

**THE GUTTENBERG BOARD OF EDUCATION
AND THE TOWN OF GUTTENBERG REQUEST FOR QUALIFICATIONS
FROM LICENCED ARCHITECTURAL FIRMS INTERESTED IN
SERVING AS THE ARCHITECT TO THE GUTTENBERG BOARD OF EDUCATION
AND TOWN OF GUTTENBERG FOR A JOINT PROJECT FOR THE DESIGN
OF A FACILITY AS A RECREATION/COMMUNITY CENTER, LIBRARY
AND ADDITION TO THE ANNA L. KLEIN SCHOOL**

Introduction

The Guttenberg Board of Education (“Board”) is a Board of Education in Hudson County, New Jersey and The Town of Guttenberg (“Town”) is a municipality of Hudson County, New Jersey . Pursuant to N.J.S.A. 19:44A-20.5 et seq, the Board and Town seeks Requests for Qualifications (“RFQ”) from licenced architectural firms that wish to provide architectural services to the Board and Town for a joint project for a school addition, recreation/community center and library as directed by the School Business Administrator and/or Town Administrator or other appropriate officials within the Board and Town. The successful firm must have significant experience in representing New Jersey school districts in all aspects of school architectural services.

The successful firm will provide the Board and Town with architectural and construction services for a joint project for a school addition, recreation/community center and library as determined by the Board and Town and as directed by the Business Administrator and/or Town Administrator. There shall be designated a member of the firm as the School/Municipal Architect for the Guttenberg Board of Education and Town of Guttenberg which shall be a New Jersey Licensed Architect.

The project to be undertaken contemplates the design and construction of :

1. A new facility to be constructed on a parcel of land approximately 107 feet by 142 feet adjacent to the existing Anna L. Klein School. This new space to accommodate a minimum of twelve new classrooms, science laboratories, community rooms, gymnasium and support facilities.
2. Alterations to the existing school building to accommodate the creation of a media center/library in the existing gymnasium space to be used as both a school and municipal facility.
3. Alteration to the existing school building to provide for elimination of temporary classrooms currently in use adjacent to Anna L. Klein School.

Professional Information and Qualifications

1. Name of Firm;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which licenced architect will be assigned to work with the Board and Town.
3. Description of firm's architects education, experience, qualifications, number of years with the firm and a description of their experience as licenced architects.
4. Experience related to providing architectural services to public entities and specific experience related to the design of school, recreational and joint use facilities.
5. Experience in applying for and securing State and Federal grants for public projects.
6. At least four (4) references, three (3) of which must have knowledge of your service to public entities;
7. Examples of your record of success (or significant achievements) servicing public entities;
8. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
9. Cost details, including the hourly rates of each of the individuals who will perform the services and all expenses.
10. Any other information which the interested firm deems relevant.
11. New Jersey Business Registration Certificate.
12. Fully executed Non-Collusion Affidavit which is attached.
13. Fully executed Disclosure of Ownership form which is attached.

Section Criteria

The submissions presented will be reviewed by a committee composed of members of the Board and Town. The committee will submit recommendations to the full Guttenberg Board of Education and Guttenberg Mayor and Council. Final award of a contract will be subject to approval of the Guttenberg Board of Education and Guttenberg Mayor and Council.

The review process may include the responding firms to meet with the above mentioned committee at which time, the representative of the firm maybe requested to make a presentation in detail concerning the firms qualifications, conceptual plans for addressing the needs set forth in the Request for Qualifications and preliminary cost estimates for the contemplated project.

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;
4. Cost competitiveness; and
5. Other factors, if demonstrated to be in the best interest of the Board and Town.

Pre-Submission Conference

Prior to the submission of any responses, there will be a mandatory pre-submission conference to be held in the Anna L. Klein School, 301 69th Guttenberg NJ on December 1, 2009 at 10 AM. At that meeting, any inquiries by interested architectural firms will be received. Written responses to these inquiries will be provided to all firms that attend said conference. Proposal submissions will only be accepted by those architectural firms that attend the pre-submission conference.

Submission Requirements

RFQ must be postmarked or hand-delivered no later than December 15, 2009 to:

Jolene Mantineo, Business Administrator
Guttenberg Board of Education
301 69th Street
Guttenberg, New Jersey 07093
201-861-3100 ext. 10

Please submit one original and nine (9) copies to the RFQ. Use white 8 ½ x 11 paper.

BOARD OF EDUCATION

TOWN OF GUTTENBERG

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :
: SS.
COUNTY OF HUDSON :

I, _____ of the
_____ of _____, in the County of
_____ and
the State of New Jersey, of full age, being duly sworn according to law on my oath
depose and say that:

I _____ am

_____ of _____ the _____ firm
of _____

the Professional Service Entity making the submission for the above named Service,
and that I executed the said submission with full authority to do so; that the Professional
Service Entity has not, directly or indirectly, entered into any agreements, participated in
any collusion, or otherwise taken any action in restraint of fair and open competition in
connection with the above named Service; and that all statements contained in said
submission and in this affidavit are true and correct, and made with full knowledge that
the Town of Guttenberg relies upon the truth of the statements contained in said
submission and in the statements contained in this affidavit in awarding the contract for
said Service.

I am 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.

Subscribed and sworn to before me
this _____ day of _____, 200

Notary Public
State of _____
My Commission Expires _____

(Signature or Professional)

(Type or print name of Affiant and Title
under signature)

GUTTENBERG BOARD OF EDUCATION

TOWN OF GUTTENBERG

DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that “no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individuals who own 10% or more of the stock or interest in the corporation or partnership”.

1. If the professional service entity is a *partnership*, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a *corporation*, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or mor of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

COMPLETE ON THE FOLLOWING STATEMENTS:

1. Stockholders or Partners owning 10% or more of the company providing the submission:

Name:

Address:

SIGNATURE: _____
DATE: _____

II. No Stockholder or Partner owns 10% of more of the company providing this submission:

SIGNATURE: _____ DATE: _____

III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: _____ DATE: _____

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

_____ Limited Partnership _____ Limited Liability Corporation
_____ Limited Liability Partnership _____ Subchapter S Corporation

SIGNATURE: _____ DATE: _____

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE 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 or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates or 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 non-discrimination 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 or sex.

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

The contractor and subcontractor, where applicable, agrees to comply with the 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 and subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals established in accordance with N.J.S.A. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.S.A. 17:27-5.2.

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

The contractor and 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.

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

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.