

**REQUEST FOR PROPOSAL FOR  
ARCHITECTURAL SERVICES  
FOR  
EAST GREENWICH TOWNSHIP SCHOOL DISTRICT  
FOR THE ADDITIONS AND RENOVATIONS TO THE  
JEFFREY CLARK AND SAMUEL MICKLE SCHOOLS  
MICKLETON, NEW JERSEY**

**RFP #10-Arch**

**SUBMISSION DEADLINE**

**11:00 A.M.**

**September 10, 2009**

**ADDRESS ALL PROPOSALS TO:**

**VALERIE J. CARMODY  
BUSINESS ADMINISTRATOR  
EAST GREENWICH TOWNSHIP SCHOOL DISTRICT  
559 KINGS HIGHWAY  
MICKLETON, NJ 08056**

**EAST GREENWICH TOWNSHIP SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
ARCHITECTURAL SERVICES**

**GENERAL INFORMATION & SUMMARY**

**ORGANIZATION REQUESTING PROPOSAL**

EAST GREENWICH TOWNSHIP SCHOOL DISTRICT  
559 KINGS HIGHWAY  
MICKLETON, NJ 08056

**CONTACT PERSON**

VALERIE J. CARMODY  
Business Administrator  
(856) 423-2958, x 3010

**PURPOSE OF REQUEST**

The Board of Education of the East Greenwich Township School District of the County of Gloucester ("the Board") is requesting proposals from qualified individuals and firms to provide architectural services for additions and renovations to the Jeffrey Clark and Samuel Mickle Schools consisting of Schematic Design, Design Development and Construction Document Preparation, Bidding and Construction Administration Services as described in Item #3. Proposals will be evaluated in accordance with the criteria set forth in this RFP.

The process shall be in accordance with the applicable requirements of N.J.S.A. 18A-18A-1 et. seq. The following procedures are designed to provide for a fair and open process in awarding professional services based on qualifications, merit and cost effectiveness through a fair and open process in accordance with the laws of the State of New Jersey. The East Greenwich Township School District reserves the right to reject any and all proposals as deemed in the best interest of the District. The District reserves the right to waive any minor informality in the RFP or minor noncompliance with a proposal but shall not be required to waive such minor noncompliance.

**SUBMITTAL REQUIREMENTS**

Architectural firms responding to this Request for Proposal (RFP) must prepare their responses in a bound format with appropriate section dividers corresponding to the areas listed under the Scope of Services on page 3 of this RFP. Each section must be listed in the same order and numbered as shown. Firms failing to adhere to this format risk having their submissions being considered non-compliant to the Request for Proposal. Four (4) copies of the required documents as identified in the RFP shall be mailed or delivered to Marjorie Workman at the address appearing on the cover page of this document and in accordance with the time and date appearing on the cover page of this document.

All Firms submitting proposals shall be currently licensed and authorized by the State of New Jersey, classified under N.J.S.A. 52:34-9 and N.J.A.C. 17:19-5 to provide services in the State of New Jersey, and must have a favorable record. The Board of Education will exercise its right to review, revise, and approve written and other communication materials. Upon any award, a contract will be issued for completion of the project contained herein. The successful Architect shall comply with all local, state and federal directives, orders, regulations, or laws as applicable to this agreement.

All submissions must be received at the above listed address by the date and time specified on the cover of this RFP. Late proposals will not be accepted. The District will not accept responsibility for late proposals that may be improperly routed in the mail. Proposals must be

**EAST GREENWICH TOWNSHIP SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
ARCHITECTURAL SERVICES**

written in concise and clear language. The Architect acknowledges and affirms, by submission of a proposal, that he/she agrees to be bound by the terms and conditions of the request for proposal. Any departures, exceptions, deviations, or inclusions to the terms of this RFP will not be considered. Proposals shall remain firm for a period of sixty (60) days after the date specified for the receipt of proposals.

If your proposal involves any subcontractors, you must provide full details on the nature of work to be performed by them and the locations in which the work is to be performed. The proposed subcontractor must be licensed and authorized by the State of New Jersey to perform the proposed services.

