

**TOWNSHIP OF NEPTUNE
COUNTY OF MONMOUTH
STATE OF NEW JERSEY
REQUESTS FOR QUALIFICATIONS FOR
“PUBLIC WORKS FACILITY”
ARCHITECT OF RECORD
BID/PROPOSAL # NT2016-21**

Sealed proposals will be received by the Township Clerk of the Township of Neptune, New Jersey and opened and read in public in Township Committee Meeting Room, located on the second floor, of the Township of Neptune Municipal Complex, 25 Neptune Boulevard, Neptune New Jersey, on **DECEMBER 8, 2016** at **10:00 A.M.** for the following:

Request for Qualifications from Individuals and/or Firms Interested in Serving as “Public Works Facility Architect of Record” to the Township Committee of the Township of Neptune. **BID/PROPOSAL # NT2016-21**

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

Kevin B. McMillan, 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 Architectural Services in the State of New Jersey that wish to serve as Architect of Record for the Public Works Facility. The successful individual/firm must have significant experience in representing New Jersey public entities in a variety of areas of architectural and engineering consultation and including prior public facilities design work. 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 architectural services for the Township of Neptune – Public Works Facility Improvement Project. The Township proposes to renovate existing facilities and construct new, one or two-story buildings which will house offices, locker rooms, bathrooms with showers, meeting/training rooms, vehicle and equipment storage and salt storage. Construction activities will take place at the existing Public Works Facility. The new facilities may include a combination of modular-type structures and stick-built structures.

The Township has adopted the following hourly rate schedule for Professional Architectural Services rendered pursuant to this RFQ:

Principal Architect:	\$150.00	Senior Draftsman:	\$70.00
Associate Architect:	\$130.00	Draftsman:	\$60.00
Senior Architect:	\$115.00	Senior Inspector:	\$80.00
Project Architect:	\$105.00	Inspector:	\$70.00
Project Manager:	\$90.00	3 Man Field Party:	\$155.00
CADD Technician:	\$80.00	2 Man Field Party:	\$145.00
Technician:	\$65.00	Land Surveyor:	\$85.00
Chief Draftsman:	\$80.00	Senior Word Processor:	\$55.00
		Word Processor:	\$45.00

The proposed scope of work is as follows:

Phase I - Concept Design and Coordination

During this phase, the architect of record shall attend an initial design meeting with Township personnel to review the needs of the Public Works Facility. The Architect will work within the appropriated Township budget. This phase of the project shall include all necessary meetings with Township and DPW staff to determine programming and scoping of project within budget. A conceptual design shall be submitted for review and comment. This shall include space allocation, placement of the buildings on the lot, and proposed façade design. A rendering of the proposed design shall be submitted

depicting the layout of the buildings with the elevations of the buildings, and sections of the interior. This conceptual design may be revised based upon comments from the Township review. A preliminary cost estimate will be prepared by the Architect.

Phase II – Design Development

Upon acceptance of a concept design, the architect of record shall prepare architectural drawings and specifications for the Neptune Township Public Works Facility. Design services shall include final architectural layout; mechanical, electrical, data, security, structural design, finishes; and all else necessary for proposed interior fit out and programming. During this phase, the architect of record shall coordinate all work with Township personnel and the Township Engineer, which may also involve a presentation to the governing body. In addition, interior design services shall be provided for the selection of finishes and color scheming. A cost estimate shall be prepared prior to bid. Construction documents, including necessary drawings, technical specifications, and bid proposal shall be code compliant and prepared in accordance with the current Local Public Contracts Law. All documents shall be provided in Auto Cad digital format including four (4) hard copies.

Phase III – Public Bidding

During the advertisement for bids, the architect of record shall assist the Township in coordinating and attending an on-site pre-bid conference. In addition, it will be necessary for the architect to respond to questions and inquiries provided by prospective bidders. Upon receipt of bids, a recommendation of award will be provided to the governing body. A review of the bid documents by the architect of record may be necessary to ensure that all required documentation is acceptable. Following award of a contract to the lowest responsible bidder, the architect of record will be required to attend a pre-construction conference and perform shop drawing review.

Phase IV – Construction Administration and Inspection

During this phase, the architect of record shall assist the Township with on-site inspection during construction. This will ensure that the contractor is performing the work in accordance with the design documents and in a timely manner. In addition, review of monthly payment requests shall be completed.

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 representation of Municipalities, Public Works Facilities and other public entities;
5. At least four (4) references, three (3) of which must have knowledge of your representation of a public entity;
6. Examples of your record of success representing public entities;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Any other information which the interested firm deems relevant;
9. A copy of your New Jersey Business Registration Certificate;
10. 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 **December 8, 2016** to:

Proposals shall be sent to:

Township of Neptune
25 Neptune Boulevard
Neptune, NJ 07754

Attn: Rick Cuttrell, RMC, Township Clerk

In addition to the above, the Township encourages the submission of relevant experience and qualifications summary for design of Public Works Facilities.

Should you have any questions, please contact Leanne R. Hoffmann, PE, PP, CME, Director of Engineering and Planning at 732.988.5200, ext. 228.

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.

