

# **Woodstown-Pilesgrove Regional Board of Education**

## **Request for Proposals**

### **Professional Services 2020-2021**

- 1. Architect**
- 2. Civil Engineer**

**February 19, 2020**

**10:00 A.M.**

**NOTICE OF SOLICITATION - REQUESTS FOR PROPOSALS**

**Professional Services**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 18A:18A-5 and in accordance with applicable accountability regulations, the Woodstown-Pilesgrove Regional Board of Education, located at 135 East Avenue, Woodstown, New Jersey 08098 is seeking proposals for professional services to be provided to the Board of Education as listed below for the period **April 1, 2020 to June 30, 2021**.

**Professional Services Sought:**

1. Architect
2. Civil Engineer

The Requests for Proposals (RFP) are on file at the Business office located of the **Woodstown-Pilesgrove Regional Board of Education, located at 135 East Avenue, Woodstown, New Jersey 08098** and may also be downloaded from the Board of Education's website at the following address: <https://www.woodstown.org/Page/3754>

The Response to the RFP must be labeled with the **type of the services** as well as the date of the RFP opening and time and the Board must receive all RFP's not later than **February 19, 2020 @ 10:00 a.m.** at the **Woodstown-Pilesgrove Regional Board of Education** office located at the **135 East Avenue, Woodstown, New Jersey 08098**.

*All questions concerning this notice should be addressed to the **Business Administrator/Board Secretary, Mrs. Rose Wang Chin, at 856-769-0144, ext. 22251, or preferably via email at [chin.r@woodstown.org](mailto:chin.r@woodstown.org)***

Bidders are required to comply with the requirements of N.J.S.A 10:5-31 et seq., and all other laws and regulations applicable to the services to be provided.

All proposals for professional service contracts and extraordinary unspecifiable services contracts shall include at a minimum the following information.

1. All required forms as per Appendix A
2. 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 Board of Education and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Woodstown-Pilesgrove Regional Board of Education.
  - B. Identify persons who will serve as back up to the primary person including resumes of all parties. 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 Woodstown-Pilesgrove Regional Board of Education including all cost of services provided, staffing and a description of your familiarity with the services required by the Woodstown-Pilesgrove Regional Board of Education including all cost of services provided.

## INTRODUCTION

The School Business Administrator will represent the Board in the administration of this contract.

The Woodstown-Pilesgrove Regional Board of Education (hereinafter “Board”) is seeking proposals from qualified parties (hereinafter “Respondent”) for professional services, in the Woodstown-Pilesgrove Regional School District (hereinafter “District”).

Qualifications will be evaluated on the basis of anticipated service, resources, past engagements and documented performance. Successful respondents will demonstrate the ability to fulfill the requirements of the contract, meet specifications, attain the objectives of the District and, all other factors being equal, provide the best value in terms of meeting the District’s mission and cost objectives. Aside from those specific items mentioned in this RFP, the District will not dictate the structure of any plan nor any specific methodology. These will be left to the discretion of the respondent.

The term “Bidder”, “submitter”, “respondent”, “vendor” and “contractor” may be intermingled throughout this specification. They are one and the same.

### GENERAL RESPONDENT RESPONSIBILITIES

- 1) Respondent must meet all standards of local, State and federal requirements.
- 2) Bidder must provide evidence of knowledge in the area
- 3) An evaluation of each acceptable proposal will be completed by the District.
- 4) Solicitations shall be in conformance with the applicable requirements of the New Jersey Public School Contracts Law (N.J.S.A. 18A:18A-1 et. seq.).
- 5) The Respondent must provide a NJ Business Registration Certificate prior to award of the contract.

### GENERAL PROVISIONS

#### PROPOSAL FORMAT

Because of the unique nature of the services being requested, the respondent is asked to prepare the proposal and provide at a minimum the following sections. The respondent is encouraged to provide additional information it believes will help the Board understand the respondent’s capabilities to provide the review/audit.

1. Background information of principal person conducting the services
2. Proposal Cost Sheet
3. All required documents
  - a. Stockholder Disclosure Form
  - b. Affirmative Action Certificate
  - c. Non-collusion certificate
  - d. IRS W9 Form
  - e. Iran Investments Disclosure Form
  - f. Political Contributions Disclosure Form
4. Other information as deemed necessary by respondent

#### AWARDING OF CONTRACT

All proposals will remain firm for a period extending 90 days from the indicated submission date for proposals.

Woodstown-Pilesgrove Regional Board of Education reserves the right to reject any and all proposals submitted. The contract will be awarded to the respondent whose proposal is deemed in the best interest of the Woodstown-Pilesgrove Regional Board of Education.

