

Request for Proposal
For
Architectural Services (Architect of Record)

To Be Received on or Before
Thursday, September 14, 2017 at 11:00 a.m. prevailing time

Send to the Attention of:

Mr. Jonathan Houdart
School Business Administrator/Board Secretary
Brigantine Board of Education
301 East Evans Boulevard
Brigantine, NJ 08203

The Brigantine Board of Education invites applications from interested architectural firms to provide architectural services as per the following:

Request for Proposal Architectural Services

The Brigantine School District is comprised of two schools, grades Pre-K through 8. The Brigantine Elementary School and the Brigantine North Middle School currently serve approximately 620 students. Students in grades 9 through 12 attend Atlantic City High School. The District has multiple special education and extra-curricular programs.

A. PURPOSE

In accordance with N.J.S.A.19:44A-20.4 et seq., the Brigantine Board of Education is requesting proposals (RFP) from architectural firms in the State of New Jersey that wish to provide general architectural services to the Brigantine Board of Education as directed by the Board. It is the intention of the Brigantine Board of Education to appoint an Architectural Firm to provide architectural services to the Board of Education for the 2017-2018 school year and two additional years at the Board's option for the 2018-2019 and 2019-2020 school years. Under 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 and will award based on criteria as outlined in this request for proposals. The requests are being made to ensure the District receives the highest quality service at a fair and competitive price.

B. SCOPE OF SERVICE/QUALIFICATIONS OF RESPONDENTS

1. The Brigantine Board of Education is requesting proposals from New Jersey licensed architects interested in providing Architectural Services as the Architect of Record for the Brigantine School District.
2. The successful contractor must have a minimum of five (5) years' experience in full architectural services for NJ public schools, including the programming, design, cost estimating, preparation of construction documents, reproduction costs, bid development, bid evaluation, construction administration, final inspection, and project acceptance for a New Jersey public entity. Proposals are being solicited through a fair and open process. Under 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 and will award based on criteria as outlined in this request for proposals. The requests are being made to ensure the District receives the highest quality service at a fair and competitive price.
3. The Brigantine Board of Education shall not be bound to use the appointed Architect of Record. The Board may obtain competitive pricing through either a RFP/RFQ or quotation process from other architectural firms for any projects approved by the Board when it is in the best interest of the Board.

C. CONTRACT PERIOD

The term of contract for Architect of Record shall be from July 1, 2017 through June 30, 2018 with two additional years at the Board's option for 2018-2019 and 2019-2020.

D. COORDINATION OF ACTIVITIES

All activities for this contract will be coordinated through the office of:

Jonathan Houdart
School Business Administrator/Board Secretary
Phone: 609-266-3632
Email: jhoudart@brigantineschools.org

E. SUBMITTAL REQUIREMENTS

Architectural firms responding to this Request for Proposal (RFP) must prepare their responses in a bound format with appropriate section dividers corresponding to the following sections. Each section must be listed in the same order and numbered as shown. Firms failing to adhere to this format risk having their submissions being considered non-compliant to the RFP.

Section 1

Provide the following information about your firm:

- Name of Firm
- Address
- Telephone Number
- Fax Number
- Name, Title, and Telephone Number of Contact Person

If a Corporation, provide the following:

- Date of Incorporation
- State of Incorporation
- President's Name
- Vice President's Name
- Secretary's Name
- Treasurer's Name

If a Partnership, provide the following:

- Date of Partnership
- State of Partnership Formation
- Name of all Partners

Section 2

Provide a brief overview or firm history of the company, including the number of years the firm has been providing architectural services to the educational community.

Section 3

Provide a listing of five (5) completed educational design projects for which your firm has undertaken during the last five (5) years. For each project listed, provide the following information: owners name and location, project name and locations, project size in terms of gross square feet (GSF), owner's representative (name, title, and telephone number), estimated base bid cost and the actual base bid cost. Also include the total amount dollar amount of change orders issued in conjunction with each of these projects and the percentage of change orders to total actual base bid cost.

Section 4

Provide a brief description of the firm's experience with the New Jersey Department of Education's construction/approval process, including experience New Jersey School Development Authority (SDA). Include a summary of recent educational construction projects, identifying the Final Eligible Cost (FEC) determinations for each project as it relates to the total project cost. Indicate total educational experience and how many educational (K-12) projects are currently underway in your office.

