifications in architecture are a

professional degree in architecture plus at least two years of full-time professional experience in architecture; or a license to practice architecture.

Historic Architecture: The minimum professional qualifications in historic architecture are a professional degree in architecture or state license to practice architecture, plus one of the following:

- at least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
- at least one year of full-time professional experience on historic preservation projects. (Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.)

APPENDIX B REQUIRED FORMS

BID PROPOSAL FORM

_____
(Contract Title and Bid Number, if applicable)

_____
(Description of goods/services being bid)

The undersigned proposes to furnish and deliver the above goods/services pursuant to the RFP/RFQ specification and made part hereof:

_____
Amount in words

$_____
Amount in numbers

_____ _____
Company Name Federal I.D. # or Social Security #

_____
Address

_____ _____
Signature of Authorized Agent Type or Print Name

Title:_____

_____ _____
Telephone Number Date

_____ _____
Fax Number E-mail address

EXHIBIT A

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 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, gender identity or expression, disability, nationality 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 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, 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 county employment goals established in accordance with N.J.A.C. l7:27-5.2, or a binding determination of the applicable county 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, 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 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, 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:

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 Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME:_____ TITLE: _____

DATE: _____

APPENDIX A

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the City of Burlington, NJ, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") *(42 U.S.C. S121 01* 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 there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner 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 owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, 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 owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner 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 owner 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 owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner 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 the Agreement or otherwise at law.

Name of Proposer: _____ Date: _____

(Person, Firm, or Corporation)

Signature and Title: _____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

RFP Title: _____Proposer: _____

PART 1: CERTIFICATION

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Department of Treasury finds person or entity to be in violation of the principles which are the subject of this law, action shall be taken 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 person or entity. **Failure to complete the certification will rendered a respondent's proposal as non-responsive**.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above, for which I am authorized to submit a proposal, nor any of the proposer's parents, subsidiaries, or affiliates (check each box if appropriate):

_____is not providing goods or services of $20,000,000 or more in the energy sector of Iran, including a person or entities that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

_____is not a financial institution that extends $20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the City of Burlington under penalty of perjury. 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

Where appropriate, provide a detailed, accurate and precise description of the activities of the proposer, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. Provide an attachment if you need to make additional entries.

Name: _____Relationship to Proposer: _____
Description of Activities:_____
_____Dura
tion of Engagement: _____Anticipated Cessation Date: _____
Proposer Contact Name: _____Phone Number: _____

PART 3: 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 the City of Burlington 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 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 the City of Burlington and that the Borough at its option may declare any contract(s) resulting from this certification void and unenforceable.

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

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 ***<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:	

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____ ss:

I, _____residing in _____
(name of affiant)
(name of municipality)
in the County of _____and State of _____of
full age, being duly sworn according to law on my oath depose and say that:

I am _____of the firm of _____
(title or position) (name of firm)

_____the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____
_____relies upon the truth of the statements contained in said Proposal
(name of contracting unit)
and in the statements contained in this affidavit in awarding the contract for the said project.

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 fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Subscribed and sworn to

before me this day

_____
Signature

_____, 2_____

_____
(Type or print name of affiant under signature)

_____
Notary public of

My Commission expires _____

(Seal)

City of Burlington

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Dated	Acknowledge Receipt (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ **No addenda were received**:

Acknowledged for: _____
(Name of Bidder)

