

**TOWNSHIP OF NEPTUNE
COUNTY OF MONMOUTH
STATE OF NEW JERSEY
REQUEST FOR QUALIFICATIONS
HISTORIC PRESERVATION ARCHITECT**

Sealed proposals will be received by the Township Clerk of the Township of Neptune, New Jersey and opened and read in public in Room B-11, located on the lower level, in the Township of Neptune Municipal Complex, 25 Neptune Boulevard, Neptune New Jersey, on **June 22, 2017** at **10:00 A.M.** for the following:

Request for Qualifications “Historic Preservation Architect”

Successful applicants will be required to comply with requirements N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Township of Neptune to do so. The Township Committee of the Township of Neptune also reserves the right to conduct interviews of any or all applicants, as it deems necessary.

By order of the Township Committee of the Township of Neptune

Dr. Michael Brantley, Mayor, Township of Neptune
Richard J. Cuttrell, Municipal Clerk, Township of Neptune
Michael J. Bascom, Chief Financial Officer, Township of Neptune

Introduction

Pursuant to the Fair and Open Process established by N.J.S.A. 19:44A-1, et seq., the Township of Neptune seeks Requests for Qualifications (“RFQ”) from Individuals and/or Firms licensed to practice Historical Preservation Architectural Services in the State of New Jersey that wish to serve as Historic Preservation Architect for the Township of Neptune. The successful individual/firm must have significant experience in Historic Preservation, including the development of Historic Preservation Standards. The successful individual/firm will provide the Township Committee with professional guidance relating to, but not necessarily limited to:

The Township of Neptune requests a proposal for Historic Preservation Architectural services for the Township of Neptune to assist in the review of current Historic Preservation Guidelines, development of new Historic Preservation Standards and professional representation of the Neptune Township Historic Preservation Commission.

The proposed scope of work is as follows:

Phase 1.

Analyze the district's character. It is essential to have a clear understanding of the history of the district and how that history is reflected by its physical characteristics, such as the architecture, landscape, and street plan. Ideally, the buildings, streetscapes, and setting should be identified in the district's nomination package. Has the district evolved over time or does it represent one period in time? Decide exactly what it is that needs to be protected.

Phase 2.

Identify historic preservation goals and district needs. Will buildings in the district be preserved, as is; or rehabilitated for new uses; or restored to an earlier appearance? Will different approaches to work be applied, depending upon the significance, use, and interpretation? In this section, identify the approach or approaches to work that will protect the historical value and significant features of the district, e.g., preservation, rehabilitation, or restoration. Include general Standards or principles for all treatments for which standards will be written. Standards, however, should be custom-tailored to the particular history and characteristics of the district. For example, if a town has six districts and they differ in appearance and the kinds of work needed to protect them, then each one should have a specific set of standards. Public input is important and required during this process.

Phase 3.

Review other district standards. See how other historic districts have developed design standards in order to prevent "reinventing the wheel." Choose basic elements that apply to your own historic district and adapt them to yours. Especially note successful methods of illustrating preservation concepts.

Phase 4.

Write specific standards for your district. Design standards should address the special character of your district and the work needed to protect it. Draft an illustrated history that identifies significant characteristics and features of the district, such as buildings, streetscapes, and landscapes. The use of photos and drawings throughout to reinforce key points is strongly recommended. Information on materials maintenance, repair and replacement should be included, as well as guidance on new construction in the district. If restoration is a recommended treatment for the district, standards on those approaches should be included. Make guidance on the treatment of streetscape (including signage) and landscape features an integral part of the publication.

Phase 5.

Review your design standards. While in final draft, review the standards, asking a number of questions: Are they consistent with the provisions of the local ordinance? Do they achieve the original goals? Are there administrative problems? Do they conflict with the ordinance and other codes? If the Secretary of the Interior's *Standards* are used, do your standards agree with the principles in the *Standards*? Are they consistent with the particular needs of the district? Will the standards meet with community support? How do we want to use the standards? Are they truly advisory in nature or should we call them "standards" or "criteria" because we want to make them requirements? Answering questions like these can prevent problems that might otherwise arise later.

