

Township of North Bergen  
4233 Kennedy Boulevard  
North Bergen, NJ 07047  
201-392-2027

Request For Proposals  
**General Architectural Services - RFP #NB2012-20**

**Sealed Proposals** must be delivered to the address stated above, by the time and date listed as the public opening. No late responses will be accepted. **The RFP # and Attn: Robert J. Pittfield must be clearly written on the outside of the envelope. Please submit 1 original and 1 copy of proposal.**

Scope of Services:

The successful firm will provide the Township with architectural services relating to but not limited to the planning, designing, bidding and construction oversight phases of various projects deemed to be in the best interest of the Township. Additionally, the successful firm will provide architectural services for the Township's Abandoned Properties Program which conforms to the Abandoned Property Rehabilitation Act (N.J.S.A. 55:19-78 et seq). Such services will include but not be limited to the development of property conditions reports, bidding specifications for property rehabilitation and/or demolition contracts, bidding oversight, and property rehabilitation oversight.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township;
- d. Familiarity with North Bergen's topography and physical infrastructure;
- e. Familiarity and experience with abandoned properties conditions reports and rehabilitation projects that are guided by the provisions of N.J.S.A. 55:19-78 et seq;
- f. Compensation proposal must reflect and include the following components:
  - 1) Design fees: Fees provided for design services should be based on a percentage of construction costs for work involving new construction and/or the rehabilitation of existing facilities. Additionally, if a topographic or a utility survey is required for a project the design fee provided should be based on a percentage of the construction cost of the project. (Please provide a range of percentages based on various ranges of estimated construction costs.)
  - 2) In addition to the above mentioned design fees, provide fees for inspection and supervision of construction. Such fees should be based on a percentage of construction costs for such facility projects, and other projects. (Please provide a range of percentages based on various ranges of estimated construction costs.)

- 3) Fees for any work which is not within the scope of work described above should be provided based on an hourly rate schedule.
  - 4) Fees for property inspections and conditions reports should be stated with a fixed rate for residential properties and a fixed rate for commercial properties.
- g. Other factors to be demonstrated to be in the best interest of the Township of North Bergen.

This contract will begin on December 6, 2012 and expire on December 31, 2013. However, design and construction administration projects may be for the length of the project, if the project extends past the annual contract completion date. The Township of North Bergen reserves the right to reject any and or all responses. The Township shall not be obligated to explain the results of the evaluation process to any proposer.

The Township reserves the right to approve additional architectural firms for design and construction administration (supervision and inspection) as set forth in items F1, F2, and F3 and F4 of this RFP.

Please include a copy of your NJ Business Registration Certificate, non-collusion affidavit, ownership disclosure statement, copy of general insurance certificate and documentation of required Affirmative Action. Required affirmative action documentation includes one of the following:

- 1) A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.  
OR
- 2) A Certificate of Employee Information Report Approval.  
OR
- 3) An Affirmative Action Employee Information Report (Form AA302).

The public opening will be held in the Municipal Chambers of the Township of North Bergen located at 4233 Kennedy Boulevard, North Bergen, NJ, on Thursday, November 29, 2012, at 10:00 a.m.

## **RFP # NB2012-20**

Robert J. Pittfield  
Chief Financial Officer