

Warren County Community College  
475 Route 57 West  
Washington, N.J. 07882



Request for Proposals:  
On-Call Professional Architectural Services  
22-06

Office of Campus Operations  
Dennis Florentine  
Dean of Administration

**REQUEST FOR PROPOSALS: ON-CALL ARCHITECTURAL SERVICES**

**Key Dates**

Request for Proposals Available: September 28, 2021

**Key Dates for Proposers:**

Any Clarification Questions on the RFP must  
be received by the College in writing by: October 4, 2021

College will respond to all potential firms  
With answers to clarifying questions by: October 7, 2021

Proposals must be received by the College  
By 1:00 pm on: October 20, 2021

**Tentative Decision Date:**

Contract Awarded by Board of Trustees: November 17, 2021

**Contact Information for questions:**

Mr. Dennis Florentine  
Dean of Administration  
Warren County Community College  
475 Route 57 West  
Washington, NJ 07882-9605  
Fax (908) 835-1678  
Email: [dflorentine@warren.edu](mailto:dflorentine@warren.edu)

## WARREN COUNTY COMMUNITY COLLEGE

### REQUEST FOR PROPOSALS

#### ON-CALL ARCHITECTURAL SERVICES

**REQUEST FOR PROPOSALS** – Warren County Community College seeks an Architectural firm to provide on-call design and consulting services for small scale renovations, alterations, and additions as may be required to support ongoing and changing needs of the College.

#### SCOPE OF SERVICE

Professional Services includes but are not limited to, architectural services, feasibility studies, landscape architecture, sustainable design and any combination of the services or associated services as may be required for projects. Projects with an overall design cost exceeding the College's current bid threshold of \$37,500 may be excluded from the above-mentioned scope of services. The College reserves the right to solicit public bids for RFP's for professional design services for projects exceeding \$37,500.

**Response Date: In order to be considered for selection, proposals must be received at Warren County Community College, Office of Campus Operations, (475 Route 57 West, Washington, N.J. 07882) no later than 1:00 pm on Wednesday October 20, 2021.**

Any proposal in route will not be considered timely and will be returned unopened. Proposals received after the aforementioned deadline will be late and ineligible for consideration.

**Inquiries:** All inquiries or requests for clarification arising after the issuance of this RFP shall be submitted in writing by email or fax to:

Dennis Florentine  
Dean of Administration  
Warren County Community College  
475 Route 57 West  
Washington, N.J. 07882  
Fax: 908-689-9262  
Email: [dflorentine@warren.edu](mailto:dflorentine@warren.edu)

Questions and answers will be consolidated and provided to all firms on record as having received this RFP.

**Consideration of Proposals:** The College may award a contract based on initial proposals received without discussion of such proposals with responding firms. Accordingly, each proposal should be submitted with the most favorable price and service available. The College reserves the right to initiate discussion should clarification or supplementation be necessary.

**Oral Presentation:** If an oral presentation by a firm is required by WCCC, these presentations will be scheduled by the Dean of Administration subsequent to the receipt of proposals and prior to the award of the contract.

**Award of the Contract:** The Board of Trustees is authorized to enter into a contract for the proposed services based on a recommendation from the Board's Operations Committee to award the contract to the selected qualified architect. The decision of the Board of Trustees is final.

**Contract Period and Effective Date:** The RFP term will be from on or about November 17, 2021 to on or about November 17, 2022 with an option for a second-year renewal upon approval of the Board of Trustees.

**Incurring Costs:** The College will not be liable for any cost that firms may incur in the preparation or presentation of their proposal(s). Proposals should be concise, straightforward and prepared simply. However, there is no intent within these instructions to limit a proposal's content or to exclude any relevant or essential data.

**Addendum to RFP:** In the event that it becomes necessary to revise this RFP in total or in part, an addendum will be provided to all firms on record as having received this RFP.

**Authorized Firm Representatives:** The proposal will list the name, title, office address, telephone number, email and fax number (if any) of the person(s) authorized to represent the firm regarding this RFP.

**Assignment:** The successful firm shall not assign or subcontract any portion of its obligations under the contract without the prior written consent of the College. Assignment or subcontracting shall in no way relieve the successful firm of any of its obligations.

**Compliance:** The firm hereby agrees to abide with all applicable federal, state, county and township laws and be responsible for obtaining and/or maintaining licenses that may be required. The College is governed by N.J.S.A. 18A:64A- 25.1 et seq.

The respondent must comply with PL2005.c.19, c.51 and c.271; N.J.S.A. 19:44A-20.4, *et seq.* Respondent is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A- 20.13 (P.L. 2005 c.271,s.c) if it receives a contract in excess of \$50,000.00 from a public entity.

The respondent is required to conform with the requirements of N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27; and must be registered with the Affirmative Action Office, State House, Trenton, New Jersey 08625. The respondent must submit an Equal Employment Opportunity Certification with the bid.