Professional Information and Qualifications

Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all engineers or firm's offices and corresponding telephone and fax numbers. Please note specifically which architects or other professionals who will be assigned to work with the Township Committee and in what capacity;
3. Description of education, experience, qualifications, number of years with the firm, for the firm's Architects and other professional who will work with the Township Committee. Include a descriptive narrative of their experience with projects similar to those described above;
4. Experience related to Historic Preservation;
5. At least four (4) references, three (3) of which must have knowledge of your representation as a Historic Preservation Architect;
6. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
7. Any other information which the interested firm deems relevant;
8. A copy of your New Jersey Business Registration Certificate;
9. A completed Statement of Ownership form (Attached below).

Selection Criteria

1. The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:
2. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
3. Experience and references;
4. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter, and;
5. Cost effectiveness.

If the firm is successful the following procedures will be implemented for each contract/job that the consultant is awarded within the Township:

1. Each job for which services are requested will be based upon an estimate from the professional consultant;
2. Based upon the estimate and/or proposal a Purchase Order will be issued for which services are required prior to commencement of work;
3. The Purchase Order number shall be referenced on all jobs and on all billing;
4. If for any reason, the professional consultant believe that there are additional services that will be required to complete the job, the obligation is on the part of the professional to notify the Township of the potential additional services and costs for same;
5. No additional work shall commence or prior to authorization and issuance of an additional Purchase Order or amendment to original Purchase Order;
6. Jobs that are billed on an hourly basis may have monies left in the Purchase Order upon completion;
7. Professional Consultants are required to invoice the Township of Neptune on a monthly basis for the previous month's work. If no work has been completed no bill shall be presented;
8. Professional Consultants are to provide monthly billing that provides the name of the person, title of person, hours spent, hourly rate and a description of work;
9. The Township of Neptune will not pay invoices that have a cumulative amount of work for numerous months; Billing shall be on a monthly basis;

10. The Township of Neptune based on the availability of funds shall pay consultants for work that has been completed in the prior month at the next available meeting, provided that the Purchase Order is in place and the funds have not been exceeded;
11. Unless a specific Purchase Order is issued, consultations with staff members, members of the Board or the Governing body under one hour shall not be billable to the Township;
12. The Township of Neptune shall not be charged and will not pay interest on any invoices;

Submission Requirements

Responses to this RFQ must be delivered in a sealed envelope bearing the title and Bid/Qualification Number no later than **10:00am** on **June 22, 2017** to:

Proposals shall be sent to:

Township of Neptune
25 Neptune Boulevard
Neptune, NJ 07754
Attn: Rick Cuttrell

Should you have any questions, please contact Vito D. Gadaleta, RMC, QPA, NJCEM, Business Administrator at 732.988.5200, ext. 232.

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS – NON-CONSTRUCTION

All New Jersey and out of State Business Organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted with this proposal. No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The Contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the Contractor. Before final payment of the contract is made by the Contracting Agency, the Contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the Contractor and each of its affiliates and each Subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into the State.

A Business Organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c. 110 (N.J.S.A. 5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

A sample Business Registration Certificate is attached. Other forms such as Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** acceptable.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at:

<http://www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity>

TOWNSHIP OF NEPTUNE

**COUNTY OF MONMOUTH
STATE OF NEW JERSEY**

STATEMENT OF OWNERSHIP

The Contractor is (check one): Individual: [] Partnership: [] P.A. [] L.L.C. []

Corporation: [] Joint Venture: [] Other: [] Specify: _____

NAMES:

ADDRESSES:

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

NAME OF CONTRACTOR: _____

SIGNED BY: _____

PRINT NAME & TITLE: _____




DATE: _____

NOTES:

A. Attach additional sheets as needed and check here [].

B. If an entity owns a 10% or greater interest in the Contractor, attach a list of the owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each person who owns a 10% or greater interest has been disclosed. **If no person or entity owns a 10% or greater interest in a listed entity, so state.**

Sample Business Registration Certificate (for example purposes only)

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)	Acting Director	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

