

Notice of RFQ for Architectural Services for Residential Use Development Carteret Business Partnership, Carteret, NJ

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the Carteret Business Partnership ("CBP") seeks Request for Qualifications ("RFQ") from Architectural Firms licensed to provide architectural services for a 55+ community. The successful firms must have significant experience providing architectural services to New Jersey municipalities and/or Residential Developers. 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. The successful firm will provide the Borough with services relating to, but not necessarily limited to:

1. The Architectural Firm will provide basic architectural services to the CBP such as providing preliminary evaluations of projects, review alternative approaches to design and construction of projects, preparing drawings and specifications for projects and setting forth in detail the requirements for construction costs.
2. The Architectural Firm shall have experience with preparing necessary bidding information, bidding forms, the conditions of a contract, and the form of agreement.
3. Attend meetings of the CBP upon request;
4. Handle any other matters requiring the expertise of an architect as directed by Middlesex County and CBP.
5. The vendor shall provide monthly billing statements that include a brief statement showing the original amount of the Contract, any increases established by amendment to the Contract, the amount previously billed under the Contract, and the total amount of unbilled funds remaining available under the Contract, and the total amount of unbilled funds remaining available under the Contract after deduction of the most recent amount billed. A copy of each billing statement shall be made available to the State Fiscal Oversight Officer upon request.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirements contained at N.J.A.C. 17:27 et seq. All records are subject to audit and must be made available for a period of 5 years for the state comptroller class.

Professional Information and Qualifications

Copies of this standardized submission requirements and selection criteria are on file and available from the CBP Office. Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all architects or firm's offices and corresponding telephone and fax numbers. Please note specifically which architects will be assigned to work with the CBP;
3. Description of firm's architects' education, licensing, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
4. Experience related to representation of public entities;
5. At least four (4) references, two (2) of which must have knowledge of your representation of a public entity;
6. Examples of your record of success serving public entities;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and a total "not to exceed" amount;
9. Statement of corporate ownership (c.52:25-24.2)
10. Disclosure of Investment Activities in Iran Form (c. 52:32-55, et seq.); and
11. Statement, see attached, executed by a corporate officer, member, partner or sole proprietor certifying that there are no prior or pending ethics complaints against them or their company.

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost competitiveness.

Submission Requirements

Sealed RFQs will be publicly opened by the Carteret Business Partnership at 61 Cooke Avenue, Carteret, NJ 07008. The RFQ must be received no later than 2:00p.m. on July 26, 2018 by:

Mark Hruska

Carteret Business Partnership

61 Cooke Avenue

Carteret, NJ 07008

Please submit one original and two (2) copies of the RFQ. Use white 8 ½" x 11" paper

Contact:

Diana St. John

Director Community Development

61 Cooke Avenue

Carteret, NJ 07008

For more information call 732-541-3835 or email stjohnd@carteret.net

STATEMENT CONCERNING ETHICS COMPLAINTS

I, _____, of full age and to the best of my knowledge and belief, as of the date of this Certification, hereby certify as follows:

1. I am the _____ in connection with the firm, entity, partnership, sole proprietorship which entity is submitting this RFQ to the Borough of Carteret Borough.

2. I am aware of no prior or pending ethics complaints against myself or any firm or entity.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: _____ By: _____

Print Name: _____ 4852-9189-1529, v. 1