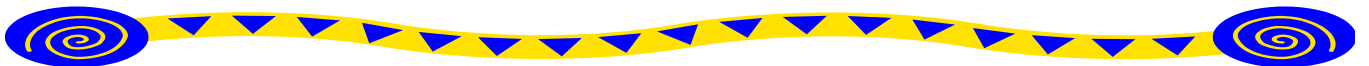


# **Request for Proposal RFP**

## **Architectural Services**

### **TECHNICAL SPECIFICATIONS**



**Eric Burnside**  
School Business Administrator

**Great Meadows Regional School District**

## Request for Proposal (RFP)

RFP-A001

### Instructions for Respondents

**1. PROPOSALS ARE**

**TO BE SUBMITTED TO:**

Eric Burnside  
School Business Administrator/Board Secretary  
Great Meadows Regional School District BOE  
P.O. Box 74,  
281 Route 46  
Great Meadows, New Jersey 07838

BY: **1:00 p.m.** PREVAILING TIME

ON: **Tuesday, November 10, 2020**

by mail, delivery service or in person. Proposals that are submitted are to be sealed.

Proposals must be placed in a *sealed* envelope/package and clearly marked with the **Title of Proposal** on the front of the envelope/package. Proposals ***must be*** submitted in ***duplicate*** on the submittal forms as provided, and in the manner designated. The Board requires one original and one duplicate copy of the proposal package.

Envelope Label Information:

District:	<u>Great Meadows Regional School Dist.</u>
Proposal No.:	<u><b>RFP-A001</b></u>
Project:	<u><b>RFP for Architectural Services</b></u>
Submission Date	<u><b>Tuesday, November 10, 2020</b></u>
Time:	<u><b>1:00 p.m.</b></u>
Respondent:	<u>Name of Company</u>
	<u>Address</u>
	<u>City, State Zip</u>

**Failure to properly label the proposal envelope may lead to the rejection of the proposal!**

The Board of Education does not accept electronic (e-mail) submission of bids or proposals at this time.

## **A. PURPOSE**

The GREAT MEADOWS REGIONAL SCHOOL DISTRICT is soliciting request for proposals (RFP's) for the purpose of receiving Architectural Services for Upgrade of District Facilities from qualified firms for the services as detailed in herein. Architectural Services for Upgrade of District Facilities pertain to ongoing Capital Projects as detailed on the Long Range Facilities Plan (LRFP), overseen by the New Jersey Schools Development Authority (NJSDA), Regular Operating District (ROD) grants, and other architectural services on an as-needed basis.

The Board of Education of the GREAT MEADOWS REGIONAL SCHOOL, New Jersey, hereby solicits proposals for the following professional services, via the Request for Proposals (RFP) process. The contract, if awarded, shall be awarded to the Architect who submits a response which is deemed to provide for the highest quality of service at a fair and competitive price which is most advantageous to the Board, price and other factors considered, for the one-year contract period commencing December 1, 2020 and concluding on June 30, 2021.

## **B. SCOPE OF SERVICE**

The requirements are directed toward supporting the GREAT MEADOWS REGIONAL SCHOOL DISTRICT's maintenance program, the long range facility plan, the desire to continue planning, investigations, correcting deficiencies and enhancing its school facilities and properties; owned, leased and future occupancy sites, per regulations. The GREAT MEADOWS REGIONAL SCHOOL DISTRICT's program requirements and budget shall be the driving force for all its facilities requirements. The firm shall organize each undertaking into the most cost-effective solution that addresses the task at hand providing cost estimates and alternate solutions when requested. Some of the more minor items would be handled under quotation arrangements that reduce their overall cost. Others are restricted by law to use formal bidding under N.J.S.A. 18A:18A and the most recent DOE regulations.

