

**NOTICE POSTED: January 31, 2024**

**DUE DATE: February 13, 2024 @ 10:00 a .m. prevailing time**

**PUBLIC READING:** All proposals/responses will be opened at the City Law Department Conference Room on **February 13, 2024 @ 12:00 p.m.**

**TAKE NOTICE:** The City of Bayonne, 630 Avenue C, Rm. 15, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the “Client/Owner,” “City of Bayonne” and/or “City”) is seeking Qualifications and/or Proposals for Professional/Consulting/Extraordinary Unspecifiable Services Providers (hereinafter referred to in this notice and the various submission documents as the “respondent,” “provider,” “contractor,” “submitting party,” “applicant,” “vendor,” “service provider,” and/or “professional service provider”) for the following professional/consulting/extraordinary unspecifiable services in accordance with a “fair and open” contracting process as defined in the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44-20.4 *et seq.*):

The CITY OF BAYONNE is soliciting responses/proposals to the City’s Request for Qualifications/Request for Proposals (RFQ/RFP) for the provision of the following professional/consulting/extraordinary unspecifiable services:

**PROFESSIONAL/CONSULTING/EXTRAORDINARY UNSPECIFIABLE SERVICE/TITLE SOUGHT:**

**PROFESSIONAL ARCHITECTURAL SERVICES**

**SCOPE OF WORK:**

The Architectural Firm shall be able to provide comprehensive services for construction projects including programming, design, cost estimation, construction document preparation, bidding, evaluation of bids, construction administration, final inspection and project acceptance, site analysis and infrastructure assessment, as well as mechanical, plumbing, civil engineering and electrical engineering directly or through a consultant to the Firm for the development of government buildings.

**CONTRACT TERM:**

The contract time period will be for a period not to exceed one (1) year commencing from the contract date.

**INSURANCE AND INDEMNIFICATION:**

The Contractor shall be required to have the following insurance coverage. Said coverage or certification of ability to obtain said coverage immediately upon contract award, shall be applicable to this proposal and be made a part of the proposal documents:

## **INSURANCE REQUIREMENTS:**

### **Worker's Compensation Insurance**

Workers Compensation Insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6.

### **General Liability Insurance**

The contractor shall furnish evidence to the City prior to commencement of the work that he/she or any of his/her subcontractors perform and will provide Standard Liability for any operations to be performed by contractor or subcontractors as follows:

General liability insurance shall be provided with limits of not less than \$1,000,000 for any occurrence and \$2,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

### **Automotive Liability Insurance**

Automotive liability insurance covering the contractor for claims arising from owned, hired and non-owned vehicles with limits of not less that \$1,000,000 for any one occurrence and \$2,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

### **Professional Liability Insurance**

Professional liability insurance covering contractor for claims arising from its representation of the municipality with limits of not less than \$1,000,000 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force and effect during the life of the contract.

**The preceding insurance requirements maybe amended before the issuance of the final contract at the sole and absolute discretion of the City on a case-by-case basis.**

## **CERTIFICATES OF THE REQUIRED INSURANCE:**

Certificates of Insurance for those policies required shall be with an insurance company authorized to do business in the State of New Jersey and shall name the City as an additional insured.

## **INDEMNIFICATION:**

The contractor shall indemnify, defend, and save harmless the City, at the contractor's own cost and expense, from and against all losses and all claims, demands, payments,

suits, actions, recoveries and judgments of every nature and description brought or recovered against him, by reason of any act or omission of the said contractor, his agents or employees, in the delivery of goods or services, execution of the work, or in the guarding of it.

### **WORK PRODUCT/DELIVERABLES:**

All work products of the Contractor which result from this contract shall be the exclusive property of the City of Bayonne.

### **OPRA COMPLIANCE:**

Records received, retained, retrieved, or transmitted under the terms of this contract and as a result of the "work" performed by Vendor/Contractor for or on behalf of the City may constitute public records as defined in N.J.S.A. 47.3-16, and are legal property of the City. The Vendor(s)/Contractor(s) named in this contract must agree to administer and dispose of such records in compliance with the State's public record laws and associated administrative rules.

In the event a claim is filed against the City with the Government Records Counsel or, in the Superior Court of New Jersey, or otherwise arising out of documents that were requested of the City or its Vendor(s)/Contractor(s) under the Open Public Records Act or Common Law and the Vendor(s)/Contractor(s) failed to provide the documents, the Vendor(s)/Contractor(s) shall be responsible to defend, indemnify and hold the City harmless with respect to any such claims, fines or penalties imposed.

### **ACCEPTANCE OF TERMS AND CONDITIONS OF RFQ/RFP:**

At the time of the opening of proposals, each Architectural Firm will be presumed to be thoroughly familiar with the terms and conditions of this Request for Proposal. Any exception(s) thereto must be specifically set forth in the Architectural Firm's proposal as an addendum.

### **EVALUATION PROCESS:**

An evaluation team will review all responses/proposals. The team will determine if the responses/proposals satisfy the Requirements, determine if a response/proposal should be rejected and then evaluate the responses/proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on price and other factors. **In specific areas, multiple contracts may be awarded.** Listed below are the criteria that the CITY OF BAYONNE will consider in the evaluation of each response/proposal. The arrangement of the criteria does not imply order of importance in the selection process. All criteria will be used to select the successful respondent.

