

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



Request for Proposals:  
On-Call Professional Engineering Services  
23-03

Office of Campus Operations  
Dennis Florentine  
Dean of Administration

## **REQUEST FOR PROPOSALS: ON-CALL ENGINEERNG SERVICES**

### **Key Dates**

Request for Proposals Available: September 21, 2022

#### **Key Dates for Proposers:**

Any Clarification Questions on the RFP must  
be received by the College in writing by: October 4, 2022

College will respond to all potential firms  
With answers to clarifying questions by: October 7, 2022

Proposals must be received by the College  
By 1:30 pm on: October 20, 2022

#### **Tentative Decision Date:**

Contract Awarded by Board of Trustees: November 16, 2022

#### **Contact Information for questions:**

Mr. Dennis Florentine  
Dean of Administration  
Warren County Community College  
475 Route 57 West  
Washington, NJ 07882-9605  
Office: 908-835-2626  
dflorentine@warren.edu

## **WARREN COUNTY COMMUNITY COLLEGE**

### **REQUEST FOR PROPOSALS**

#### **ON-CALL PROFESSIONAL ENGINEERING SERVICES**

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

#### **SCOPE OF SERVICE**

From time-to-time, Warren County Community College (the “College”) has cause to employ design professionals to aid with the execution of construction projects or solve building and site related problems throughout the College’s facilities. These issues require the services of an Architect, a Professional Engineer, a special consultant, or a combination of multiple disciplined professionals. This Request for Proposals (RFP) is to create an approved list of Engineering professionals with which the College can engage services for these projects.

For ease of reference hereafter, persons responding to this RFP are termed “Proposer, Professional or Vendor”. Work will be assigned as stated in this Request for Proposals.

By accepting the qualifications of any Vendor, the College does not warrant or represent that any work will be issued to that Vendor. All awards will be made on a non-exclusive basis.

Professional Services generally describes the types of assignments that the College anticipates it will give to selected Vendors; however, the College, at its discretion, may issue assignments to selected Vendors that are larger or smaller than, or different from, those listed in the category of Professional Services.

The College will engage the Professional upon receipt of a detailed quote specific to whatever project or need is discussed. *The quote, upon College signature and acceptance will be formalized into a contract through a purchase order. The hourly rates quoted in this RFP, along with incidental costs, if any, shall be the rates used.*

**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 1:30 pm on Thursday October 20, 2022.

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

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, 2022 to on or about November 17, 2023.

**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 *et seq.*; 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 submit a proposal for work specified indicating all costs. with the College specifying the scope of services to be provided and payment terms. A contract shall be issued in the form of a purchase order.

**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**

### **Contents of Proposal**

The Vendor's written proposal shall include the following:

1. Identification of the office and team who will perform the services and oversee the College's account, a résumé of their professional background and accomplishments, number and composition of staff and their respective years of experience.
2. Vendor's experience in the areas described within the RFP, specifically describing any recent higher education and/or public sector experience, and a list of four (4) relevant clients, past and present, to be used as references.
3. A general discussion of the scope of the service to be provided, with reference to the Scope of Work set forth in this RFP.
4. A brief summary of why your firm should be selected and is most qualified.
5. Other information as the Vendor shall deem appropriate.
6. Required Forms – completed, signed, and submitted within the RFP package.

## **PROPOSAL EVALUATION**

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

The evaluation committee will separate proposals into “responsive” and “nonresponsive” Proposals. Non-responsive proposals will be eliminated from further consideration. All “responsive” Vendors will be evaluated based on their level of experience in higher educational facilities, appropriateness of proposal from a time and work approach, hourly rates/fees, and the method of calculation of reimbursable expenses. The College prefers a method of reimbursement of actual costs. Proposals will be evaluated based upon their Format of Response. A committee will evaluate all proposals and provide a recommendation of award. This recommendation will be presented to the Board of Trustees for their approval.

