

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



Request for Proposals:
On-Call Professional Architectural Services
24-06

Office of Campus Operations
Dennis Florentine
Dean of Administration

REQUEST FOR PROPOSALS: ON-CALL ARCHITECTURAL SERVICES

Key Dates

Request for Proposals Available: September 12, 2023

Key Dates for Proposers:

Any Clarification Questions on the RFP must be received by the College in writing by: October 3, 2023

College will respond to all potential firms With answers to clarifying questions by: October 6, 2023

Proposals must be received by the College by 1:00 pm on: October 19, 2023

Tentative Decision Date:

Contract Awarded by Board of Trustees: November 15, 2023

Contact Information for questions:

Mr. Dennis Florentine
Dean of Administration
Warren County Community College
475 Route 57 West
Washington, NJ 07882-9605
Fax (908) 689-9262
Email: 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 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 Architectural 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 1:00 pm on Thursday October 19, 2023.

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

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 after the receipt of proposals and prior to the award of the contract.

Award of the Contract: The Board of Trustees is authorized to enter 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 15, 2023, to on or about November 15, 2024.

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 whatsoever.

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
Phone: 908-835-2626

All responses must be received in the Office of Campus Operations by 1:00 PM on Thursday October 19, 2023. 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 (email) -- email is preferred. Questions must be received by the

end of the business day on Tuesday October 3, 2023. Responses will be addressed to all proposers by the end of the business day on Friday October 6, 2023.

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 regarding 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 D (2): Disclosure of non-involvement in Russia and/or Belarus
Form E: Acknowledgement of receipt of addenda
Form F: Cover sheet for Architectural 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

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.

NAME

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:

NAME

ADDRESS

_____ Percentage of Ownership

Respondent's Name

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 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 et seq.

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)

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.**

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:

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)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Proposer’s Representative

Name and Title of Signatory

Date of Signature

PLEASE COMPLETE AND SIGN THIS FORM AND RETURN IT WITH YOUR BID.

**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 for 2025

Provide professional and clerical hourly rates and reimbursable expense costs

SERVICES QUALIFICATION**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):