**DURATION OF SERVICES**

The services of the Architect will begin upon the signature of the contract by an authorized representative on behalf of the Board of Education of the East Greenwich Township School District and an authorized individual on behalf of the Architect. The services of the Architect will end upon the completion of the Project Close Out Phase.

**DETAILED REQUIREMENTS OF THE  
REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES**

**1. EAST GREENWICH TOWNSHIP SCHOOL DISTRICT FACTS AND FIGURES**

East Greenwich Township School District is a Local Education Agency established in accordance with N.J.S.A. 18A:54-1, et seq. Its governing body is a board of education consisting of nine elected residents from the township.

East Greenwich Township School District is a PS-6 elementary school district in Gloucester County, New Jersey. The District completed a school expansion project in 2006. As of October 2008, 907 Preschool through Grade 6 students are enrolled in the Jeffrey Clark and Samuel Mickle Schools. The District also leases the John Berkley Building, a former Mickleton School building, to the township for the operation of a public library.

The breakdown of the District's 2007-2008 and 2008-2009 total budgets appears below:

	2007-2008	2008-2009
Total General Fund	\$9,518,441	\$10,088,901
Total Special Revenue Fund	194,534	150,050
Total Debt Service Fund	1,267,423	1,223,280
Total Budget	<u>\$10,980,398</u>	<u>\$11,461,231</u>

The District employs approximately 130 contracted staff.

**2. PRELIMINARY PROJECT DESCRIPTION AND HISTORY**

Based upon research conducted on behalf of the District, a facility expansion and renovation project is anticipated which may include construction of wings to existing facilities to provide 32 new classrooms, an auditorium and cafeteria core space addition, and music and art room spaces, the redesign of traffic flow and parking facilities, relocation of fields and playgrounds, and renovations and upgrades to existing systems. Possible total new construction of approximately 72,000 square feet may be included in

**EAST GREENWICH TOWNSHIP SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
ARCHITECTURAL SERVICES**

the final project.

**3. SCOPE OF SERVICES**

**Phase I Schematic Design**

The scope of services required under this RFP will include the following:

- Within 14 days of the notice of award, the Architect will schedule a Kickoff Meeting to discuss the project goals, scope of deliverables and schedule.
- Conduct meetings with the Board of Education and District staff and tour the buildings to become acquainted with their functional program.
- Acquire all Planning, Zoning, and other agency approvals applicable to the site development.
- Existing school site plans, and existing topography, soil and environmental status reports will be made available for use by the selected Architect.
- Architect shall conduct a series of meetings (interviews) with the school administrators to review the existing Space Needs Study contents and program model.
- Preparation of concept design documents including: a site plan, floor plans, and a front elevation that depicts the character and style of the proposed facility. Include indications of proposed exterior building materials (CAD Architectural Renderings are required).
- A short narrative must also be supplied to describe the proposed Mechanical, Electrical, Plumbing and Structural Systems (Foundation System is assumed to be conventional spread footings), as well as any renewable energy systems that may be considered.
- Preparation of Conceptual Construction Cost Estimate in CSI/Master format based on square footage unit pricing that includes a lump sum allowance for site work as well as all other appropriate soft costs.
- Preparation of a project schedule with estimated design milestones beyond this phase of service including NJDOE approvals, local plan review, county bonding, and normal bidding and construction periods.

**Phase II - NJDOE Submission**

- The Architect will prepare and make the electronic and paper submission to the NJDOE of the approved Phase I Building Program as well as amend the Districts LRFP to include this project. This will include transmission of the application to the local planning board and DEP for EO-215 requirements.

**Phase III - Design Development and Construction Documents**

- A.** Design Development: Based on the direction from the Board of Education during the Schematic Design, the Architect will develop the site, structural, architectural, HVAC, plumbing, electrical and fire protection equipment/systems drawings. Site design and securing of permits (including stormwater/wetlands, parking, lighting, utilities, and soils) will be performed by a NJ licensed Civil Engineer under a direct contract with the Architect. All professional engineering reviews, studies, and documents shall be performed by licensed professionals under direct contract with the Architect.