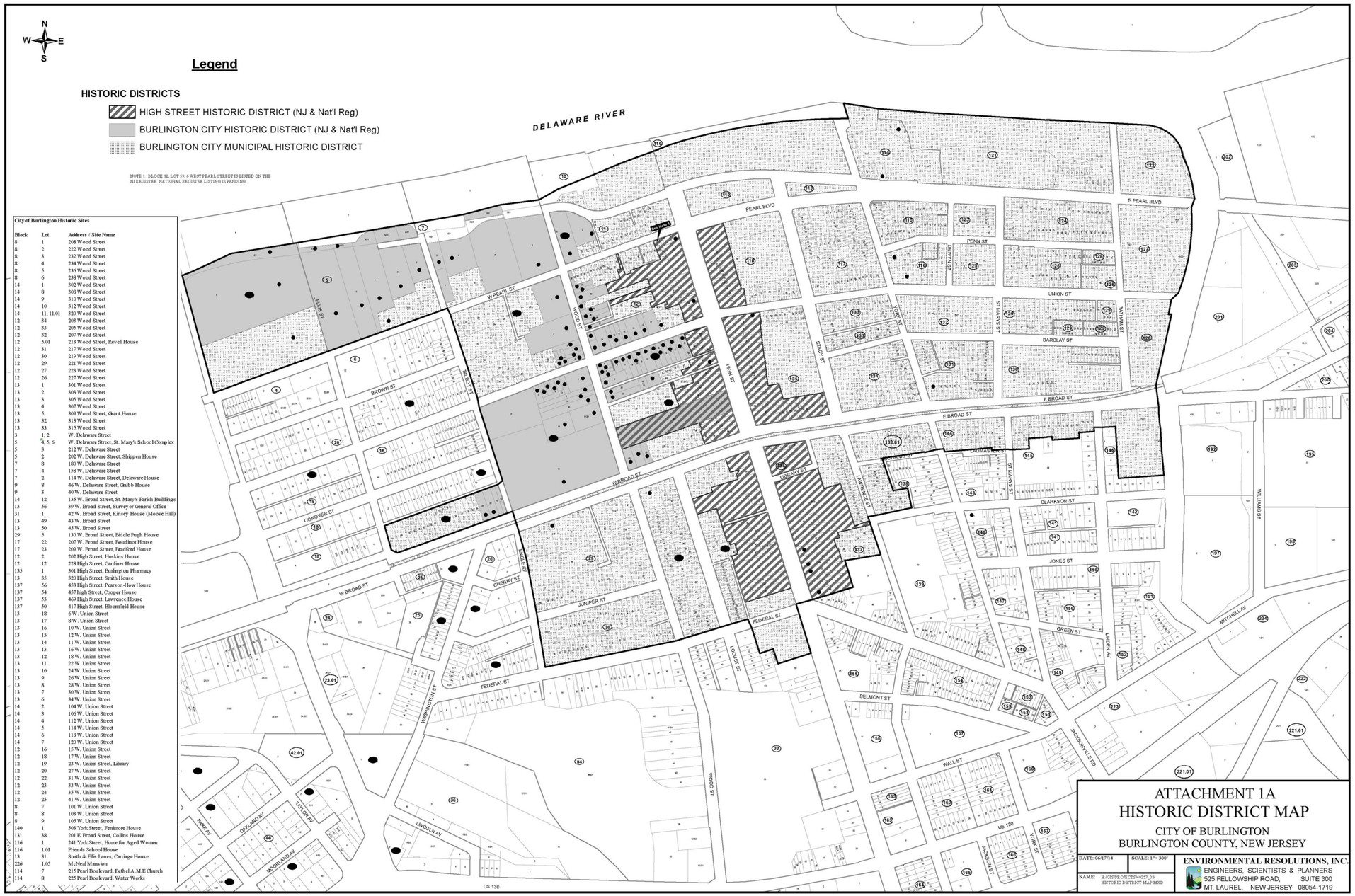
By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

APPENDIX C HISTORIC DISTRICT MAP



City of Burlington Historic Sites

Block	Lot	Address / Site Name
8	1	208 Wood Street
8	2	222 Wood Street
8	3	232 Wood Street
8	4	234 Wood Street
8	5	236 Wood Street
8	6	238 Wood Street
14	1	302 Wood Street
14	8	308 Wood Street
14	9	310 Wood Street
14	10	312 Wood Street
14	11, 11.01	320 Wood Street
12	34	203 Wood Street
12	33	205 Wood Street
12	32	207 Wood Street
12	5.01	213 Wood Street, Revell House
12	31	217 Wood Street
12	30	219 Wood Street
12	29	221 Wood Street
12	27	223 Wood Street
12	26	227 Wood Street
13	1	301 Wood Street
13	2	303 Wood Street
13	3	305 Wood Street
13	4	307 Wood Street
13	5	309 Wood Street, Grant House
13	32	313 Wood Street
13	33	315 Wood Street
3	1, 2	W. Delaware Street
5	4, 5, 6	W. Delaware Street, St. Mary's School Complex
5	3	212 W. Delaware Street
5	2	202 W. Delaware Street, Shippen House
7	8	180 W. Delaware Street
7	4	158 W. Delaware Street
7	2	114 W. Delaware Street, Delaware House
9	8	46 W. Delaware Street, Grubb House
9	3	40 W. Delaware Street
14	12	135 W. Broad Street, St. Mary's Parish Buildings
13	56	39 W. Broad Street, Survey or General Office
31	1	42 W. Broad Street, Kinsey House (Moose Hall)
13	49	43 W. Broad Street
13	50	45 W. Broad Street
29	5	130 W. Broad Street, Biddle Pugh House
17	22	207 W. Broad Street, Boudinot House
17	23	209 W. Broad Street, Bradford House
12	2	202 High Street, Hoskins House
12	12	228 High Street, Gardiner House
135	1	301 High Street, Burlington Pharmacy
13	35	320 High Street, Smith House
137	56	453 High Street, Pearson-How House
137	54	457 high Street, Cooper House
137	53	469 High Street, Lawrence House
137	50	417 High Street, Bloomfield House
13	18	6 W. Union Street
13	17	8 W. Union Street
13	16	10 W. Union Street
13	15	12 W. Union Street
13	14	11 W. Union Street
13	13	16 W. Union Street
13	12	18 W. Union Street
13	11	22 W. Union Street
13	10	24 W. Union Street
13	9	26 W. Union Street
13	8	28 W. Union Street
13	7	30 W. Union Street
13	6	34 W. Union Street
14	2	104 W. Union Street
14	3	106 W. Union Street
14	4	112 W. Union Street
14	5	114 W. Union Street
14	6	118 W. Union Street
14	7	120 W. Union Street
12	16	15 W. Union Street
12	18	17 W. Union Street
12	19	23 W. Union Street, Library
12	20	27 W. Union Street
12	22	31 W. Union Street
12	23	33 W. Union Street
12	24	35 W. Union Street
12	25	41 W. Union Street
8	7	101 W. Union Street
8	8	103 W. Union Street
8	9	105 W. Union Street
140	1	503 York Street, Fenimore House
131	38	201 E Broad Street, Collins House
116	1	241 York Street, Home for Aged Women
116	1.01	Friends School House
13	31	Smith & Ellis Lanes, Carriage House
226	1.05	McNeal Mansion
114	7	215 Pearl Boulevard, Bethel A.M.E Church
114	8	225 Pearl Boulevard, Water Works

