

**TOWNSHIP OF CRANFORD
OFFICE OF THE TOWNSHIP CLERK
8 SPRINGFIELD AVENUE
CRANFORD, NEW JERSEY 07016**

PHONE 908-709-7210
FAX 908-276-4859
EMAIL T-Rowley@cranfordnj.org

**NOTICE OF
REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL SERVICES**

The Township of Cranford is soliciting qualifications through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Sealed RFP responses will be received by the Township Clerk on February 22, 2012 at 10:00 a.m. in the office of the Township Clerk, Municipal Building, 8 Springfield Avenue, Cranford, NJ 07016, at which time and place responses will be opened for:

**REQUEST FOR PROPOSALS FOR
ARCHITECTURAL SERVICES**

Specifications and instructions may be obtained at the Office of the Township Clerk and are also available at www.cranford.com/township.

Respondents shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. A copy of your New Jersey Business Registration Certificate shall be included with your proposal.

Tara Rowley, RMC
Municipal Clerk
PHONE 908-709-7210
FAX 908-276-4859
EMAIL t-rowley@cranfordnj.org

Posted to Web: January 31, 2012

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

**REQUEST FOR PROPOSALS
FOR
ARCHITECTUARAL SERVICES**

SUBMISSION DEADLINE

**February 22, 2012
10:00 a.m.**

ADDRESS ALL QUALIFICATIONS TO

**Township of Cranford
8 Springfield Avenue
Cranford, New Jersey 07016**

Attention: Tara Rowley, Township Clerk

TOWNSHIP OF CRANFORD
OFFICE OF THE TOWNSHIP CLERK
8 SPRINGFIELD AVENUE
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Sealed RFP responses will be received by the Township Clerk on February 22, 2012 at 10:00 a.m. in the office of the Township Clerk, Municipal Building, 8 Springfield Avenue, Cranford, NJ 07016, at which time and place responses will be opened for:

Architectural Services

Specifications and instructions may be obtained at the Office of the Township Clerk.

Respondents shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. All forms and Certificates shall be included with your proposal.

Tara Rowley, RMC
Municipal Clerk

February 22, 2012

GENERAL INFORMATION & SUMMARY

Organization Requesting Proposal

Township Of Cranford
8 Springfield Avenue
Cranford, New Jersey 07016

Contact Person

Eric G. Mason
Interim Township Administrator
908-709-7205

Purpose Of Request

The TOWNSHIP OF CRANFORD is requesting proposals from qualified individuals and firms (“contractor(s)” or “proposer(s)”) to provide architectural services. Proposals will be evaluated in accordance with the criteria set forth in this RFP. One or more individuals/firms may be selected to provide services in connection with the redesign of the 18,000 square foot lower level of the Cranford Municipal Building, 8 Springfield Avenue, Cranford, New Jersey 07016.

Period of Contract

This contract shall be effective for a term of one (1) year.

Contract Form

The successful proposer shall be required to execute the Township’s form contract, which includes the indemnification, insurance, termination and licensing provisions. A complete copy of a draft Township form contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by contractor shall be considered a release in full of all claims against the Township arising out of, or by reason of, the work done and materials furnished under this contract.

**DETAILED REQUIREMENTS OF THE REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL SERVICES**

1. Township Of Cranford Facts And Figures

The Township of Cranford is a legal, governmental entity. The Township was incorporated in 1871 and operates under N.J.S.A 40A:63-1 et seq., the Township form of government. The Township is governed by a Township Committee. The Township Committee sets policy, adopts the operating and capital budgets for the Township, enacts ordinances and sets the direction of how the Township of Cranford will provide government services. The Township Administrator carries out the policies adopted by the Township Committee.

The Township's population is approximately 22,600 and it consists of approximately 4.9 square miles of area. The Township provides a full range of municipal services.

The Township's operating budget is approximately \$33 million.

2. Nature/Scope of Services

The Township of Cranford is requesting proposals from qualified individuals and firms to provide Architectural Services. The proposer will be required to have a close working relationship with any of the following offices: the Township Administrator, the Department of Engineering and Public Works, Construction Code Official and the Office of the Township Attorney.

The Township is seeking proposals (RFPs) from individuals and firms for architectural services for renovations to the lower level of the Township Municipal Building that incurred damages as a result of Hurricane Irene. The scope of services shall include but be not limited to the redesign of 18,000 square foot lower level of Municipal Building, modifications, to the existing mechanical systems, wet and dry mitigation techniques, repairs and modifications to existing office and storage spaces to meet current demands. Prior to submitting a proposal a physical walk through of the complex is required. A document detailing the scope of work for this project will be provided to each proposer during the mandatory physical walk through.

- A. Assessment of Existing Conditions. Initially, the Architect will need to gather any existing records or documents (e.g. Record Drawings, site surveys, etc.) that indicate existing conditions. These documents will need to be verified by on-site inspection of the premises. The extent of this effort shall be as in-depth and as extensive as is required and necessary to support the design effort.
- B. Design Phase Services. Professional architectural services will include, but are not limited to, construction drawings, providing updates during the documentation phase, bidding phase assistance to include detailed scope of services and specifications to be utilized in the preparation of construction bid documentation.

