

**UPPER TOWNSHIP BOARD OF EDUCATION
Business Office
525 Perry Road
Petersburg, NJ 08270**

**REQUEST FOR PROPOSAL
(RFP)**

ARCHITECTURAL SERVICES

**Submission Date:
Tuesday, September 25, 2018
10:00 a.m.**

UPPER TOWNSHIP BOARD OF EDUCATION
Business Office
525 Perry Road
Petersburg, NJ 08270

REQUEST FOR PROPOSAL

ARCHITECTURAL SERVICES

A. PURPOSE

In accordance with N.J.S.A.19:44A-20.4 et seq., the Upper Township Board of Education is requesting proposals (RFP) from architectural firms in the State of New Jersey that wish to provide general architectural services to the Upper Township Board of Education as directed by the Board. It is the intention of the Upper Township Board of Education to appoint Architectural Firms to provide architectural services to the Board of Education for the 2018/2019 school year and two additional years at the Board's option for the 2019/2020 and 2020/2021 school years.

B. SCOPE OF SERVICE/QUALIFICATIONS OF RESPONDENTS

1. The Upper Township Board of Education is requesting proposals from New Jersey licensed architects interested in providing Architectural Services as the Architect of Record for the Upper Township Board of Education.
2. The successful contractor must have a minimum of five (5) years' experience in full architectural services for New Jersey public schools including the programming, design, cost estimating, preparation of construction documents, reproduction costs, bid development, bid evaluation, construction administration, final inspection, and project acceptance for a New Jersey public entity. Proposals are being solicited through a fair and open process. Under Title 18a-18a-5(1) professional services are not required to be bid or advertised, and the Board is not required to award on the basis of lowest price and will award based on criteria as outlined in this request for proposals. The requests are being made to ensure the District receives the highest quality service at a fair and competitive price.
3. The Upper Township Board of Education shall not be bound to use the appointed Architect of Record. The Board may obtain competitive pricing

through either an RFP/RFQ or quotation process from other architectural firms for any projects approved by the Board when it is in the best interest of the Board.

ALL SUBMISSIONS SHALL INCLUDE THE FOLLOWING MINIMUM INFORMATION:

1. Name of the contractor(s) to be assigned to perform the tasks.
2. Professional experience and education of the contractor(s) to be assigned including a listing of experience with the Upper Township School District and/or experience with other school districts.
3. A statement concerning the ability of the contractor(s) to perform tasks assigned by the Upper Township Board of Education in a timely fashion.
4. Professional licenses and certifications held by the contractor(s) to be assigned.
5. A description of the support staff available to the contractor(s) to be assigned.
6. A copy of the Certificate of Insurance issued by an insurance carrier licensed in the State of New Jersey for the contractor showing the amount of professional liability insurance and all other coverage shall be required upon award of contract.
7. A list of at least five (5) references for New Jersey Public School Districts for projects within the last seven years, including a contact person, phone number, and address for the client.

C. CONTRACT

The term of contract for Title of Proposal shall be from July 1, 2018, through June 30, 2019, with two additional years at the Board's option for 2019/2020 and 2020/2021.

D. COORDINATION OF ACTIVITIES

All activities for this contract will be coordinated through the office of:

Mrs. Laurie A. Ryan/School Business Administrator
Name/Title
609-628-3500, Extension 2223/ryan@upperschools.org
Phone/Email

E. PRESENTATION PACKAGE - Submit the RFP Response

The Upper Township Board of Education seeks from all participating respondents information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a presentation package to be submitted with the RFP.

The following shall be included in the presentation package:

1. Transmittal Letter - Proposal

Each respondent shall submit a transmittal letter with the RFP that identifies the person submitting the proposal and includes a commitment by that person to provide the service required by the Upper Township Board of Education.

2. Description of Services

All respondents should list all services to be rendered with their explanation in detail of how the services will be provided. Respondents by submitting a proposal acknowledge that they full understand the scope of work, activity, and service.

3. Qualifications; Relevant Experience

All respondents shall submit evidence and documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process.

4. Fee Proposal

All respondents are to submit a fee proposal that compliments the service that is being requested. If the district requests an hourly, daily, weekly rate or per case, per evaluation rate or even a lump sum rate, then the fee proposal submitted by the respondent must be the same.

F. SUBMISSION OF RFP PACKAGE

All RFP Proposal Packages including the Letter of Transmittal and the Presentation Package are to be addressed to:

Mrs. Laurie A. Ryan
School Business Administrator
Upper Township Board of Education
525 Perry Road
Petersburg, NJ 08270

G. SUBMISSION DEADLINE

The deadline to submit all RFP packages is

**Tuesday, September 25, 2018
10:00 a.m.**

H. SELECTION CRITERIA

The Upper Township Board of Education will award the contract(s) based on the selection criteria as described herein, shall include:

1. Qualifications of the contractor who will perform the tasks and the amounts of their respective participation.
2. Experience in providing the professional services requested by the Upper Township Board of Education and references related thereto; and familiarity with the School District.
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and Upper Township School District.
4. Location (distance) of primary office in relation to the Administrative Offices of the Board of Education of the Upper Township School District.
5. Recent, current, and projected work load of the individual or firm.
6. Thoroughness and completeness of the applicant's submittal.
7. Cost of Proposal.