### **School Board Architect**

#### Scope of Services

The Board of Education desires to appoint a firm to provide architectural services to the Board. Applicants should demonstrate knowledge and experience with respect to all aspects of architectural services required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed:

#### Minimum Qualifications:

- 1) Must be certified to provide architectural services in the State of New Jersey.
- 2) Must have a minimum of ten (10) years' experience in providing consulting services to boards of education.
- 3) Must be experienced in obtaining permits and approvals from various State, County and local regulatory agencies.
- 4) Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Board of Education including but not limited to: civil engineers, land surveyors, planners, environmental scientists and construction clerks.
- 5) Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
- 6) Must be experienced in preparation of grant applications.
- 7) Must have project managers with at least ten (10) years of school board experience.
- 8) Must list past and present school boards served as architect.
- 9) Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

Term of Service: **April 1, 2020 to June 30, 2021**

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All submissions must be labelled with the services as well as the date of the RFP opening and time and must be received at the **School District's Business Office by February 19, 2020 @ 10:00 a.m.** at which time they will be publicly opened.

## Civil Engineer

### **Scope of Services:**

The Board of Education desires professional civil engineering services to assist with particular projects as may be needed, aside from specific Environmental Compliance projects that pertain to ongoing environmental compliance with the Right to Know Act. Projects may be any which are within the scope of professional engineering and surveying, but are anticipated to be primarily with building mechanical systems and site planning.

More specifically, as concerns civil engineering, the Board of Education seeks firms with experience in:

- Site planning.
- Civil engineering in general.
- Landscaping.

Cost estimating and construction contract administration are a requirement for all projects. A fee schedule for both hourly work and renovation projects is requested.

The successful contractor must have a minimum of five (5) years' experience in civil engineering services for NJ public schools, including the programming, design, cost estimating, preparation of construction documents, reproduction costs, bid development, bid evaluation, construction administration, final inspection and project acceptance for a New Jersey public entity.

### **ALL SUBMISSIONS SHALL INCLUDE THE FOLLOWING MINIMUM INFORMATION:**

1. Name of the professional(s) to be assigned to perform the tasks.
2. Professional experience and education of the individuals to be assigned including a listing of experience with the Board of Education and/or experience with other school districts.
3. A statement concerning the ability of these individual(s) to perform tasks assigned by Board of Education in a timely fashion.
5. Professional licenses and certifications held by these individuals(s) to be assigned.
6. A description of the support staff available to the individuals(s) to be assigned.
7. A copy of the Certificate of Insurance issued by an insurance carrier licensed in the State of New Jersey for the contractor showing the amount of professional liability insurance and all other coverage shall be required upon award of contract.
8. A list of four (4) professional references with addresses and telephone contact numbers. Three (3) must have direct knowledge relating to your experience in the requested service.

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**WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT  
FORM OF NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY, COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ of the \_\_\_\_\_,  
(city, town, borough)

of \_\_\_\_\_, in the County of \_\_\_\_\_,

State of \_\_\_\_\_, of full age, being duly sworn according to law on

my oath depose and say that:

I am \_\_\_\_\_ of the firm/agency of \_\_\_\_\_, the bidder making the bid for the herein project, and that I executed the said Qualification with full authority to do so, that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, participated in drafting these specifications or route descriptions, or otherwise taken any action in restraint of free, competitive bidding in connection with the above bid and that all statements contained in said Qualification and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said Qualification and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

\_\_\_\_\_  
Company/Agency Name (Print or Type)

\_\_\_\_\_  
Authorized Representative  
Name and Title (Print or Type)

\_\_\_\_\_  
Authorized Signature

(N.J.S.A. 52:34-15)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of New Jersey  
(Seal)

My commission expires \_\_\_\_\_, 20\_\_\_\_

**THIS PAGE MUST BE RETURNED IN YOUR SEALED PROPOSAL**

(REVISED 4/10)

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 ET SEQ. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer advising the labor union of the contractor's commitments under chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

**EXHIBIT A (Cont)**

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency after notification of award but prior to execution of a goods and services contract, **one** of the following three documents:

- **Letter of Federal Affirmative Action Plan Approval**  
*or*
- **Certificate of Employee Information Report**  
*or*
- **Employee Information Report Form AA302**  
(electronically provided by the Division and distributed to the public agency through the Division's website at: [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance) )

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

So agreed by:

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**Vendor/Contractors Name (please print)**

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**Authorized Signature & Title**

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**Date**

**THIS PAGE MUST BE RETURNED IN YOUR SEALED PROPOSAL**

**Chapter 271  
Political Contribution Disclosure Form  
(Contracts that Exceed \$17,500.00)  
Ref. N.J.S.A. 52:34-25**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that \_\_\_\_\_ has made the following reportable

\_\_\_\_\_ Business Entity political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

**Reportable Contributions**

Date of Contribution	Amount of Contribution	Name of Recipient Elected Official/ Committee/Candidate	Name of Contributor

The Business Entity may attach additional pages if needed.

