

**UPPER TOWNSHIP SCHOOL DISTRICT
PUBLIC NOTICE
ARCHITECTURAL SERVICES**

The Upper Township School District is seeking proposals for Architectural Services from July 1, 2022 through June 30, 2023. The understanding of the parties with respect to the services and fee arrangements are to be set forth in a formal agreement.

A copy of the Request For Proposal may be inspected or picked up at the Board office, 525 Perry Road, Petersburg, New Jersey 08270, between the hours of 8:00 am and 4:00 pm, Monday through Friday. Further information may be obtained by calling Laurie A. Ryan, School Business Administrator/Board Secretary, (609) 628-3500 ext. 2223 or email ryan@upperschools.org. Proposals are due in the business office by 10:00 am, Thursday, January 19, 2023.

The Board reserves the right to reject any or all proposals and waive any informality in the process.

A. BACKGROUND

The Upper Township School District is a public school district located in Cape May County, New Jersey. The District provides education to students in grades K-8 in three schools. Altogether the District educates about 1,490 students. All students in grades 9-12 attend Ocean City School District through a send/receive relationship. There are about 225 staff members in the District, including teaching staff members and support staff. Further information may be obtained by visiting the school district's website at www.upperschools.org.

Proposers are advised that for any specific matter the Board may retain the services of another Architect.

B. SERVICE SPECIFICATIONS

Scope of Service:

In accordance with NJSA 19:44A-20.4 et seq., the Upper Township Board is requesting proposals from New Jersey licensed architectural firms interested in providing services as the Architect of Record for the District for the 2023-2024 school year and two additional years at the Board's option. Pursuant to 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, but based on criteria as outlined in this request for proposals.

The Board shall not be bound to use the appointed Architect of Record. Proposers are advised that for any specific project the Board may retain the services of another Architect or Engineer.

As Architect of Record, the architect shall provide all professional and consulting architectural services and technical direction as requested by the Board including, but not limited to, preparation of designs and specifications, estimation/calculation of construction costs, obtaining permits and approvals from state, county and local agencies, submission of plans and documentation to such agencies as may be required, development of specifications, review and

approval of plans, responses to bids, and all services related to the pre-construction, construction and closeout phases of designated projects. The Architect shall amend the District's Long Range Facilities Plan as needed. Because services, at times, represent emergency situations, the professional will be expected to return a phone call or emails within 48 hours. The professional will also be expected to be available to provide advice to the Board and administrators during non-business hours including attendance at meetings when requested.

The Architect shall work cooperatively with the Board Attorney and Business Administrator in the bidding, award and closeout of the projects. The Architect shall assist the Board in recommending professional services, such as engineers and other experts.

Interested parties may contact the Business Administrator at (609) 628-3500 ext. 2223 to schedule a walk through of the three buildings.

Minimum Qualifications:

1. Must be certified to provide architectural services in the State of New Jersey. Professional licenses and certifications should be provided.
2. Must have a minimum of five (5) years of experience in providing architectural services to boards of education.
3. Must be experienced in obtaining permits and approvals from various State, County and local regulatory agencies.
4. Must maintain on staff, or be able to contract with, New Jersey licensed or certified professionals including but not limited to architects, civil engineers, land surveyors, planners, environmental scientists and construction clerks.
5. Must maintain an office location in close enough proximity to the Board of Education so as to be able to respond to emergent matters promptly.
6. Must be experienced in preparation of DOE educational specifications and grant applications.
7. Must have project managers with at least five (5) years of school board experience.

C. **PROPOSAL**

The proposal shall include the following items:

1. Transmittal Letter: Each proposing Architect shall submit a transmittal letter with their proposal that identifies the firm that is submitting the proposal and includes a commitment to provide services required by the Upper Township Board of Education.

