

**BOROUGH OF WOODBINE
NOTICE OF SOLICITATION
REQUEST FOR QUALIFICATIONS**

Notice of Solicitation

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20.5 et seq. New Jersey Pay to Play, New Jersey Campaign Contributions and Expenditures Reporting Act, the Borough of Woodbine, located at 501 Washington Avenue, Woodbine, New Jersey 08270, is seeking RFQs for Architectural services to be provided to the Borough of Woodbine for the 2017 Small Cities, Head Start Building Renovations project.

Requests for qualifications, which include the Project Scope, are on file at the Borough Clerk's Office at 501 Washington Avenue, Woodbine, New Jersey 08270, and may also be downloaded from the Borough's website.

All RFQs must be received by the Borough Clerk on or before 3:00 p.m., March 8, 2017, at the Borough Clerk's office located at 501 Washington Avenue, Woodbine, New Jersey 08270. All questions concerning this notice should be addressed to the Borough Clerk, Lisa Garrison, at 609-861-2153.

All statements of qualifications for professional service contracts shall include as a minimum the following information.

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
 - A. Identify the person who will be primarily responsible for the services required by the Borough of Woodbine and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in the proposal and on behalf of the Borough of Woodbine.
 - B. Identify persons who will serve as back up to the primary person including resumes of all parties.
2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Borough of Woodbine.

Project Architect

Scope of Services:

The Borough of Woodbine desires to appoint an individual, affiliated with a multi-disciplined Architectural firm, to serve as Project Architect and provide comprehensive architectural services to the Borough regarding same. Applicants should demonstrate knowledge and experience as well as documenting staff capabilities with respect to all aspects of project architectural services typically required in connection with education/early childhood education facilities. Any experience or knowledge of matters specifically relating to the Borough of Woodbine should be addressed in the proposal.

Minimum Qualifications/Evaluation Criteria:

1. Must be licensed to provide architectural service in the State of New Jersey.
2. Must have a minimum of ten (10) years of experience in providing architectural services to municipalities and must demonstrate expertise in the disciplines listed in the Scope of Services above.
3. Must be experienced in obtaining permits and approvals from various State, County and Local regulatory agencies.
4. Must maintain a principal office location in close proximity to the Borough of Woodbine so as to be able to respond to emergent matters promptly.
5. Must be experienced in providing architectural services for projects involving education/early childhood education facilities and have knowledge of codes and regulations related to same.
6. Cost

Project Scope

The project for which Architectural Services are being sought includes the following:

- Replacement of failing septic system that is beyond its life expectancy
- Replacement of shingle- and low-slope roofing that is beyond its life expectancy
- Replacement of exterior windows
- Reconstruction of child restrooms to achieve ADA compliance
- Reconstruction of adult restrooms to achieve ADA compliance
- Construction of new hallway to kitchen, with necessary kitchen and doorway alterations, to insure inaccessibility by children
- Repair and replace selected doors and locking hardware

- Replacement of an HVAC unit that is beyond its life expectancy

Submission

Proposing firms/individuals shall provide evidence that the minimum qualifications are met. Proposal should include a list delineating the numbers and types of education/early childhood education facilities on which the firm/individual has worked.

Evaluation of Proposals

The Borough of Woodbine intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq. The decision by the Borough of Woodbine as to what constitutes a fair and open process shall be final.

The proposals will be evaluated by the Mayor and Council of the Borough of Woodbine based upon information supplied by each Proposer in response to this RFQ and the following criteria:

- Ability to meet all minimum qualifications
- Overall knowledge and familiarity with designing for education/early childhood education facilities
- Experience of the firm/individual in providing similar services to other public bodies, with special emphasis on experience in New Jersey
- Qualifications and experience of the professional
- Cost

Any questions regarding this Request for Qualifications should be directed to Lisa Garrison, Borough Clerk of the Borough of Woodbine. Requests to schedule a walk-through of the facility to be reconditioned may also be directed to the Borough Clerk.

Please submit eight (8) copies of the proposal to:

**Borough of Woodbine
501 Washington Avenue
Woodbine, New Jersey 08270
609-861-2153**

Minority- and women-owned businesses are encouraged to submit proposals pursuant to this RFQ.

All submissions must be received at the Borough Clerk's office on or before 3:00 p.m. on March 8, 2017.