



# BARNEGAT TOWNSHIP SCHOOL DISTRICT

550 BARNEGAT BOULEVARD NORTH  
BARNEGAT, NEW JERSEY 08005  
(609) 698-5800 FAX (609) 660-5974

**Karen M. Wood**  
*Superintendent*

**Lourdes LaGuardia**  
*Business Administrator/Board Secretary*

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## **Request For Proposal Architectural Services RFP 18-01**

In accordance with N.J.S.A. 18A:18A-4 et. seq., the Barnegat Township Board of Education is requesting proposals from New Jersey licensed architects interested in providing the district with general architectural services for the 2018-2019 school year. The successful firm must have a minimum of five years experience in: full architectural services for the programming, design, cost estimating, preparation of construction documents, reproduction costs, bidding, bid evaluation, construction administration, final inspection, and project acceptance for a New Jersey School District or other New Jersey public entity.

### **Scope of Work:**

The successful contractor must have a minimum of five (5) years' experience in full architectural services for a NJ public school, 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. The successful firm/individual shall provide at his/her own expense for the technical assistance necessary to develop the work for the following specialties, if needed:

- Athletic Field Design (artificial and natural surfaces)
- Site Analysis and Infrastructure Assessment
- Project Cost Estimating
- Parking Needs Assessment
- Traffic Engineering
- Civil Engineering
- Mechanical, Plumbing and Fire Protection Engineering
- Electrical Engineering and Lighting
- Architectural Illustrator and Digital Imaging

The successful firm/individual may be requested to provide as an extra service, specialty services, or retain specialty consultants that will take direction from the district. A list of possible specialty services that may be requested is as follows:

- Surveying
- Geotechnical Engineering
- Soils Testing
- Phases I and II Environmental Assessment



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### **Term:**

1. The term of the contract for this proposal shall cover three one year terms. The Board reserves the right to exercise renewal thereafter. Pending Board approval.
2. The length of the terms for the Architectural Services contract shall be July 1, 2018 to June 30, 2019; July 1, 2019 to June 30, 2020, and July 1, 2020 to June 30, 2021.

### **All proposals shall include the following minimum information:**

1. **Description of Services**  
Provide a description of all services to be rendered with a detailed explanation of how the services will be provided. By submitting a proposal, the Firm acknowledges that he/she fully understands the scope of work, activity and service.
2. **Qualifications; Relevant Experience**  
Evidence and documentation shall be submitted highlighting qualifications and experience that will assist the Board in the evaluation and selection process.
3. **Name of the individual(s) to be assigned to perform the tasks.**
4. **Professional licenses and certifications held by the individual(s) to be assigned.**
5. **Professional experience and education of the individual(s) to be assigned including a listing of experience with the Barneгат Township Board of Education and/or experience with other New Jersey public entities.**
6. **A description of the support staff available to the individual(s) to be assigned.**
7. **A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm/company showing the amount of professional liability insurance and all other coverage in place as of January 1, 2018.**
8. **A list of four professional references with addresses and telephone contact numbers. Three must have direct knowledge relating to your experience in the requested service.**
9. **A copy of the Certificate of Employee Information Report or Form AA-302 Initial Employee Information Report.**
10. **A copy of your Business Registration Certificate.**



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11. A description of any previous services to the Barnegat Board of Education which provide the firm with a familiarity with the District.
12. Costs quoted to perform the specified services. PLEASE NOTE: These costs must be provided at time of submittal.
13. Completed Vendor Documents including:
  - a. Affirmative Action Questionnaire
  - b. Non-Collusion Affidavit
  - c. Political Contribution Disclosure Form
  - d. Stockholder or Partnership Disclosure Affidavit
  - e. Vendor Questionnaire/Certification
  - f. Disclosure of Investment Activities in Iran
14. The Firm acknowledges that he/she has read this Request for Proposal has a full understanding and agrees to be bound by the terms and conditions. Proposals must be submitted prior to the time and date specified by mail or hand delivered to the Board of Education. No facsimile or e-mail proposals will be accepted.
15. The Barnegat Township Board of Education reserves the right to reject any or all proposals in whole.
16. The Barnegat Township Board of Education reserves the right to contact references provided with the proposal.
17. Include any additional information which you believe will be useful to the Barnegat Township Board of Education in its selection process.



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*Request For Proposal*

*for*

*Architectural Services*

*2018-2019*

**(Return this page with your Architectural Services Proposal)**

The Architectural firm's staffing fee structure, hourly rates and other costs will be as follows:

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The Architectural firm agrees to do these services for the amounts quoted as follows:

Architectural Services for 2018-2019 \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title or Office \_\_\_\_\_



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### SUBMISSION REQUIREMENTS

All responses to this Request For Proposal (“RFP”):

1. The deadline to submit all RFP packages is **Tuesday, May 8<sup>th</sup>, 2018**. Responses to the RFP must be received **prior to 10:00 a.m.**, prevailing time on the date on which they are due. Submissions received after that date and time shall not be considered.
2. Must be enclosed in a sealed envelope bearing the name and address of the submitter, the name of this RFP, RFP number, and the RFP due date on the outside of the envelope.
3. Responses which are to be hand delivered the day due must be taken and presented to the Board Secretary at the time the responses to this RFP are called for.
4. Responses to this RFP which are to be mailed, shall be mailed to:

Lourdes La Guardia, SFO, RSBO  
Business Administrator/Board Secretary  
Barnegat Township Board of Education  
550 Barnegat Boulevard North  
Barnegat, NJ 08005

5. The Board will not be responsible for late mail deliveries and no responses to this RFP will be accepted by the district if received after the time stipulated above.
6. An original and five copies of your response to this RFP must be submitted for your response to be deemed complete.
7. The School Board will consider the proposals at the May 2018 Regular Board of Education meeting.



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### SELECTION CRITERIA

The selection criteria to be used in awarding a contract or contracts described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in providing the professional services requested and references related thereto;
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the District;
4. Location (distance) of primary office in relation to the District Administrative Offices;
5. Recent, current and projected work load of the individual or firm.
6. Thoroughness and completeness of the applicant's submittal.

The Barneгат Board of Education reserves the right to reject any or all proposals and to waive any defect if it is in the best interest of the Board of Education. The contract, if awarded, shall be based on the proposal that is most responsive to the criteria set forth in the Request for Proposal. A decision on whether the contract will be awarded and to whom it will be awarded shall be made within 60 days from the last scheduled date for receiving proposals.

The Board reserves the right to negotiate all the terms and conditions of a professional services contract with the successful firm or firms to obtain the most cost advantageous services for the District.

### **Lobbying Prohibited**

Neither you or any other agent nor representative of your company should initiate any communications to promote or advertise your proposal to any member of our Board of Education, staff or faculty, except in the course of inquiries, briefings, interviews or presentations.