### **EVALUATION CRITERIA:**

The criteria considered in the evaluation of each proposal are listed below. The arrangement of the criteria is not meant to imply order of importance in the selection process. All criteria will be used to select a vendor most advantageous to the City of Bayonne.

**A. Professional/Personnel Qualifications:**

The proposal shall document industry and/or program experience and demonstrate availability and experience of key personnel. The Architect shall demonstrate experience providing similar services to New Jersey municipalities and/or non-profit affordable housing developers. The respondent's personnel shall also demonstrate a high degree of knowledge concerning the NJ Uniform Construction Code (N.J.A.C. 5:23-1 et seq.), the Residential Site Improvement Standards (N.J.A.C. 5:21-1 et seq.) and the design, bidding, construction and management of design services for the development of multi-family housing and government buildings.

The City shall approve the qualifications of the primary representative assigned to the City and any subsequent replacement, interim and otherwise. The primary representative:

- Shall be a licensed architect in the State of New Jersey for a minimum of five years.
- Shall be a partner of sufficient standing to effectively call upon and utilize the resources of the architectural firm.
- Shall have a minimum of five years of experience providing architectural services to a New Jersey municipality and/or non-profit affordable housing developer.
- Must have strong interpersonal and communication skills and demonstrate the ability to work with a diverse organization.
- Responds in a timely fashion to requests from the client.

Include in your proposal the following, using the same sequence for easy reference:

- (i) A short executive summary of why your firm should be selected.
- (ii) Resume of the primary representative assigned to the project.
- (iii) Resumes of others who may work on the project and organization chart.
- (iv) A list of multi-family housing projects or government buildings designed by your firm over the past ten years, but no more than six such projects are required to be included. Include in your response:
  - Name of agency;
  - Contact person's name, position and current telephone number;

- Dates, scope of services provided, total cost of services;
  - Status and comments of current services, if applicable.
- (v) The address and telephone number of the Architectural Firm's main office and any branch that may be involved in providing services to the City.
- (vi) A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.
- (vii) The number of currently active projects and staffing levels required to support them.
- (viii) A list of specialty professional services that your firm routinely sub-contracts to outside consultants. This may include civil, electrical, mechanical, plumbing, structural or other engineering and interior design, landscape architecture, or other design professionals, if those design responsibilities are not normally performed by the Firm.
- (ix) Required RFP forms.

**B. Prior Experience and Familiarity with Similar Services:**

The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of architectural services for the development of multi-family housing and government buildings.

**C. Cost/Fee for Service:**

The proposal shall include the fees and component charges for basic services, reimbursable expenses, hourly rates by position for additional services, and contract requirements. Hourly rates for additional services will be held for the duration of the contract and be honored for projects awarded to the firm during this period.

**BE ADVISED THAT** absent an express written notice to the contrary in the detailed requirements, all responses:

1. Are to be submitted on "The Standardized Professional Service RFQ/RFP/SFP SUBMISSION FORMS" AND
2. Are Subject to the Standardized "General Instructions, Submission and Selection Criteria for Professional/Consulting/Extraordinary Unspecifiable Service Contracts".

The above mentioned standardized documents are available on the City of Bayonne Website (<http://www.BayonneNJ.org>) under the heading "RFQ – RFP's" by clicking on the link "Requirements for Submission," "Click here to view Requirements." and clicking on the links under Paragraphs No. 1 and No. 2. Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the City Law Department, 630 Avenue C, 1st Floor, Rm. 15, Bayonne, NJ 07002. The Law Department is open during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

**SEALED RESPONSES/PROPOSALS SHOULD INCLUDE:**

1. The above noted Standardized Professional Service RFQ/RFP/SFP SUBMISSION FORMS which include:
  - a. The "Proposal, Qualifications and Costs Submission Form" signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
  - b. A signed and notarized "Non-Collusion Affidavit."
  - c. A signed Disclosure of Ownership form.
2. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at "<http://www.state.nj.us/treasury/revenue/busregcert.htm>".
3. A copy of State of NJ, Department of the Treasury, Division of Revenue and Enterprise Services, Certificate of Good Standing. Information on this Certificate can be obtained on the web at <https://www.njportal.com/dor/businessrecords/>.
4. A signed Professional/Consulting/Extraordinary Unspecifiable Services Entity Information Form.
5. Disclosure of Investment Activities in Iran Form.
6. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this RFQ/RFP/SFP.

**SUBMISSION DEADLINE AND PUBLIC READING:**

Sealed proposals/responses must be received in the City Law Department, 630 Avenue C, 1st Floor, Room 15, Bayonne, New Jersey 07002 on or before the date and time ("due date" set forth in this notice (also referred to as the "submission deadline"). The City's Law Director and/or his designated representative will receive submissions up to the submission deadline.

The City reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submission(s) that in its judgment is/are in the best interest of the City.

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John F. Coffey II, Esq., Law Director, 630 Avenue C, Rm. 15, Bayonne, NJ 07002