3. **Standard Requirements of Technical Proposal**

Proposers are required to submit the following information with their proposal:

- A. The name of the proposer, the principal place of business;
- B. Proposer must have a minimum of five (5) years experience in the design of municipal facilities;
- C. The education, qualifications, experience, of all persons who would be assigned to provide to work in this project;
- D. A listing of all municipal government and other levels of government that you have provided architectural services to in the past five (5) years. Contact information for the recipients of the similar services must be provided. The Township may obtain references from any of the parties listed. Service as the municipal architect of and municipality shall be stated separately. Where contracted on a project basis, details of the project and the services rendered shall be detailed;
- E. Identification of all specific professionals who will work on this project, ie: Mechanical Engineer, Structural Engineer, and Electrical Engineer;
- F. A description of all other areas of architectural services provided by the proposer, with emphasis on a description of those services of interest to a municipal government client. The architect should exhibit an understanding of municipal building design, existing conditions, systems and operations;
- G. A description of all other areas of architectural services provided by the proposer, with emphasis on a description of those services of interest to a municipal government;
- H. Affirmative Action Compliance;
- I. A completed Non-Collusion Affidavit (copy of form attached);
- J. A completed Owner Disclosure Statement (copy of form attached);
- K. A statement that the proposer will comply with the General Terms and Conditions required by Township and enter into the Township's standard Professional Services Contract;
- L. A copy of the proposer's Business Registration Certificate;
- M. A designation as to which of the services set forth in 2 above the proposer seeks to provide and a fee proposal as to each such service indicating the basis of the fee, whether

lump sum, hourly rate or otherwise, together with a statement of the hourly rate or other fee basis.

4. **Proposal Evaluation**

The Township will select the most advantageous proposals based on all of the evaluation factors set forth at the end of this RFP. The Township will make the award(s) that is in the best interest of the Township.

Each proposal must satisfy the objectives and requirements detailed in this RFP. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted.

The Township reserves the right to:

- A. Not select any of the proposals;
- B. Select only portions of a particular proposer's proposal for further consideration; (However, proposers may specify portions of the proposal that they consider "bundled").
- C. Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal. Every proposal must be valid through this time period.

The Township shall not be obligated to explain the results of the evaluation process to any proposer.

5. **Proposal Limitations**

This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Township by issuance of this RFP. The Township reserves the right at the Township's sole discretion to refuse any proposal submitted. Furthermore, this document does not commit the Township to award any contract.

6. **Use of Information**

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Township to the proposer in connection with this RFP shall remain the property of the Township. When in tangible form, all copies of such information shall be returned to the Township upon request. Unless such information was previously known to

the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Township or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

7. General Terms and Conditions

- A. The Township reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the Township to do so.
- B. In case of failure by the successful proposer, the Township may procure services from other sources, deduct the cost of replacement from any due to the proposer under the contract and hold the proposer responsible for any cost associated thereby.
- C. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
- D. Each proposal must be signed by the person authorized to do so.
- E. The contract shall be in effect for one year from the date of award unless otherwise stated.
- F. Proposals shall be submitted in triplicate and may be hand delivered or mailed consistent with the RFP outlined herein. To be considered; proposals shall be delivered to or received by the Township Clerk no later than February 22, 2012 at 10:00 am. In the case of mailed proposals, the Township assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened. Proposals will not be accepted by facsimile or e-mail.
- G. Proposers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.
- H. By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Township harmless in any case of any such infringement.
- I. No proposer shall influence, or attempt to influence, or cause to be influenced, any Township officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- J. No proposer shall cause or influence, or attempt to cause or influence, any Township officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
- K. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Township Administrator's decision shall be final and conclusive.

- L. The Township shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.
- M. The checklist, affidavits, notices and the like presented in this Request for Proposals are a part of this Request for Proposals and shall be completed and submitted as part of this proposal.
- N. All Proposal statements shall become the property of the Township and will not be returned.

8. Mandatory Physical Plant Walk-Through

- A. All proposers must participate in a mandatory physical walk-through of the facility.
- B. Proposer must attend one of the walk-throughs scheduled on the following dates:
 - February 7, 2012
 - February 9, 2012
 - February 14, 2012

Walk-through will commence promptly at 9 a.m. on the aforementioned dates.

END OF GENERAL INSTRUCTIONS

BASIS OF AWARD

The contract shall be awarded based upon the following evaluation factors:

- A. Relevance and extent of qualifications, experience, reputation and training of personnel to be assigned
- B. Knowledge of the Township of Cranford and the subject matter to be addressed under this engagement
- C. Relevance and extent of similar engagements performed
- D. Technical proposal contains all required information
- E. Reasonableness of cost proposal

REQUEST FOR QUALIFICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REJECTION, AT THE OPTION OF THE TOWNSHIP

Please initial below, indicating that your proposal includes the itemized document.

- | | <u>Initial Below</u> |
|--|----------------------|
| A. An original and two (2) signed copies of your complete proposal | _____ |
| B. Affirmative Action Compliance | _____ |
| C. Non-Collusion Affidavit | _____ |
| D. Owner Disclosure | _____ |
| E. Business Registration Certificate(s) | _____ |
| F. Authorized signatures on all forms | _____ |

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS

Name of Proposer: _____

Firm or Corporation _____

Print Name _____

Signature _____ Title _____

(revised 04/10)

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, will send to each labor union with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies, including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, creed color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor 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)

The contractor and its subcontractor(s) shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF UNION ss:

I am _____ of the firm _____, named in this proposal. Upon my oath, I do depose and say that I executed the said proposal with full authority so to do, and:

1. That this proposer has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with this engagement;

2. That all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Township of Cranford relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said engagement; and

3. That no person or selling agency has been employed to solicit or secure this engagement agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial selling agencies of the proposer. (N.J.S.A.52: 34-25)

(type or print name of affiant under signature)

Subscribed and Sworn to before me this
_____ day of _____, 20_____

NOTARY PUBLIC OF
MY COMMISSION EXPIRES _____, 20_____

OWNER DISCLOSURE INFORMATION

Set forth below are the names and addresses of all owners of 10% or more of the proposing business entity.

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name of Business Entity _____

Signature _____ Title _____

Subscribed and Sworn to before me this

_____ day of _____, 20_____

Notary Public Of

My Commission Expires: _____, 20_____