**EAST GREENWICH TOWNSHIP SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
ARCHITECTURAL SERVICES**

The cost of these services shall be included as part of the architectural fee as outlined in the proposal.

- B. Construction Documents:** Based on Design Development drawings approved by the Board of Education and other required state and local agencies, the Architect shall prepare the final floor plans, elevations, structure, details, schedules, dimensions, MPE layout, and specifications. Along with the Civil Engineer's drawings and specifications, these documents will be used for bidding/pricing, building permits, and construction.
- C. Timeline and Budget:** These items will be updated during Phase III.

**Phase IV - Construction Bidding and Administration**

- A. Bidding/Negotiation:** The Architect will assist the Board of Education in the bidding process. This shall include preparation of bid documents and proposed construction contracts, conducting a pre-bid meeting, issuing required addenda, participating in the bid process and reviewing the bids, and issuing recommendations regarding the award of the construction contract.
- B. Administration of the Construction Contract:** The Architect shall be a representative of and advise and consult with the Board of Education during construction. Services of the architect shall include conducting the pre-construction conference, performing site visits, conducting job meetings and issuing minutes as appropriate, reviewing all shop drawings and submittals, review of all requests for Certificate of Occupancy, issuing Certificate of Occupancy and revisions as approved, review of requests for Change Orders and preparation of documents for approval, coordinating with the Construction Manager for the preparation and amendment of schedules, supervision of and communication with the Engineer, review and approval of all claims for payment, and inspection at Substantial Completion. The Architect shall have primary responsibility for obtaining all documentation required for filing of claims for grant reimbursement with the current NJ financing authority for grant funded projects and will provide any and all necessary services to assure that the district receives grant reimbursements in a timely manner, including submittal of grant reimbursement requests.

Architectural services for project closeout will include: conducting and reviewing the punchlist, review of punchlist after completion per the Contractor(s), issuing a Certificate of Completion, review of all warranties, review of all closeout documents submitted by the Contractor for completeness, and coordinating and securing all operator manuals and scheduling of training of district personnel as necessary.

The Board of Education plans on hiring a Construction Management firm.

**4. STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL**

Proposers should submit a technical proposal, which contains the following:

- A.** The name of the proposer, the principal place of business and, if different, the place where the services will be provided; the age of the proposer's firm and the average number of employees over the past three years; the education, qualifications,

**EAST GREENWICH TOWNSHIP SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
ARCHITECTURAL SERVICES**

experience, and training of all persons who would be assigned to the project to provide services along with their names and titles; a description of all other areas of expertise of the proposer, with emphasis on a description of those services of interest to a Board of Education client.

Provide a brief description of the firm's experience with the New Jersey Department of Education's construction/approval process, including experience with the NJ school grant financing authority and experience with alternative funding sources. Include a summary of recent educational new construction projects, identifying the Final Eligible Cost (FEC) determinations for each project as it related to the total project cost. Indicated total education experience and the number, scope, and status/schedule of New Jersey K-12 projects currently underway by the firm and the number of Architect of Record positions the firm currently possesses with New Jersey K-12 school districts. Include in this section a schedule of the resources available and planned for this project during the schedule in C below.