The respondent is required to comply with P.L., 2004, C57, for New Jersey Business Registration Requirements and a NJ Business Registration Certificate must be submitted prior to execution of the contract.

**Acceptance of Services Rendered:** The College, through its designated representatives, will be the sole determining judge of whether services rendered under this RFP satisfy the requirements as identified.

**Anti-Collusion:** The submittal of a proposal constitutes agreement that the Respondent has not divulged its proposal to other responders, nor has the company colluded with any other firms or parties to a proposal what-so-ever.

**Written Contract:** The successful Respondent will be required to enter into a written agreement with the College specifying the scope of services to be provided and payment terms. The agreement will include, among other things, requirements for the following insurance and indemnification.

**Insurance:** The successful Respondent shall be required to maintain comprehensive general liability insurance of at least \$1,000,000.00 naming the College as an additional insured in any such policy of insurance thereof for this specific contract of services and shall provide the College with a Certificate of Insurance as evidence of said policy upon execution of an agreement.

The firm shall maintain professional liability insurance of at least \$1,000,000.00 and shall provide the College with a Certificate of Insurance as evidence of said policy upon execution of this agreement.

**Indemnification:** Upon execution of the agreement with the College, the successful Respondent agrees to indemnify and will hold the College harmless from all liability, claims, and actions and cost arising from all negligent acts or omissions of the Respondent, its agents, servants, employees, consultants and/or subcontractors, including cost of defense and/or attorney's fees engendered thereby.

## **PROPOSAL RESPONSE OUTLINE**

**Respondents must submit two copies of their proposals.** Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals must be organized and tabbed to comply with the following sections:

- A. LETTER OF TRANSMITTAL:** The letter of transmittal should include an introduction about the firm including the name, address, telephone number, fax number and email address of the person(s) to be contacted along with others who are authorized to represent the firm in dealing with this RFP.
- B. EXECUTIVE SUMMARY:** An executive summary will briefly describe the firm's approach in providing services. It should also indicate any major requirements that cannot be met by the firm.
- C. DETAILED DISCUSSION:** This section should constitute the major portion of the proposal. Failure to provide a written response to items indicated in the RFP will be interpreted by the College as an inability by the firm to provide the requested service or function. This section should include the following:
  - a. Listing and resumes of officers, directors or partners of the firm
  - b. A description of the current level of the firm's activity
  - c. References from projects of various size and scope with a college setting
  - d. List of at least three clients, including names and phone numbers, who can be contacted as references within the last five years
- D. COST PROPOSAL:** The firm must submit hourly rates and a percentage for reimbursable items.

- E. REFERENCES:** The firm must submit at least three references as well as all performance experience with other Colleges.
- F. MISCELLANEOUS:** Additional information and attachments, if any, may be submitted by the firm.

## **PROPOSAL EVALUATION**

The selection of a firm will be based on the College's evaluation of the proposal in accordance with the responses received to the criteria outlined below.

Respondents will be evaluated on their past experience, project organization, past performance, ability to respond to user requirements, experience working with other county colleges, and evidence of an appropriate balance of design creativity and budget control.

The Respondent is responsible for the accuracy of the information submitted.

**Evaluation:** The College reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers; and its decision will be final.

**SUBMITTALS** – All responses to this RFP should be clearly marked and addressed as follows:

**Dennis Florentine  
Dean of Administration  
Warren County Community College  
475 Route 57 West  
Washington, N.J. 07882  
Phone: 908-835-2626**

**All responses must be received in the Office of Campus Operations by 1:00 PM on Wednesday October 20, 2021 Responses received after this time and date will not be considered.**

**Address all questions regarding this RFP to Dennis Florentine, 908-689-9262 (Fax), or [dflorentine@warren.edu](mailto:dflorentine@warren.edu) (email) -- email is preferred. Questions must be received by the end of the business day on Monday October 4, 2021. Responses will be addressed to all proposers by the end of the business day on Thursday October 7, 2021.**

Warren County Community College assumes no liability or responsibility for the cost incurred by the firm for any materials, efforts or expenses required in the preparation of this application or in connection with presentations or demonstrations made prior to the execution of a contract.

## **Conditions Applicable to RFP**

Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- All cost incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
- The College reserves the right in its sole judgment to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.
- The College reserves the right in its sole judgment to reject any Respondent that submits incomplete responses to this RFP.
- All Qualification Statements shall become the property of the College and will not be returned.

## **Rights of College**

The College reserves and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of the RFP.
- To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
- To waive any technical non-conformance with the terms of this RFP.
- To request any clarification or supplementation from one or more Respondents.

