

**TOWNSHIP OF DELAWARE
COUNTY OF HUNTERDON, STATE OF NEW JERSEY
NOTICE OF REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES**

The Township of Delaware is soliciting proposals for professional architectural services for the renovation of an existing two-story, framed single family dwelling to a Police Department Building. Location: Block 34 Lot 12.04 Address: 820 Sergeantsville Road, Stockton, NJ 08559

Sealed Requests for Proposal (RFP) responses will be received by the Township Clerk on Friday, July 15, 2011 at 10:00 AM at the Office of the Clerk, 570 Rosemont Ringoes Road, Sergeantsville, New Jersey.

Specifications and instructions may be obtained at the Office of the Township Clerk, 570 Rosemont Ringoes Road, Sergeantsville, New Jersey. The subject property will be available for an on-site inspection on ***Thursday, June 30, 2011 @ 10:00 AM.**

Respondents shall comply with the requirements of P.L. 1975 c. 127 (NJAC 17:27 *et seq*) regarding affirmative action. A copy of your New Jersey Architect's License and New Jersey Business Registration Certificate shall be included in your proposal. Judith A. Allen, RMC Clerk

***This was incorrect in the notice in the Democrat**

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For publication in Thursday June 23, 2011 edition of Democrat – Legal Notices

Please bill to Delaware Township.

No Proof of Publication required.

Please RSVP receipt.

Thank you! Judy Allen

Notice to be published in the 6/23/2011 edition of the Democrat
ON-Site Inspection date: June 30, 2011 @ 10:00 am

Proposal Due Date: July 15, 2011 @ 10:00 A.M.

**TOWNSHIP OF DELAWARE
REQUEST FOR PROPOSALS-PROFESSIONAL ARCHITECTURAL SERVICES
RENOVATION OF PROPERTY FOR POLICE STATION**

This is a request for Proposal for Professional Architectural services for the Renovation of an existing two-story, framed residence into the Delaware Township Police Department building. Property Location: Block 34 Lot 12.04 - 820 Sergeantsville Road, Stockton, NJ 08559.

Background: The Township owns a single family dwelling that is to be converted into a police building.

Work to be completed:

- 1) The following services shall be provided within this contract:
 - A) Provide draft/conceptual floor plans, as per sketches provided by Delaware Township.
 - B) Provide fully complete construction documents and plans in compliance with current N.J. Codes.

Construction documents shall include all of the following items:

- 1) Foundation Plan (with Demolition if applicable)
- 2) Main Level Framing and Demolition Plan (including stair removal)
- 3) Upper Level Framing and Demolition Plan
- 4) Electrical Plans
- 5) Roof Framing Plan
- 6) Exterior Elevations
- 7) Plumbing Riser
- 8) Structural Notes and Specifications
- 9) Structural Sections
- 10) Architectural Details & finishing schedule
- 11) Structural Design Calculations
- 12) MEC Calculations

Note: HVAC design and layout are to be performed by the contractor and submitted to the General Contractor, Delaware Township and Sub-Code Official for review prior to the construction. Cabinets and all built-ins & flooring shall be designed by others.

- C) Prepare complete bid package and specifications for construction of the

renovation and oversee bidding process all in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*

2) Additional Responsibilities and Assumptions:

The price and scope of these services shall include the following responsibilities and understandings, as set for below:

- *Contact*
Architect and Delaware Township shall provide each other with a contact person who is to be/act as "the key contact".
- *Availability*
Architect shall be available to meet with "police station building committee" up to two times and be available, via phone, to "key contact" upon request. No meetings/testimony shall be required with Township Committee or Planning/Zoning Board.
- *Survey*
The owner (Delaware Township) shall provide a certified land survey, test reports and inspections which are required by law, as requested by the architect.
- *Fees and Inspections*
The owner (Delaware Township) shall be responsible for all permit application fees along with coordination with contractor for all municipality inspections.
- *Meetings*
All meetings, excluding initial consultation and measure, will be held at the Delaware Township Administration building (570 Rosemont Ringoes Road, Sergeantsville) or at the site (820 Sergeantsville Road, Stockton).
- *Plan Sets*
Ten (10) full sets of plans (three Signed & Sealed- the rest copies) and an electronic copy for permit submission and construction are included within the scope of this contract.
- *Postage*
Overnight mailing, if required, is not part of this contract and shall be billed with receipt as a reimbursable expense.

3) Quote:

Professional services rendered as described in Section 1 and 2 shall be a fixed fee with a cost per hour if additional work if needed. The party submitting the proposal shall set forth its proposed fixed fee and hourly rate(s).

- 4) Breakdown of Payments: 25% Concept design;
25% completion of bid package and specifications;
25% when Township issues a notice to proceed to the contractor; and
final payment when construction permit for building renovation is issued.

Drawing should be ready for submission to the Construction Department within 30 days following the execution of the contract.

- 5) Minimum Qualifications:
- Ten years experience as N.J. licensed professional architect;
 - Police Station and/or Municipal projects experience;
 - Professional liability insurance in the amount of three million dollars (\$3,000,000) with Delaware Township to be named an additional insured; and
 - Name, address and phone numbers of three references.

Duration of contract: Not to exceed 12 consecutive months.

- 6) Contract Documents:

The architect selected by the Township shall be required to:

- A. Execute a professional services agreement under the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*;
- B. Provide a N.J. Business registration certificate when responding to the RFP;
- C. Comply with applicable affirmative action requirements;
- D. Submit properly completed "Pay to Play" certifications;
- E. Indemnify and save the Township harmless from all damages, losses, costs of litigation, attorney fees and claims, arising out of the architect's failure to perform in accordance with the terms of the professional services agreement and/or negligence of the architect;
- F. Be familiar with and comply with applicable statutes, regulations, ordinances, and N.J. Codes; and
- G. Agree that the professional services agreement may not be assigned by architect.

- 7) EVALUATION OF PROPOSALS BY TOWNSHIP

The Township will evaluate proposals on the basis of the most advantageous, price and other factors considered including but not limited to:

- A. Successful experience in building renovation;
- B. Successful experience in administration of Municipal projects experience, from bid package preparation through contract and completed construction;
- C. Proven reputation in the field;

- D. Availability to accommodate meetings of the Township; and
- E. Other factors demonstrated to be in the best interests of the Township.

Submission shall be made to Judith Allen, RMC, Township Clerk, 570 Rosemont Ringoes Road, Sergeantsville, New Jersey no later than 10:00 a.m. July 15, 2011. An original and five copies of the information being submitted must be enclosed in a sealed envelope bearing the name and address of the responder and the words "RFP for Professional Architectural Services-Police Building Renovation". Submissions may be made by mail, overnight delivery or presented in person; but the Township is not responsible for loss, delay or destruction of any proposals.