- B.** A listing of all other engagements where services of the types being proposed were provided in the past five years, including highlight of the scope of work and cost of the project and outline if the project was over or under budget. Include a listing of the the firm's five (5) largest NJ K-12 school design projects which the firm has undertaken during the last five (5) years. Include for each project listed the following Owners name and location, project name and location, project size in terms of gross square feet (GSF), owner's representative (name, title, and telephone number), estimated base bid cost and actual base bid cost, date of completion or anticipated date of completion. Include the name, contact person, and telephone number of the construction management firm used, if any. Include the total dollar amount and number of change orders issued in conjunction with each of the projects listed, and the percentage of change orders to total base bid cost. Include an explanation of your firm's efforts in community preparation of the referendum for the districts. The Board of Education may obtain references from any of the parties listed.
- C.** A detailed plan for providing the proposed services as described in the Scope of Services to include the proposed schedule for completion of the work, specifically the timelines to complete the following:
- Educational Specifications
  - Schematic Design
  - Referendum Publicity Preparation
  - Detailed Designs
  - Bidding Period
  - Construction Period
- D.** Proof of professional liability insurance; proof of any necessary professional license or certification from the State of New Jersey for all professionals to be assigned to this engagement; statement that the firm has Workers' Compensation and Employer's Liability Insurance in accordance with New Jersey law; statement that neither the firm nor any individuals assigned to this engagement are suspended or otherwise prohibited from professional practice by any federal, state, or local agency; evidence of the proposer's New Jersey Business Registration and Affirmative Action

**EAST GREENWICH TOWNSHIP SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
ARCHITECTURAL SERVICES**

Certificate; Political Contributions Disclosure and Corporate Disclosure.

- E. A description of the proposer’s office location and an explanation of the firm’s plan for availability for meetings and conferences at the District’s facilities;

**FEE STRUCTURE**

**Section 5 –**

**Basic Fee Structure Options:**

Option 1: The Architect shall provide: **a Lump Sum** fee for the above outlined scope of services, itemized by Phase as outlined in the payments section below. The Lump Sum total shall include time and expenses for travel; time and expenses for attendance at meetings; time and expenses for review and research of all documents at each Phase; time and expense for preparation of all necessary plans, drawings, communications, and any documents necessary to fulfill the duties described in the Scope of Services. The Architect shall supply a Schedule of Fees with hourly rates for any reimbursable time and expenses not included in the lump sum fee and a multiplier for non-payroll expenses that are not included in the lump sum fee. Only those additional fees that are identified in the proposal may be eligible for reimbursement. Permitting fees and escrows will be paid directly to the agencies by the Board of Education.

Option 2: The Architect shall provide: **a flat fee and percentage base fee** for the above outlined scope of services, broken down by Phase. The percentage base fee shall be a fee that is based on the construction costs of awarded contracts for the five primes (one contract or five), to include a percentage base fee for any approved change orders (increase or decrease). The flat fee total shall include time and expenses for travel; time and expenses for attendance at meetings; time and expenses for review and research of all documents at each Phase; time and expenses for preparation of all necessary plans, drawings, communications, and any documents necessary to fulfill the duties described in the Scope of Services. The Architect shall supply a Schedule of Fees with hourly rates for reimbursable time expenses and a multiplier for non-payroll expenses which are not included in the a flat fee and percentage base fee. All additional fees must be stated in the proposal to be eligible for reimbursement. Permitting fees and escrows will be paid directly to the agencies by the Board of Education.

The Board of Education will award a contract on either the lump sum or percentage based fee basis.

**Payment Schedule:**

Include a schedule of payments in the proposal per the following outline:

- 1. An initial payment of \$ \_\_\_\_\_ upon executing the Agreement.
- 2. Progress Payments for each phase shall total the following percentages of the total fee less initial payment:

Schematic Design Phase	_____ %
Design Development Phase	_____ %
Construction Documents Phase	_____ %
Bidding or Negotiation Phase	_____ %
Construction Phase	_____ %
Final Close-Out Phase	_____ %

**EAST GREENWICH TOWNSHIP SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
ARCHITECTURAL SERVICES**

Non-Basic Fees excluded from Basic Fee Proposal:  
Identify any additional services and expenses that are necessary to be performed for the project and that are not covered in the basic fee. Any services or expenses, which are not identified, will be included as basic fee costs. Indicate flat fee or hourly rate if services are not included in the Basic Fee.