**No Reportable Contributions** (Please check (✓) if applicable.)

I certify that \_\_\_\_\_ made no reportable contributions to any

\_\_\_\_\_ Business Entity elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

**Certification**

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent

\_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Business Entity \_\_\_\_\_

**ALL COMPANIES MUST SUBMIT THIS SIGNATURE SHEET WITH RFQ**

Please complete **A or B** (whichever is applicable)

**A.** This section must be completed if *the respondent is a Sole Proprietorship or a Partnership.*

\_\_\_\_\_  
(Name of quoting entity)

Signature \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

-----  
**B.** This section must be completed if *the respondent is a Corporation.*

The undersigned certifies that \_\_\_\_\_

is a corporation in the State of \_\_\_\_\_

It is authorized to do business in New Jersey and its Charter has not been revoked and is in full force and effect as of the annexed proposal.

Signature \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Attested to: \_\_\_\_\_ (Affix Corporate Seal)

**THIS PAGE MUST BE RETURNED IN YOUR SEALED PROPOSAL**

**WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT**

**STOCKHOLDER DISCLOSURE STATEMENT**

ALL CORPORATE OR PARTNERSHIP BIDDERS SHALL COMPLETE THIS FORM WHICH IS IN ACCORDANCE WITH P.L. 1977 CH. 33 (N.J.S.A. 52:25-24.2)

List of shareholders or partners with 10% or more of the stock or interest in said corporation or partnership (all corporate partners or shareholders owning 10% or more of the stock must disclose their shareholders as above provided).

Shareholder or Partner                      % Interest                      Address

No stockholder or partner of the corporation or partnership holds 10% or more ownership.

Bidder is a corporation: EIN: \_\_\_\_\_

Bidder is a partnership: EIN: \_\_\_\_\_

Bidder is a sole proprietorship: EIN/SSN: \_\_\_\_\_

I hereby certify that the information given above is true and correct as of \_\_\_\_\_.  
(Date of Bid)

\_\_\_\_\_  
Title & Signature of Authorized Representative

If there are any questions concerning this form or its completion, refer to Statute (PL 1977, CH. 33) N.J.S.A. 52:25-24.2

**This document must be provided.**

**WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT**

**AFFIRMATIVE ACTION  
QUESTIONNAIRE**

1. Our company has a federal Affirmative Action Plan approval.

\_\_\_\_\_ YES      \_\_\_\_\_ NO

A. If yes, a photostatic copy of said approval shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

\_\_\_\_\_ YES      \_\_\_\_\_ NO

A. If yes, a copy of the New Jersey State Certificate shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**This document must be provided.**

**This document must be provided.**

**WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT**

**DISCLOSURE OF INVESTMENTS IN IRAN**

In accordance with Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule of contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER SPACE:

- I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed below nor any of the entity's parents, subsidiaries, or affiliates is listed on the NJ Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, C. 25 ("Chapter 25 List"). I further certify that I am the person listed below, or I am an officer or representative of the entity listed below and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification.

OR

- I am unable to certify as above because I or the bidding entity and /or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions, fines and /or sanctions will be assessed as provided by law.

**This document must be provided.**

**WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT**  
**DISCLOSURE OF INVESTMENTS IN IRAN**

**PART 2**

**PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.**

You must provide a detailed accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTIONS. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES.**

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
Signature

Subscribed and sworn before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Seal Notary Public of New Jersey)

My commission expires \_\_\_\_\_, 20\_\_\_\_

**ENCLOSURE CHECK OFF**

NON-COLLUSION AFFIDAVIT SIGNED	YES _____	NO _____
AFFIRMATIVE ACTION QUESTIONNAIRE SIGNED	YES _____	NO _____
POLITICAL CONTRIBUTION DISCLOSURE FORM SIGNED	YES _____	NO _____
SIGNATURE SHEET	YES _____	NO _____
STOCKHOLDER DISCLOSURE FORM	YES _____	NO _____
IRAN INVESTMENTS DISCLOSURE FORM (2 Pages)	YES _____	NO _____

The Vendor agrees that in the event the contract award is not in compliance with the above dates due to unforeseen delays, then the Vendor will accept the contract commencing with the formal date of award, and for the period determined to be in the best interest of the Board of Education.

I understand that if I fail to comply with any provisions of these specifications and regulations, or any other regulation set up, it shall be deemed sufficient for the cancellation of this contract. I further understand that any falsification on information of the disclosure statement, or prescribed questionnaire shall be deemed sufficient for the cancellation of this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Board of Education reserves the right to request any bidder to explain the method used to arrive at any or all figures.

**THIS PAGE MUST BE RETURNED IN YOUR SEALED PROPOSAL**