The scope of work could include but not be limited to the following services, on an as-needed basis:

- Liaison with the New Jersey Department of Education (DOE), the Schools Development Authority (SDA), the GREAT MEADOWS REGIONAL SCHOOL DISTRICT and other governmental agencies;
- Review and upgrade of the Long Range Facilities Plan (LRFP);
- Design Technical Specifications for incorporation into Board's bid specifications for Public Works/Construction projects;
- Attendance at Pre-Bid conference meetings/walk-throughs for Public Works/Construction projects;
- Inventory and analyze all GREAT MEADOWS REGIONAL SCHOOL DISTRICT sites – school space and capacity analyses;
- Provide new floor plans – submit electronic and hard copies to the GREAT MEADOWS REGIONAL SCHOOL DISTRICT;
- Existing structure investigations and assessments for code compliance;
- Develop deficiency correction projects, including program and physical plant upgrades;

- Estimated budget for each project;
- Project priority – year assignment, coordinated with projects currently scheduled;
- Review DOE software – report district information as required;
- Assessment of existing and proposed programs – provide excess Facilities Efficiency Standards (FES) justification;
- Complete initial draft of DOE required reports – use software when available;
- Presentations to Board members and Board committees, when requested, at GREAT MEADOWS REGIONAL SCHOOL DISTRICT meetings, including committee meetings, closed session meetings, open workshop meetings, regular public meetings, and special public meetings;
- Prepare, organize and print final document reports based upon all comments and findings, and submit to Board for approval;
- Provide up to twenty-five (25) copies and one complete electronic copy of completed work to district at no extra charge;
- Site visits as requested, with all parties involved;
- Work with other GREAT MEADOWS REGIONAL SCHOOL DISTRICT administrators and supervisors;
- Conduct feasibility studies when requested;
- Assist with the Board's security and safety programs;
- Existing structure, civil, environmental investigations and assessments;
- Energy evaluations and grant applications;
- Mitigation of Emergency Situations (MES) – emergency response to site required;
- Maintenance Safety Training – OSHA, PEOSH;
- Variance applications and planning/zoning board presentations;
- Litigation support to the Board Attorney;
- Construction contract support to the Board Attorney and special counsels;
- Long Range Facility and Maintenance Plans;
- Project – Construction Management and Coordination;
- Assistance with Small Repair and Maintenance Projects;
- Full range of the more typical Architectural Design and/or Engineering Services from Educational Specifications through Construction observation, administration and completion;
- Obtain all necessary permits and licenses;
- All requested Architectural Services to address any GREAT MEADOWS REGIONAL SCHOOL DISTRICT not listed above;

### **C. QUALIFICATIONS OF RESPONDENTS**

- The Respondent shall be certified and licensed in the State of New Jersey by all applicable certifying Federal and State agencies with respect to this RFP, and shall submit copies of all licenses with the Proposal.
- The Respondent is required to be New Jersey Schools Development Authority (SDA) pre-qualified, and shall submit a copy of all certifications.
- The Respondent shall provide a partial listing of work completed or currently contracted for other New Jersey school districts.

#### **D. CONTRACT PERIOD**

The contract period for the services sought under this RFP commences December 1, 2020 and concludes on June 30, 2021.

#### **E. COORDINATION OF ACTIVITIES**

All activities for this contract will be coordinated through the office of:

Eric Burnside, School Business Administrator /eburnside@gmrsl.com, phone # 908-637-8672.

All work and/or services rendered must be done to the complete satisfaction of the Supervisor of Buildings & Grounds of the GREAT MEADOWS REGIONAL SCHOOL DISTRICT.

#### **F. FEE SCHEDULE**

The GREAT MEADOWS REGIONAL SCHOOL DISTRICT asks all respondents to submit a fee proposal schedule based on an hourly rate on the Proposal Form (Form A) provided, or on a duly referenced attachment to said form, for the following services:

##### **Job Description**

Principal  
Project Manager / Coordinator  
Associate  
Project Architect  
Project Engineer  
Designer / Consultant  
Production / Draftsman  
Administrative Support  
Other (please include title)

#### **G. PRESENTATION PACKAGE**

The GREAT MEADOWS REGIONAL SCHOOL DISTRICT seeks from all participating respondents' information that will assist the Board in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a presentation package to be submitted with the RFP. The presentation package shall include at a minimum the following:

##### **1. Technical Criteria**

###### **a. Description of Services**

Respondents should list all services to be rendered with their explanation in detail on how they will provide the services. Respondents shall also provide evidence of how services of similar type were provided to other public school districts or other schools in New Jersey. Respondents, by submitting a proposal acknowledge that they fully understand the scope of service, work and activity to be performed. Respondents are to provide evidence of any innovation and/or successful approach in providing the services requested.