Planning Services or Site Evaluations	\$ _____/flat or hour
Geotechnical investigations	\$ _____/flat or hour
Engineering to support NJDEP approvals for Sewer extensions, water connections, Drainage, or other	\$ _____/flat or hour
Engineering for utility coordination and connections for Water and Sewer, Electric, telephone, Gloucester County Soil Conservation Service, Gloucester County Engineering Department, Gloucester County Highway Department, Planning Commission	\$ _____/flat or hour
Design, selection, bidding of moveable equipment And furnishings	\$ _____/flat or hour
Life cycle cost analysis of pertinent project components Such as HVAC systems	\$ _____/flat or hour
Landscape design	\$ _____/flat or hour
Public relations/referendum publicity	\$ _____/flat or hour
Other: (specify) _____	\$ _____/flat or hour

**8. REFERENCES**

**Section 6**

Provide up to four (4) references on separate pages, listing their name, their title, their school district, their address and their telephone number.

**9. DISCUSSIONS WITH PROPOSERS**

An oral presentation by a proposer to clarify a proposal may be required at the sole discretion of the Board of Education. However, the Board of Education may award a contract based on the initial proposals received without discussion with the proposer. If oral presentations are required, they will be scheduled after the submission of proposals. Proposer will not be compensated for making the presentation.

**10. PROPOSAL EVALUATION**

The Board of Education will select the most advantageous proposal based on all of the evaluation factors set forth at the end of this RFP, however cost is important to the Board of Education. The Board of Education may, if deemed useful, attempt to negotiate an acceptable fee with the most qualified proposer. The Board of Education

**EAST GREENWICH TOWNSHIP SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
ARCHITECTURAL SERVICES**

will make the award that is in the best interest of the District based on cost and other considerations.

Each proposal must satisfy the objectives and requirements detailed in this RFP. The features of the proposal, considered together with its economic and other benefits, will form the basis for the evaluation process.

The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Board reserves the right to:

- a.** Not select any of the proposals.
- b.** Select only portions of a particular proposer's proposal for further consideration (however, proposers may specify portions of the proposal that they consider "bundled".)
- c.** Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal. Every proposal should be valid through this time period.

The Board shall not be obligated to explain the results of the evaluation process to any proposer.

The Board may require proposers to demonstrate any services described in their proposal prior to award.

**EAST GREENWICH TOWNSHIP SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
ARCHITECTURAL SERVICES**

**11. PROPOSAL LIMITATIONS**

This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Board of Education by issuance of this RFP. The Board reserves the right at the Board's sole discretion to refuse any proposal submitted.

**12. USE OF INFORMATION**

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Board of Education to the proposer in connection with this RFP shall remain the property of the Board. When in tangible form, all copies of such information shall be returned to the Board upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Board or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

**13. PROPRIETARY INFORMATION**

Any proposal submitted may become public information. Proprietary information such as client lists and non-public financial statements may be protected under limited circumstances. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Proposers must clearly identify in the proposal any specific proprietary information they request be protected. Proposals may be reviewed and assessed by any person at the discretion of the Board of Education. All materials submitted become the property of the Board of Education and may be returned only at the Board's option.

**BASIS OF AWARD**  
 (To be completed by Board of Education evaluation committee)

<b>EVALUATION FACTORS</b>	<b>SCORE</b>
<p>Points awarded will be based on the information contained in the technical proposal, any supplemental information obtained and information gathered during the interview, if one is conducted.</p>	
<p><b>A. Supportive services provided in the form of strategic planning and concept facility design projections</b></p> <p align="center">_____ <u>10</u> _____ points</p>	
<p><b>B. Demonstrated experience of the firm in performing similar services for New Jersey public schools or for other levels of government</b></p> <p align="center">_____ <u>10</u> _____ points</p>	
<p><b>C. Background, demonstrated local experience and project-related credentials of personnel to be assigned to the project</b></p> <p align="center">_____ <u>10</u> _____ points</p>	
<p><b>D. Quality of the firm's proposal and submitted documents</b></p> <p align="center">_____ <u>10</u> _____ points</p>	
<p><b>E. References</b></p> <p align="center">_____ <u>10</u> _____ points</p>	
<p><b>F. Reasonableness of Cost Proposal</b></p> <p align="center">_____ <u>15</u> _____ points</p>	
<p><b>TOTALS</b></p>	