Section 5

Provide an organizational chart of a typical design team. Provide a resume for each of the key personnel listed including education, educational project experience, and the number of years each of the members of the design team has been providing design services.

Section 6

Provide a listing of unique qualifications the firm can bring to proposed projects and the benefits the Brigantine Public School District can anticipate. Include a statement addressing your public information campaign and pre-referendum support process. Also discuss your experience in land/site acquisition support and Long Range Facility Plan (LRFP) support. Please highlight any recent use of innovative material, systems and equipment, as well as energy conservation measures your firm has utilized on other school projects.

Section 7

Provide a listing of any legal proceeding (arbitration, complaint, or court action) filed by an owner or contractor against the firm or against any responsible individual, for any project in which the firm provided a feasibility study and/or architectural services within the past ten (10) years.

Section 8

Provide a listing of firm personnel and their disciplines. If any professional services are subcontracted, please provide similar employee information for these professional firms used by your firm in educational projects, including education and educational project experience. Personnel/subcontractors identified should cover the following disciplines:

Mechanical Engineering
Electrical Engineering
Structural Engineering
Civil Engineering
Landscape Architecture
Geotechnical Engineering
Environmental Engineering
Educational Telecommunications/Technology Consultant

Sub-consultants identified must also have similar specialized knowledge of the design and construction of high schools, elementary and middle schools, and have recent experience in projects of similar size and scope.

Section 9

Provide a brief response to each of the following questions:

What measures or procedures does the firm use to work with the members of the Board of Education, school administrators and the construction manager (if any) in determining the overall design and construction schedule?

What measures or procedures does the firm utilize to keep the Project Team and the Owner informed of the progress of the work?

What measures or procedures does the firm utilize to maintain the project schedule once under construction?

Section 10

All respondents are to submit a fee proposal that compliments the service that is being requested. Please provide the anticipated fee structure by your firm for the following services:

1. Annual survey of all facilities for the purpose of updating the present five (5) year plan and reviewing current needs.
2. Fee, if any, for a minimum of six (6) meetings per year with administrative staff and the Facilities Committee of the Board.
3. Fee, if any, for reasonable attendance at Board of Education meetings.

4. Fee, if any, for correspondence generated.
5. Percentage of Contract Fee breakdown:

Project fee as a percentage of project cost	_____ %
a. Schematic Design	_____ %
b. Design Development	_____ %
c. Construction Documents	_____ %
d. Bidding	_____ %
e. Contract Administration	_____ %
6. Minimum retainer, if any.
7. List other customary fees expected to be charged to the Board of Education.

Section 11

Provide four (4) references, listing their name, title, school district, address, and telephone number.

Section 12

All respondents are required to submit the following required documentation:

1. Proposal Certification Form.
2. Evidence of Affirmative Action Compliance.
3. Exhibit A – Mandatory Equal Employment Opportunity Language.
4. Chapter 271 Political Contribution Disclosure Form.
5. Stockholder Disclosure Certification.
6. Non-Collusion Affidavit.
7. Disclosure of Investment Activities in Iran.
8. W-9.
9. New Jersey Business Registration Certificate.
10. Professional liability insurance of \$1,000,000, with the Brigantine BOE listed as an additional insured.

F. SELECTION CRITERIA

The Brigantine Board of Education will award the contract(s) based on the selection criteria as described herein:

- ✓ Demonstration of superior experience in education design projects.
- ✓ Demonstrated experience of the firm in performing similar services for New Jersey public school districts.
- ✓ Background, demonstrated experience, and project-related credentials of the personnel to be assigned to the District.
- ✓ Supportive services provided in the form of strategic planning and demographic projections.

- ✓ Location of the firm's primary office in relation to the Brigantine Public School District.
- ✓ Quality of the firm's proposal and submitted documents.
- ✓ References.
- ✓ Quality of firm's interview.
- ✓ Cost of proposal.

The Board of Education of Brigantine School District shall award a professional services contract as the Architect of Record to the firm or firm(s) that best meet the needs and interest of the Brigantine School District.

The Board of Education of the Brigantine School District also reserves the right not to use the appointed Architect of record and may obtain competitive pricing through either an RFP or RFQ or quotation process from other architectural firms for any projects approved by the board that require these services when it is the best interest of the board to do so.