## **2. Management Criteria**

### **a. Business Organization**

The respondent shall submit a full description of the business organization to include, but not be limited to:

- Name, address, phone, fax, website, email address and other information of the professional firm or individual;
- An organizational chart noting the names of all principals and partners;
- Resumes of key staff members; and
- Other information concerning individuals of the professional firm that would assist the school district in the evaluation process.

### **b. Qualifications; Relevant Experience**

Respondents shall submit documentation highlighting qualifications and experience they have that will assist the Board in the evaluation and selection process. Such documentation shall include, but not be limited to:

- Evidence of satisfactory completion of work of similar nature as outlined in the RFP from at least three (3) public school districts in New Jersey within the past five (5) years.
- Three (3) letters of recommendation from other public school districts or other schools in New Jersey.
- Copies of all professional licenses that are required to perform the services as listed in the specifications.
- List of any judgments within the last three (3) years and/or a list of bankruptcy or organization proceedings within the last ten (10) years.
- Other information concerning the firm and/or individuals of the firm that would assist the Board in the evaluation process.

### **c. Staffing**

This section should identify all individuals who will be assigned to handle the day to day work. The proposal should include a list of any or all subcontractors the firm may use to complete the projects. Any or all payments for services rendered to subcontractors shall be the sole responsibility of the Firm.

## **3. Cost Criteria**

### **a. Fee Proposal**

Respondents are to submit a fee proposal schedule that complements the service that is being requested by the Board, as follows:

- Hourly rate with 15 minute intervals;
- Per case, evaluation, inspection or other similar quantitative measure

The fee schedule provided by the respondent shall be a significant part of the evaluation process as conducted by the district, and respondents should provide a full detailed analysis of their fee proposal.

### **b. Contract Expenses**

Respondents are to note the following as it pertains to expenses related to the contract:

- All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The Board will not reimburse any vendor for any incidental expenses related to the contract.
- There may be a circumstance where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract are not to be provided by the respondent. The Board will procure these services separately.
- Extraordinary expenses to be incurred by the respondent in the performance of his/her duties may be brought to the Board prior to the actual expenditure. The Board, upon recommendation of the appropriate administrator, may consider reimbursing the expense, or the Board may procure the services separately.

## **H. EVALUATION PROCESS; METHODOLOGY OF AWARDING CONTRACT**

All RFP responses are to be evaluated on the basis of whose response is the most advantageous to the Board, price and other factors considered, and whose response will provide the highest quality of service at fair and competitive prices.

The criteria to be evaluated are identified below:

1. Expertise and ability to perform the services;
2. Qualifications and references;
3. Organization, staffing and facilities;
4. Costs;
5. Knowledge of the subject matter discussed in the proposal and knowledge of the Board;
6. Respondents may be requested to send representatives to the Board for interviews; and
7. Other factors documented in the respondent's Presentation Package that may be in the best interests of the Board.

The Board reserves the right to reject any and all responses.

## **I. DISTRICT INFORMATION - GREAT MEADOWS REGIONAL SCHOOL DISTRICT**

<u>Locations</u>	<u>Square Footage</u>
Central School/District Administration Offices 281 Route 46, Great Meadows, NJ 07838	36,559
Great Meadows Middle School 273 Route 46, Great Meadows, NJ 07838	64,488
Liberty School 334 Mountain Lake Road, Great Meadows, NJ 07838	44,769
Total	<u>145,816</u>