

BOROUGH OF BEACHWOOD PUBLIC NOTICE FOR ARCHITECTURAL SERVICES IN ACCORDANCE WITH THE FAIR AND OPEN PROCESS N.J. SA 19:44A-20.4, ET SEQ. FOR THE DESIGN, TECHNICAL SPECIFICATIONS AND CONSTRUCTION OF A PLUS OR MINUS 3,000 SQUARE FOOT RECREATIONAL BUILDING AT THE BOROUGH'S MAYO PARK

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the Municipal Clerk of the Borough of Beachwood on the 25th day, of October , 2007 at 2:00 p.m. in the Borough Meeting Room located at 1600 Pinewald Road, Beachwood, New Jersey. The Clerk shall open and read aloud quotations submitted under the Fair and Open Process for architectural services in connection with the design, technical specifications and construction of a plus or minus 3,000 square foot Recreational Building at Mayo Park.

Standardized submission requirements and selection criteria are attached in "Schedule A" of this notice. Questions may be directed to the Office of the Administrator James F. Lacey calling the Beachwood Municipal Complex at 732-286-6000 extension "0", during normal business hours Monday through Friday 08:30 to 4:30 .

Submission packages to include hourly rates and estimated time to complete project and all architectural service contractors are required to comply with the requirements of N.J.S.A 52:32-44 (Business Registration of Public Contractors) N.J.S.A 10:5-1, et seq. and N.J.A.C. 17:27, et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts).

Submission by corporations and partnerships shall include a completed Disclosure of Ownership form (N.J.S.A 52:25-24.2) and a Non Collusion Affidavit.

The Borough Council reserves the right to reject any and all submissions due to any defects or waive informalities and accept any submissions that, in their judgment. would be in the best interest of the Borough of Beachwood based upon the selection criteria set forth in the Borough's technical specifications. The Borough Council shall award the contract or reject all submissions no later than thirty (30) days from receipt of same.

ELIZABETH A MASTROPASQUA, Clerk

BOROUGH OF BEACHWOOD

FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL SERVICES

(Pursuant to **N.J.S.A. 19:44A-20.5 et. seq.** and in conformance with the **Municipal Ordinance #2005-26**

which was approved by the Governing Body of the Borough of Beachwood December 21st, 2005)

ARCHITECTURAL SERVICES - SPECIFICATIONS

STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA

The Borough of Beachwood is seeking sealed submissions in response to a request for qualifications for duly licensed Architects to design a capital improvement projects for the Borough of Beachwood. Such candidates may appear before any land use boards of the Borough of Beachwood. Successful candidates will be placed on a pre-approved list for future services.

The **standardized submission requirements** shall include:

- (i) Names and roles of individual(s) who will be assigned to perform the tasks and a description of their professional experience with Borough of Beachwood and/or experience with other municipalities and project similar to the matter being advertised.
- (ii) Professional licenses and/or certifications held by the individual(s) to be assigned to the work required.
- (iii) Educational background and experience of the individual(s) to be assigned to the work required.
- (iv) List of Professional References and Records of Success, including addresses and telephone contact numbers.
- (v) Description of the support staff available to the individual(s) to be assigned.

(vi) Cost details, including the hourly rates of **ALL** individuals who will, or potentially could, perform services, all other 'charges' for extra services not included in the hourly rates, and, where appropriate, total cost of "not to exceed" amount.

The **selection criteria** to be used in awarding contracts shall include, but not be limited to:

- (i) Qualifications of all individuals who will perform the tasks and the amounts of their respective participation.
- (ii) Experience and reputation in the field.
- (iii) Ability to perform the task(s) in a timely fashion, including staffing and familiarity with the subject matter.
- (iv) Availability of the Professional Service entity personnel, facilities and other resources.
- (v) Professional Service entity financial stability and strength.
- (vi) Cost consideration including, but not limited to, standardized submission requirements, historical costs for similar contracts, expertise involved.
- (vii) Responsiveness to the Public Notice and Specifications; Submission demonstrates a clear understanding of the scope of work related objectives.
- (viii) Compliance with the submission documents.

Pursuant to **N.J.S.A. 30A:11-3(b)**, ..."contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection (1) of section 5 of P.L. 1971, c.198 (**N.J.S.A. 40A:11-5**) may be awarded for a period not exceeding twelve (12) consecutive months".

This solicitation is for the length , effective from date of award by resolution of Borough Council **through to completion..**

The award of this contract is based upon funds being encumbered and contingent upon the availability of funds in the appropriate municipal budget.

Professional services entities responding to this solicitation shall submit one (1) original and seven (7) additional sets of the sealed submission, on October 25, 2007