

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



Request for Proposals:
On-Call Architectural and Engineering Services
27-01

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

KEY DATES

Milestone	Date and Time
RFP Available	September 28, 2026
Questions Due	October 14, 2026, at 2:00 p.m. Eastern Time
Responses and Addenda Posted	October 16, 2026, by 5:00 p.m. Eastern Time
Proposals Due	October 30, 2026, at 2:00 p.m. Eastern Time
Anticipated Board Award	November 18, 2026

Warren County Community College

475 Route 57 West

Washington, New Jersey 07882-9605

Procurement Contact: Timothy Shay, Dean of Campus Operations

Email: tshay@warren.edu

Addenda and responses: <https://www.warren.edu/bids-rfps/>

**WARREN COUNTY COMMUNITY COLLEGE
475 ROUTE 57 WEST
WASHINGTON, NJ 07882-4343**

**REQUEST FOR PROPOSAL (RFP): ON-CALL ARCHITECTURAL AND
ENGINEERING SERVICES**

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WARREN COUNTY COMMUNITY COLLEGE
475 Route 57 West
Washington, NJ 07882-4343

REQUEST FOR PROPOSAL (RFP):
ON CALL ARCHITECTURAL & ENGINEERING SERVICES

I. OVERVIEW

Warren County Community College (College) seeks one or more licensed architectural/engineering firms to provide on-call services to the College and Board of Trustees **for the period of on or about November 18, 2026 through November 15, 2028 (estimated reorganization meeting). This is a two-year contract period.**

The selection of Respondents is subject to the County College Contracts Law, N.J.S.A. 18A:64A-25.1 et seq. and in conjunction with N.J.S.A. 19:44A-20.4 et seq.

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.

II. BACKGROUND ON WARREN COUNTY COMMUNITY COLLEGE

WCCC is a fully accredited, two-year institution of higher education offering Associate's degrees and certification in a variety of academic areas. The College serves approximately 900 students through on-campus and on-line programs. It also offers dual enrollment courses to approximately 2,000 students who attend these courses in one of six local high schools. The College's main campus is a multi-addition 72,000 GSF facility located at 475 Route 57 West, Washington, N.J. in Northwestern New Jersey. The College has an additional 52,000 GSF location at 445 Marshall Street in Phillipsburg, NJ.

The College operates under the authority of New Jersey Statute Title 18A, Chapter 64A for County Colleges and is otherwise subject to the NJ local contracts law for construction-related activities.

III. PROFESSIONAL SERVICES REQUIRED

From time to time, Warren County Community College (the “College”) is seeking engineering and design professionals to aid with on-call Architectural and Engineering Services. 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 professionals with which the College can engage services for these projects. For ease of reference hereafter, persons responding to this RFP are termed “Proposer.” Ad hoc engineering and construction Work will be assigned to approved proposers.

For the term of the contract, the College does not anticipate any new construction projects. Rather, the focus will be on capital renewal and replacement projects. These may include roof repairs, HVAC replacements, exterior repairs or minor space renovation.

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 for each project/activity. The hourly rates quoted in this RFP, along with incidental costs, if any, shall be the rates used.***

IV. PROPOSAL REQUIREMENTS

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. A NJ Business Registration form must be on file with the College before any work commences

V. FEES QUOTATION FOR PROFESSIONAL SERVICES

The proposal shall include a fee schedule and anticipated out-of-pocket expenses for the engagement.

VI. PROPOSAL QUESTIONS

Questions concerning this request can be addressed (or faxed) to:

Timothy Shay
Dean of Campus Operations
Warren County Community College
tshay@warren.edu

- a Any questions must be received by **October 14 at 2 pm via email to** so that the College may provide timely responses to potential respondents.
- b To preserve the integrity of this competitive procurement, the College will not respond to RFP questions by telephone. Any clarifications, interpretations, or supplemental information issued by the College will be posted on <https://www.warren.edu/bids-rfps/> no later than **the close of business by October 16 at 2 pm.**

VII. SUBMISSION

Proposals will be accepted no later than **2:00 pm on Friday October 30** e-mailed to the following:

Timothy Shay
Dean of Campus Operations
Warren County Community College
tshay@warren.edu

It is the intention for the College to award contracts for on-call architectural and engineering services at its November 18, 2026 Board of Trustees Reorganization meeting.

VIII. AWARD OF THE CONTRACT

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

Vendors will be evaluated based on their level of experience in higher educational facilities and experience with NJ and local code requirements. Experience with renewal and replacement projects will be considered. Hourly rates may play a factor in the selection process but will not be the sole determinant.

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. 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.

IX. GENERAL TERMS AND CONDITIONS

A Insurance Requirements

Prior to the award of the contract, the firm shall provide proof of at least the following insurance coverage:

- a) Liability coverage (minimum of \$2,000,000 with the College named as an additional insured)
- b) Worker's compensation insurance
- c) Auto coverage

B Required Forms

Form A: Non- collusion affidavit (attached)
Form B: Stockholder's disclosure (attached)
Form C: Evidence of affirmative action (attached)
Form D: Disclosure of investment activities with Iran (attached)
Form E: Proposer Cover Sheet
Form F: Fee Schedule
Form G: Services Qualifications

C Other

NJ Business Registration Certificate must be on file with the College prior to engagement of services.

Copies of the forms are attached for proposer convenience.

FORM A

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
Proposer making the Proposal for the above-named project, and that I executed the said
Proposal with full authority so to do; that said Proposer 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 Proposal and in this Warren County Community College relies upon the
truth of the statements contained in said Proposal, and this affidavit and in any statements
contained in the Proposal, 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 _____.

FORM B

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: _____

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

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)

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

“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 contractors by the Warren County Community College

The following questions must be answered by all prospective firms:

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.**

FORM D

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Firm:

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

**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.

FORM F

Schedule of Fees

Provide professional and clerical hourly rates and reimbursable expense costs

FORM G

SERVICES QUALIFICATION

(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):