**The following forms shall be completed and a valid New Jersey Business Registration Certificate shall be submitted either as part of the proposal response or presented prior to formal award by the Board of Trustees.**

Form A: Non-collusion affidavit

Form B: Stockholder's disclosure

Form C: Evidence of affirmative action

Form D: Disclosure of investment activities in Iran

Form E: Signatory page

Form F: Schedule of fees

New Jersey Business registration certificate to be provided by the responding firm with the proposal or prior to time of contract award

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

COUNTY OF (Warren)

I \_\_\_\_\_ of the City of \_\_\_\_\_ in the County of \_\_\_\_\_ and the State of \_\_\_\_\_ being of full age, being duly sworn according to law on my oath deposit and that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the Bidder making the Bid for the above-named project, and that I executed the said Bid with full authority so to do; that said Bidder has not, directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action, in restraint of free, competition in connection with the above named action, in restraint of free, competition in connection with the above named project; and that all statements contained in said Bid and in this Warren County Community College relies upon the truth of the statements contained in said Bid, and this affidavit and in any statements contained in the Bid, in this affidavit and in any statements requested by the College showing evidence of qualifications in awarding the contract for the said project.

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

\_\_\_\_\_  
\_\_\_\_\_  
(Name of Firm)

Subscribed and sworn to  
Before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Also type or print name of affiant under signature)

NOTARY PUBLIC OF  
MY COMMISSION EXPIRES



**STOCKHOLDERS DISCLOSURE FORM**

Respondent must specify whether bidding as an Individual, Partnership or Corporation and fill in the appropriate section shown herein.

In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, subchapter S corporation or sole proprietorship, there is submitted to the Owner a statement setting forth the names and addresses of all stockholders who own 10% or more of the stock, of any class or of all individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability company, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed.

The disclosure shall be continued until names and addresses of every non-corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. This form shall be signed and submitted with the bid/proposal whether or not a stockholder or partner owns less than 10% of the business submitting the bid. Failure to comply requires mandatory rejection of the bid/proposal.

**INDIVIDUAL:** (If the Respondent is an individual, complete the following)

Full Name: \_\_\_\_\_

Trading as (if applicable): \_\_\_\_\_

**LEGAL ENTITY:** (If the Respondent is not an individual, complete the following)

Corporation/LLC/Partnership Name: \_\_\_\_\_

Full Name of Officer submitting the Proposal: \_\_\_\_\_

Title of Officer submitting the Proposal: \_\_\_\_\_

State in which Company is incorporated: \_\_\_\_\_

Name and Address of each owner owning ten percent (10%) or more in Company, indicating percentage of ownership for each listed individual.

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NAME

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ADDRESS

---

\_\_\_\_\_ Percentage of Ownership.

---

NAME

---

ADDRESS

---

\_\_\_\_\_ Percentage of Ownership

Use additional sheets if needed.

If a legal entity has been listed in the prior response, identify below any owner of 10% or more of such legal entity:

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NAME

---

ADDRESS

---

\_\_\_\_\_ Percentage of Ownership

---

Respondent's Name

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Title

**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**

**GOODS, PROFESSIONAL SERVICE 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, 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 be 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 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, 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 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:

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](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors 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.**

**AFFIRMATIVE ACTION EVIDENCE**

**Procurement and Service Contracts**

“Bidders are required to comply with the requirements of P.L. 1975 c. 127”

A. All Contracts

1. Within seven (7) days after receipt of the notification of intent to award this contract or receipt of the contract, whichever is sooner a procurement contractor should present one of the following to Warren County Community College.
  - a. An existing federally approved or sanctioned affirmative action program.
  - b. A Certificate of Employee Information Report Approval.
  - c. If the contractor cannot present “a” or “b”, the contractor is required to submit a completed employee Information Report (Form AA302). This form will be made available to the contracts by the Warren County Community College

The following questions must be answered by all prospective bidders:

1. Do you have a federally approved sanctioned Affirmative Action Program?  
  
 YES                       NO
  - a. **If yes, please submit a photo static copy of such approval.**
2. Do you have a State of New Jersey certificate of Employee Information Report approval?
  - a. **If yes, please submit.**

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

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 N.J.S.A. 18A: 64A-25.43, 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.

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 N.J.S.A. 18A: 64A-25.43 ("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 I 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" BUTTON.

Form with fields for Name and Relationship to Bidder/Offeror.

Description of Activities	
_____	
_____	
_____	
Duration of Engagement	Anticipated Cessation Date
_____	_____
Bidder/Offeror Contact Name	Contact Phone Number
WCCC _____	_____

**Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing Information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge 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 answers of information contained herein. I acknowledge 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 recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements with the WCCC and that the WCCC at its option may declare any contract(s) resulting from this certification void and unenforceable.**

Full Name (Print):

Signature:

\_\_\_\_\_

\_\_\_\_\_

Title:

Date:

\_\_\_\_\_

\_\_\_\_\_

**PROPOSAL COVER SHEET FOR THE RFP FOR PROFESSIONAL  
ARCHITECTURAL SERVICES**

I agree that all statements made in this proposal are factual and the proposer will comply with the specifications in this RFP.

Proposal Submitted by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

Please include this form or a like signature page in your submission to the College.



**Schedule of Fees**

Provide professional and clerical hourly rates and reimbursable expense costs