G. SUBMISSION OF RFP PACKAGE

Please submit six (6) copies of the proposal package to:

Jonathan Houdart
School Business Administrator/Board Secretary
Brigantine Board of Education
301 East Evans Boulevard
Brigantine, NJ 08203

H. SUBMISSION DEADLINE

The proposal must be mailed or hand delivered by Thursday, September 14, 2017 by 11:00 a.m. prevailing time.

No proposal will be considered, regardless of postmark, unless it is in the hands of the Business Administrator prior to the time set for the opening of the proposals. Proposals may be delivered to the above address between the hours of 8:00 a.m. and 4:00 p.m. Proposals must be plainly marked on the outside "ARCHITECT OF RECORD PROPOSAL" and the envelope containing the proposal shall be endorsed on its face with the name of the person, firm, or corporation making such proposal. The Brigantine Board of Education will not be responsible for the premature opening of any proposal not so marked.

The Board reserves the right to reject any or all proposals and to waive immaterial informalities, or to accept any proposal, which in the opinion of the Board of Education will be in the best interest of the District. Any deviation from the materials and/or supplies of this proposal will be deemed a breach of contract, unless prior written consent is obtained by the firm from the Brigantine Board of Education.

I. AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.

J. AUTHORIZATION TO WORK

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

K. CONTRACTS

Upon notification of award of contract by the Brigantine Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education.

**Brigantine Board of Education
Proposal Certification Form**

I certify that:

1. I have read and fully understand the Request for Proposal.
2. The firm meets all the requirements contained in the Request for Proposal.
3. The information contained in all of the Request for Proposal documents are true.
4. I am authorized to submit the proposal on behalf of the firm.

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

Name of Firm

Representative's Signature

Witness's Signature

Representative's Name and Title

Witness's Name and Title

Address

Telephone Number

Fax Number

Affix Corporate Seal

Brigantine Board of Education
Request for Proposal for Architectural Services

Affirmative Action Statement

The following questions must be answered by all prospective firms:

1. Do you have a federally approved or sanctioned Affirmative Action Program?

Yes _____ No _____

(a) If yes, please submit a copy of such approval.

2. Do you have a State Certificate of Employee Information Report approval?

Yes _____ No _____

(a) If yes, please submit a copy of such approval.

3. If the firm cannot present #1 or #2, the firm is required to submit a completed Employees Information Report (Form AA-302) at the time of the award only.

**Brigantine Board of Education
Request for Proposal for Architectural Services**

EXHIBIT A

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)
N.J.A.C. 17:27 et seq.**

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, 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, affection-al or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, up-grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprentice-ship. 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 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, race, creed, col-or, 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 personnel 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, race, 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:

- o Letter of Federal Affirmative Action Plan Approval;
- o Certificate of Employee Information Report; or
- o Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance/).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Signature

Date

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Submission

Name of Business _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

Check the box that represents the type of business organization:

- | | | |
|---|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation | | |

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____, 2__.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

NON-COLLUSION AFFIDAVIT

Re: Proposal for the BRIGANTINE BOARD OF EDUCATION.

STATE OF _____

COUNTY OF _____

I, _____ of the City of _____
in the County of _____ and the State of _____

of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of
Position in Company _____
the firm of _____ and the bidder making the
Proposal for the above names contract, and that I executed the said Proposal with full authority so to do; that I have not,
directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this
proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in
connection with the above named bid, and that all statements contained in said Proposal and in this affidavit are true
and correct, and made with full knowledge that the Board of Education of Brigantine 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 bid.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract
upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide
employees of bona fide established commercial or selling agencies maintained by

(Print Name of Contractor/Vendor)

Subscribed and sworn to: _____
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this _____ day of _____, _____.
Month Year

NOTARY PUBLIC SIGNATURE Print Name of Notary Public

My commission expires _____, _____ - Seal -
Month Day Year

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: _____ **Bidder/Offeror:** _____

**PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY"

Name _____ Relationship to Bidder/Offeror _____	<input type="button" value="Delete"/>
Description of Activities _____ _____	
Duration of Engagement _____ Anticipated Cessation Date _____	
Bidder/Offeror Contact Name _____ Contact Phone Number _____	

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____