**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 shall be clearly marked and addressed as follows:

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

**All responses must be received in the Office of Campus Operations by 1:30 PM on Wednesday October 20, 2022. Responses received after this time and date will not be considered.**

**Address all questions regarding this RFP to Dennis Florentine, [dflorentine@warren.edu](mailto:dflorentine@warren.edu) (email), Email is preferred. Questions must be received no later than the end of the**

**business day on Tuesday October 4, 2022. Responses will be addressed to all proposers by the end of the business day on Friday October 7, 2022.**

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: Acknowledgement of receipt of addenda

Form F: Cover sheet for Engineering services

Form G: Schedule of fees

Form H: Qualifying services checklist

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****Form A**

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

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(Name of Firm)

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

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(Also type or print name of affiant under signature)

NOTARY PUBLIC OF  
MY COMMISSION EXPIRES

**Form B****WARREN COUNTY COMMUNITY COLLEGE  
STOCKHOLDERS DISCLOSURE FORM**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY &amp; STATE \_\_\_\_\_

In the space provided, list the names and addresses of all owners, partners, directors, officers, and indirect owners owning 10% or more interest in the bidder's firm. If corporate owner, list in the space provided stockholders or corporation whose ownership through the corporation is 10% or more of the bidder. Complete affidavit at the bottom of form. If this has already been submitted to the Warren County Community College, use the form for any changes and complete the affidavit.

Name	Address Street	City/Twp.	County	State	Zip
President/CEO of the firm (type or print name)	Phone				

I certify that:  List of stockholders, partners or members names and addresses has been submitted to the Warren County Community College and it is current to the best of my knowledge, with exceptions as listed above.

The list of stockholders, partners or members above is current and correct to the best of my knowledge.

OR

There are no stockholders, partners or members holding 10% or more interest in this corporation or firm to the best of my knowledge.

Signature of Authorized Representative\_\_\_\_\_

Type or Print Name\_\_\_\_\_

Title\_\_\_\_\_

Witnessed by\_\_\_\_\_

Date\_\_\_\_\_

**PLEASE COMPLETE AND SIGN THIS FORM AND RETURN IT WITH YOUR PROPOSAL.**

Form C

**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, 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 et seq.**

### **Form C cont.**

## AFFIRMATIVE ACTION EVIDENCE

## **Procurement and Service Contracts**

“Proposers 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 photocopy 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. 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 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.**

Name	Relationship to Bidder/Offeror
_____	_____
Description of Activities	

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

**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:

## FORM E

**BIDDER'S ACKNOWLEDGEMENT OF RECEIPT OF ALL ADDENDA (IF ANY) (FAILURE TO INCLUDE WITH PROPOSAL SHALL RESULT IN BID REJECTION)**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number   Dated   Acknowledge Receipt (initial)

<hr/>	<hr/>	<hr/>

\_\_\_\_\_  
Signature of Proposer's Representative

\_\_\_\_\_  
Name and Title of Signatory

\_\_\_\_\_  
Date of Signature

**PLEASE COMPLETE AND SIGN THIS FORM AND RETURN IT WITH YOUR PROPOSAL**

**Form F**

**PROPOSAL COVER SHEET FOR THE RFP FOR PROFESSIONAL  
ENGINEERING 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 (PRINTED)

---

Dated

---

SIGNATURE

---

Title

---

Organization

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

**Form G**

**Schedule of Fees**

Provide professional and clerical hourly rates and reimbursable expense costs

**SERVICES QUALIFICATION FORM****Form H**

(Check all that apply)

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Qualifying Service(s) – check any and all that apply

	Field Verification
	Roofing
	Construction Feasibility
	Programming/Needs Assessment
	Schematic Design
	Design Development
	Construction Documents
	Bidding
	Construction Administration
	Interior Design
	MEP/Energy
	Civil Engineering
	Building Commissioning
	Construction Management Services
	Onsite Construction Management
	Mechanical Engineering
	Electrical Engineering
	Plumbing/Fire Protection Engineering
	Land Surveying
	Landscape Architecture
	Industrial Hygiene
	Asbestos Consultant
	Mold Consultant
	Other (category not listed above):