APPENDIX D HISTORIC DISTRICT NARRATIVE

The City of Burlington is fortunate in having a high number of well-preserved buildings from the 1800s and 1900s surviving in their original neighborhood settings. This architectural bounty is one of this community's most striking and valuable assets. As a result of a high level of stewardship in the years past, a broad spectrum of the City's 350 years of growth is represented within the boundaries of the City's historic district. From the many modest rowhouses to the finest churches of stone, all contribute to Burlington City's heritage and its unique character as an historic city.

The City of Burlington municipal Historic District encompasses the physical core of the municipality, extending from the edge of the Delaware River as far south as Federal Street and approximately five blocks to the east and west of High Street. It incorporates two smaller historic districts that have been placed on the New Jersey and National Registers of Historic Places: the Burlington City Historic District and the High Street Historic District. It contains approximately nine hundred buildings, structures, sites or objects, seven of which are individually listed on the State and National Registers of Historic Places or have been determined to be eligible for the Register. The central portion of the city, where the Historic District is located, sits on a level flood plain and is essentially urban in nature. The majority of the historic elements it contains are commercial and residential structures. However, the District also includes civic buildings, schools and religious buildings, monuments, cemeteries, industrial structures and one listed archaeological site. Most of the buildings date to the nineteenth century. However, there are several surviving 18th century structures, and a few twentieth-century incursions, some of which are less than fifty years old.

The 2002 Survey of the Municipal Historic District encompassed 1,016 lots. Of that number, 894 contained primarily residential and commercial buildings, and122 lots were vacant. In this Historic District, Georgian and Federal style town houses and Italianate rowhouses and villas are particularly well represented. There are also many rows of Second Empire style dwellings, Italianate, and Beaux Arts commercial buildings along High Street, several churches, and a few surviving brick industrial and municipal buildings. In general, the buildings are well preserved. The last fifty years of modifications have been primarily limited to the additions of front porches, replacement windows, asphalt shingle roofing, and synthetic siding. The original forms of all the buildings remain easily recognizable. Each property was giving the status of key contributing, contributing, or non-contributing to the district. This detailed analysis gave a better understanding of the City's broad span of historic significance: incorporating the years from the City's beginning in 1677 and continuing up to 1970, the year a major urban renewal campaign based on new construction rather than on restoration and rehabilitation began.

APPENDIX E ORDINANCES, DESIGN STANDARD, RESOLUTIONS, GUIDELINES

City of Burlington Land Development Ordinance: https://ecode360.com/13611758

Historic Preservation Ordinance- Chapter 207, Article IV: https://ecode360.com/13611986#13611986

§ 285-16 Signs in historic district: https://ecode360.com/13613729?highlight=signs&searchId=5573874334890133#13613787

Chapter 306 Streets and Sidewalks: § 306-35 Historic District Regulations: https://ecode360.com/13614232

City of Burlington Zoning Map: https://ecode360.com/attachment/310004/BU2898-207a%20Zoning%20Maps.pdf

Historic Preservation Commission Certificate of Appropriateness Application: https://www.burlingtonnj.us/wp-content/uploads/2025/01/2025-HPC-Application.pdf