The letter of transmittal is to be addressed and mailed to:

Laurie A. Ryan
School Business Administrator/Board Secretary
Upper Township Board of Education
525 Perry Road
Petersburg, New Jersey 08270

2. Description of Services and Experience: All proposing Architect should describe their practices and the services to be provided as well as acknowledge that they understand the scope of services sought by the Board. Provide sufficient information within your submission for evaluation. Information regarding your firm including ownership, list of major New Jersey educational clients and other pertinent information about your firm. Also please respond to the specific questions listed below:
- a. Where is the firm headquartered? If the firm has multiple offices, from which office will the services for the district be provided?
 - b. How many years has the firm been practicing?
 - c. How many staff members working full time in the firm?
 1. NJ Licensed Architects
 2. LEED accredited professionals
 3. Non-Licensed Architectural graduates?
 4. Other
 - d. Provide a list of New Jersey School Districts for whom the firm has provided services, identifying any in Cape May County.
 - e. What is the firm's experience with Public School referendums?
 - f. Has the firm ever been released or terminated during its involvement from a project prior to completion? Please explain the circumstances including project name, location, dates, percent completion.
3. Names of individuals who will perform required tasks as well as the listing of their licenses, qualifications and experience. Identify persons who will serve as back up to the primary person including resumes of all parties.

Subcontracting; Assignment of Contract: No part of any work or services done for the Board may be subcontracted without first receiving written permission from the Board.

4. Fee structure: Submit an hourly rate for principals, architects, associates, supervisors, construction/project managers, design draftsmen, engineers, and environmental staff. If any of these positions are not part of your staff, indicate how your firm will provide these services and at what associated costs. Also include any fee for amending the Long Range Facilities Plan. Identify whether clerical and other overhead costs will be billed separately. For large scale projects, fees will need to be agreed upon and Board approved in advance of commencing the project.

In the event that the respondent determines that the services for consultants are necessary on any particular project assigned by the Board, the amount billed by the architect to the Board for such services shall not exceed 110% of the amount billed to the architect. Fees for reimbursable expenses shall not exceed the actual cost to the architect.

5. References

Provide a list of the school districts for which you have provided services within the last three (3) years. Include the name of the entity, the name and telephone number of a contact person, and the name of the partner that is assigned to that district.

A list of all New Jersey public clients that have terminated services in the past two years.

List the caption(s) of any and all actions which have been filed against you by a public entity either by way of complaint, cross-claim or counterclaim, in connection with your rendering of architectural services.

6. Documents:

- Ownership Disclosure Statement
- Non-Collusion Affidavit
- C. 271 Political Contribution Disclosure Form
- Contractor/Vendor Questionnaire/Certification
- Affirmative Action Questionnaire, Affidavit and Exhibit A
- New Jersey Business Registration Certificate
- Certificate of Employee Information Report
- Disclosure of Investment Activities in Iran
- Certification of Non-Debarment (Prior to Award of Contract)

Please provide one original and one copy of your proposal.

D. INTERVIEW

The Board of Education reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Board reserves the right to request clarifying information subsequent to the submission of the proposal.

E. CONTRACT TERM

The initial term of the contract for Services shall be from July 1, 2023 through June 30, 2024 and may be renewed annually for two additional years.

F. SUBMISSION DEADLINE

The deadline to submit proposals is:

**Thursday, January 19, 2023
10:00 a.m.**

All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals.

G. EVALUATION OF PROPOSALS

The School District intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with NJSA 19:44A-20.4 et seq.

The proposals will be evaluated by the Board of Education, Superintendent, Business Administrator and such other members of the administration as may be called upon based on their level of interaction with the District Architect based upon information supplied by each Professional in response to this RFP.

A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened. The contract, if awarded, shall be awarded to the firm who submits the most advantageous proposal based on the following criteria:

Technical Criteria and Qualifications

- Ability to meet all minimum qualifications
- Methodology of work to be performed
- Understanding of scope and services
- Documentation of past performance

Proposal complete and responsive to the specific RFP requirements

Management Criteria

- Project management
- Overall knowledge and familiarity with operation of the school district
- History/Experience with similar school districts
- Availability of personnel, consultants, equipment
- Qualifications and experience of personnel

Cost Criteria

- Fees and hourly rates proposed
- Assurance of performances
- Vendor financial stability and strength

The Board of Education reserves the right to reject any or all proposals in whole.