

## **NOTICE OF REQUEST FOR QUALIFICATIONS**

The Borough of South Bound Brook is soliciting qualifications through the fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq for architectural services relating to the renovations which will update an existing building into a municipal complex.

Two (2) Copies of the Sealed Request for Qualifications (RFQ) response shall be received by the Qualified Purchasing Agent on Thursday September 29th at 5:30 p.m. in the Finance Department, located at 12 Main Street, South Bound Brook, N.J. at which time and place responses will be opened.

Services are anticipated to include design development, preparation of construction documents, and assistance with bid documents following the Local Public Contract Laws of the State of New Jersey. Services will include architecture, demolition, interior design, structural design, mechanical design, electrical engineering, plumbing engineering, fire protection engineering, as well as interactions with the Borough's outside Engineering firm, and coordination of services with the Borough's outside Technology vendor, as well as the Borough's Police Department.

The sealed submittal package must be clearly marked with the title of the RFQ being submitted and the name of the responding firm, addressed to the Qualified Purchasing Agent. The original proposal shall be marked to distinguish it from the one (1) copy. Only responses received prior to or on the submission date and time will be considered.

Respondents should provide statement of hourly rates, as well as past experience in similar projects of this nature. Upon award of contract, a written proposal outlining all services and related costs will then be requested, based on meetings with the outside professionals and site inspection of the existing building.

Respondents shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17-27. At the time of response to the RFP, the Respondent must be registered under the New Jersey Business Registration Act and, if available, submit the Certification with the response to the RFP.

All RFQ responses will be reviewed by an evaluation team. The most advantageous response, based on price and other factors, as determined by a standard evaluation criteria, will be then recommended to the governing body for award of contract.

Nancy Costa, Qualified Purchasing Agent  
September 17, 2022