The Board of Education of the Upper Township School District shall award professional services contract(s) as the Architect of Record to the firm or firm(s) that best meet the needs and interests of the Upper Township School District.

The Board of Education of the Upper Township School District also reserves the right not to use the appointed Architect of Record and may obtain competitive pricing through either an RFP or RFQ

or quotation process from other architectural firms for any projects approved by the Board that require these services when it is in the best of the Board to do so.

I. AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.

J. AUTHORIZATION TO WORK

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

K. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

- Affirmative Action Questionnaire;
- Non-Collusion Affidavit;
- New Jersey Business Registration Certificate;
- Stockholders Disclosure Statement;
- Chapter 271 Political Contribution Disclosure Form; and
- Disclosure of Investment Activities In Iran Form.

L. CONTRACTS

Upon notification of award of contract by the Upper Township Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education.

The successful respondent shall sign and execute said contract and return it together with documents required by the district such as, but not limited to:

- Professional Liability Certificate;
- Criminal History Background evidence;
- Other required documents as may be outlined in the proposal specifications.

Within ten (10) days of receipt of notification of award of contract, the executed contracts and related documents must be returned to:

Mrs. Laurie A. Ryan
School Business Administrator
Upper Township Board of Education
525 Perry Road
Petersburg, NJ 08270

M. AMERICANS WITH DISABILITIES ACT (ADA)

The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L. 101-336, in accordance with 42 U.S.C. S121 01 et seq. See attachment.

N. AFFIRMATIVE ACTION REQUIREMENTS

Each respondent 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 (electronically provided by the Division and distributed to the Public Agency through the Division’s website at www.state.nj.us/treasury/contract_compliance)

Please note: A completed and signed Affirmative Action Questionnaire is required with submission of the proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence stapled to the Affirmative Action Questionnaire form.

“If awarded a contract, your company/firm will 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.”

O. BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44 as amended by P.L. 2004, Chapter 57, all respondents shall submit with their proposal package a copy of their “New Jersey Business Registration Certificate” as issued by the Department of Treasury of the State of New Jersey. Failure to provide the New Jersey Business Registration Certificate with the proposal package may be cause for the rejection of the entire proposal.

Goods and Services Contracts

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contract fulfilling this contract:

1. The contract shall provide written notice to its subcontractors to submit proof of business registration to the contractor;
2. Prior to the receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;

3. During the term of this contract, the contractor and its affiliates shall collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et. seq.), on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

P. TERMINATION OF CONTRACT

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties, and/or responsibilities in a timely, proper, professional and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not absolve the contractor from potential liability for damages caused the District by the contractor's breach of this agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

Q. FALSE MATERIAL REPRESENTATION - N.J.S.A. 2C:21-34-97(B)

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award, or performance of a government contract. If the contract amount is for \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds \$2,500.00, but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

R. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT - PAY TO PLAY

A business entity as defined by law is advised of its responsibility to file an annual disclosure

statement on political contributions with the **New Jersey Election Law Enforcement Commission** pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, Chapter 271, Section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement Commission at 1-888-313-3532 or at www.elec.nj.us

Pursuant to N.J.A.C. 6A:23A-6-3(a1-4) please note the following:

Award of Contract - Reportable Contributions - N.J.A.C. 6A:23A-6.3(a-2)

“No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.), to a member of the board of education during the preceding one year period.”

Contributions During Term of Contract - Prohibited - N.J.A.C. 6A:23A-6.3 (a2,3)

“Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.), to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.”

“When a business entity referred to in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

Chapter 271, Political Disclosure Form - Required - N.J.A.C. 6A:23A-6.3(A4)

All bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the District to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3(a2) Award of Contract.

S. INTERPRETATIONS AND ADDENDA

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretations should be made in writing to the Purchasing Agent and must be received at least ten (10) days prior to the date fixed for the opening of Proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21© to the respondents by certified mail or certified fax no later than seven (7) days, Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of Proposals. All addenda so issued shall become part of the contract document.

T. SUBCONTRACTING; ASSIGNMENT OF CONTRACT

Contractors, services providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission from the Purchasing Agent.

UPPER TOWNSHIP BOARD OF EDUCATION

**Business Office
525 Perry Road
Petersburg, NJ 08270**

Proposal Form

ARCHITECTURAL SERVICES

The respondent, by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

Please list all billable positions and cost per hour with your proposal for the 2018/2019 school year, as well as the optional two years, 2019/2020 and 2020/2021.

Name _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Federal Tax ID Number _____

Phone Number ____ (____) _____ Extension _____

Fax Number ____ (____) _____ Email _____

Years in Business _____ Number of Employees _____

References - Work previously done for School Systems in New Jersey

	<u>District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

I hereby certify the information contained in this proposal is correct and accurate to my personal knowledge. I am making this certification in good faith.

Agent's Signature: _____ Date: _____

All proposals must be received no later than **Tuesday, September 25, 2018, at 10:00 a.m.** All proposals are to be sent to:

Mrs. Laurie A. Ryan
School Business Administrator
Upper Township Board of Education
525 Perry Road
Petersburg, NJ 08270

Proposal documents may be faxed to the District; however, an original copy must be mailed to the above address.